

Southwestern Christian School

FAITH CHARACTER ACADEMICS

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2025/2026

Student Parent Handbook

Student and Parent Handbook

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I. MISSION/SCHOOL HISTORY

Because “Eternity Matters,” the mission of SWCS is to provide Christ-centered education focused on excellence in faith, character, and academics, as well as to mentor lifelong learners in walking with Jesus Christ in partnership with our students' families.

In 1992, a group of concerned parents seeking Christian education options for their children met and began praying that God would guide them to find a solution. God gave them a vision to begin SWCS, an independent, non-denominational Christian school.

SWCS began in the fall of 1993, offering kindergarten through 8th grade to the Yuma community. Nine years later, in the fall of 2002, it joined First Christian Church and became an extension of the FCC ministry.

SWCS moved to the new First Christian Church campus, our current school location, in January 2005. This larger facility allowed us to reach more children in our community with the love of Christ through Christian education.

We continually thank God for His blessings as we continue the vision and mission of SWCS alongside the First Christian Church. We will continue to be a beacon of light in the Yuma community and beyond.

II. SCHOOL ORGANIZATION

A. Administration

Southwestern Christian Administration:

- 1. Lead Pastor** - responsible to the First Christian elders for achieving the school's mission and directing the campus's operations.
- 2. Principal/Administrator** - reports directly to the lead pastor and is responsible for implementing the school's mission for students through its daily operations and programs.

III. EXPECTED STUDENT OUTCOMES (ESOs)

To fulfill our commitment to developing the faith, character, and academic excellence of students, SWCS is committed to the following:

A. Faith

1. Knows biblical narrative and foundational biblical theology
2. Articulates personal beliefs and foundational Christian apologetics
3. Sees the world through a biblical lens
4. Pursues God through active and authentic faith

B. Character

1. Demonstrates integrity

2. Learns from and overcomes failure or adversity
3. Relates effectively and maturely with others
4. Exhibit the Fruit of the Spirit consistently

C. Academics

1. Thinks critically and with discernment
2. Commits to lifelong learning
3. Solves problems
4. Thinks creatively and reflectively
5. Collaborate with others
6. Prioritizes and organizes well
7. Applies learning to new situations

D. Core Values

1. Fostering a Community of Relationship
2. Pursuing Truth
3. Devoted to Excellence

IV. EDUCATIONAL PHILOSOPHY

SWCS believes education is an opportunity to grow and demonstrate love for God. As Jesus instructs his disciples, humans are to love God with all their minds, as well as their hearts, souls, and strength (Mt. 22:37). Furthermore, the education God desires is an education steeped in truth and the fear of the Lord. Scripture instructs humans that the fear of the Lord is the beginning of wisdom (Proverbs 1:7). Therefore, SWCS centers its curriculum around Bible classes at all levels and integrates Scriptural truth into all subjects.

To this aim, SWCS instructs students in critical thinking through reading, writing, analytical assignments, and classroom discussions. Finally, SWCS believes a complete education incorporates mental, physical, social, and spiritual instruction. The curriculum SWCS offers provides opportunities for exercise of the mind and body, individual and corporate study, and spiritual growth.

A. Faith Statement

SWCS is a ministry of First Christian Church and an extension of the home. It is not intended to substitute for or replace the home and church. The Holy Bible, particularly Christ's teachings in the New Testament, serves as our guide as we assist parents in fulfilling their God-given responsibility of training by providing an environment where students can reach their highest potential spiritually, mentally, academically, emotionally, and physically.

SWCS accepts the following as the core of the Christian faith:

1. There is one God, eternally existent in three persons: the Father, Creator, and Sustainer of all that is; the Son, existing from eternity as the Word, who became a man being born of a virgin, lived a life of sinless perfection, confirmed His word by miracles, died for our sins, rose from the dead, ascended into Heaven where he reigns as Lord and King and will come again in judgment, and the Holy Spirit.
2. The Holy Spirit is given to all baptized believers as God's indwelling, sanctifying presence. We believe the Holy Spirit convicts, regenerates, indwells, enlightens, and empowers believers for Godly Living.
3. Men and women, through sin, are separated from God and are utterly unable to save themselves.
4. Salvation is the unearned gift of God to all who, through repentance and baptism, trust in Jesus Christ as Lord and Savior.
5. The church, composed of all baptized believers, is Christ's presence in the world, witnessing his Lordship, teaching his Word, and serving in his name.
6. The Scriptures of the Old and New Testaments are the divinely inspired written record of God's work and word, and they are sufficient for faith and practice.

B. Confidentiality Statement

Southwestern Christian complies with all mandated state and federal confidentiality laws.

C. Notice of Nondiscrimination Policy

Southwestern Christian is intent on following Jesus' command to love one's neighbor as oneself (Mark 12:28-31). For this reason, the school does not discriminate based on race, sex, color, or national origin in the administration of its policies, scholarships, athletics, and other school-related programs. SWCS admits students of any race, color, or national origin to all the rights, privileges, programs, and activities generally available to all full-time students.

V. ADMISSIONS

Southwestern Christian School reserves the right to deny enrollment or re-enrollment to any student whose behavior or whose parent's conduct is not in accordance with the policies outlined in this handbook.

SWCS admits students regardless of race, color, nationality, or ethnic origin and extends all the rights, privileges, programs, and activities generally available to students enrolled at the school.

A. Enrollment

1. Potential new student families may initiate enrollment inquiries by scheduling an appointment to tour our facilities. They can also meet with the school administrator to discuss questions about its structure, spiritual policy and philosophy, academics, athletics, and other relevant topics.
2. New student eligibility will be determined by:
 - a) Entrance assessment (appointment made with the front office)
 - b) Completed enrollment documents (*online/written application, school records, parental permissions, testimonies, pastoral reference, emergency forms, etc.*)
 - c) Family interview.
3. New student enrollments are accepted in the order in which enrollment forms are received and space becomes available.
4. No enrollment request will be completed or processed until the school office receives all enrollment documents and the non-refundable registration fee is paid in full.

B. Re-enrollment Procedures

Current enrolled students must reapply annually. Re-enrollment forms will be sent out in February. Class space is minimal. Enrollment is on a first-come, first-served basis. Early registration is highly encouraged.

Any student applying for re-enrollment must complete early registration as soon as possible and pay the non-refundable/non-transferable registration fee before enrollment is granted. Families in poor standing within one or more of the following areas will be subject to an interview with the administrator and may be denied readmission into SWCS.

Additionally, the following areas will also be taken into consideration for re-admittance/enrollment of current students:

1. Grades/Academic Probations
2. Behavior
3. Financial commitment
4. Any outstanding balance

VI. TUITION/FINANCIAL INFORMATION

A. Tuition by Grade Level

1. **Kindergarten** \$5,500
2. **1st - 7th** \$6,000
3. **8th** \$6,550

B. Registration

An annual, non-refundable registration fee of \$350 per student is due in full at the time of registration.

C. Accounts:

1. All SWCS families must sign up with FACTS Tuition Management by July 6th if they plan to make monthly payments.
2. To opt out of ***FACTS***, ***families must deposit \$6000.00 per child into their*** school account by the July 6th deadline.
3. SWCS offers a limited amount of financial aid each school year. Any family may apply for financial assistance by completing an online financial aid application (see the school office).
4. SWCS utilizes FACTS, a third-party organization specializing in financial aid and tuition management for private schools, to determine the amount of financial assistance each family receives.
5. Families must apply for financial aid each year, even if they received it in previous years.
6. Please note that **ESA** families will be responsible for an annual processing fee: Kinder, \$175; 1st—8th grade, \$250. This amount covers the school's bank service fees for processing ESA payments.

D. FACTS

SWCS uses FACTS to manage student data, including enrollment, attendance, and grade records. Questions about Family Portal accounts may be directed to the school office. A new Family Portal account for a parent or student can be created once a valid email address is in the school's system. After an email address is on the school list, a student/parent can follow these steps to create an account:

1. Using a web browser, go to www.SWCSlions.org and choose "PARENTS" in the upper left corner.
2. From the login page, select "Create New Family Portal Account."
3. Enter the district code and the person's email address and click "Create Account."
4. The person should access their email account and click on the link in the message from FACTS.
5. Enter a username and password, then click "Save Username and/or Password."
6. The person should now be able to return to the Family Portal login page and use their new username and password.

E. Dismissals and Withdrawal Policy

Students who withdraw from school at any time before the end of the school year, must fill out a withdrawal form at the front office. Verbal notification will not be accepted.

SWCS will calculate tuition for a student leaving during the school year through the end of the semester, during which the student submits a completed withdrawal form. All accounts must be paid in full before any student records will be released.

This withdrawal policy also applies to a student that is suspended or expelled from school due to violation of rules and policies of SWCS.

F. Payments and Returned NSF Checks

Any checks written to SWCS returned NSF will incur a \$25 service charge. If three or more NSF checks are on your account, you must make future payments with cash, money order, or a cashier's check.

Please notify the school immediately if financial difficulties arise, so we can present options for the student to remain in school. We do not want any student removed from school due to financial difficulties; however, SWCS also has financial obligations to our creditors, staff, and employees, who expect timely payments.

If a family account is in arrears of \$1000, the student(s) will not be allowed to continue attending SWCS. Parents must make arrangements through the business office to bring the account to current status before the student can continue at SWCS. Students with delinquent accounts at the end of the school year will not be admitted for the following year.

If the administration has not agreed upon a payment plan, the delinquent account will be turned over to collections.

G. Lion's Den

1. Before School Hours 7:00 -8:05 AM

After School Hours 3:15-5:30 PM

Students who arrive on campus more than 15 minutes before school starts or stay longer than 15 minutes after dismissal must be supervised by an adult or checked into the Lion's Den. See the school office for additional information and costs.

2. Drop-Off and Pick-Up/Lions Den

Families are asked to review the following guidelines and make necessary transportation arrangements:

- a) Families should drop off students no earlier than 8:00 am – staff do not supervise students until then.
- b) Lion's Den is available for a fee to students in K-8th grade for parents who need before- and after-school care for children arriving earlier than 8:00 am before the school day and/or staying at school more than 15 minutes after dismissal. Check-in to Lion's Den is from 7:00 am to 8:00 am before school and from 3:30 pm to 5:30 pm after school. After 5:30 pm, a late fee of \$5.00 per minute will be charged until the student is picked up. This will be due and payable immediately.
- c) All students should be picked up within 15 minutes of dismissal, unless they are enrolled in Lion's Den or involved in a school-supervised after-school activity.
- d) Students in after-school activities must be picked up within 15 minutes of the scheduled ending time of the activity.
- e) Any student not picked up within 15 minutes of the scheduled school dismissal time will be checked into the Lion's Den, and subsequent charges will be applied.

VII. ACADEMICS

Southwestern Christian has academic programs for students in K through 8th grade. The academic programs are split into elementary (K through 5th grade) and middle school (6 through 8th grade).

SWCS reserves the right to require students to be tested to determine appropriate grade placements and/or identify special needs, such as learning disabilities or emotional and behavioral concerns.

To be placed on the honor roll, all students must meet the Essential Scripture memory requirements, regardless of grade percentage.

Students may not receive a "D" or an "F" in any subject to be placed on Honor or Principal's Honor roll or to be considered for awards** given at the end of the school year.

A. Honor Roll and Principal's Honor Roll

- 1. Honor Roll: 88.5% or higher for the quarter.
- 2. Principal's Honor Roll: 94.5% or higher for the quarter.

B. Academic Evaluations: Progress Reports/Report Cards/Parent-Guardian Conferences

Multiple academic evaluation methods are communicated to students' parents and guardians throughout the school year.

1. Classroom progress is uploaded to Ren Web weekly to provide parents and guardians with their students' current academic progress and classroom performance. Parents and guardians are encouraged to log in, check student progress before a potential academic struggle arises, and communicate with the classroom teacher.
2. Report cards are issued at the end of each quarter and provide a comprehensive summary of a student's progress toward academic goals and areas that require additional attention.
3. Parents or guardians must attend parent-teacher conferences at the end of the 1st and 3rd quarter grading periods.
4. The 2nd and 4th quarters are optional and not required. If the parent/guardian desires conferencing for the 2nd and 4th grading periods, please contact the classroom teacher to schedule an appointment.
5. Fourth-quarter report cards and other information will be sent home with students on the last day of school, provided the family account has been paid in full.

SWCS prioritizes communication regarding student progress and report cards. In certain situations, this may result in a report card not being issued until a conference between the parent and teacher is held. This is a significant time for your students' teachers to meet with you and offer feedback or answer questions about each student's progress toward academic and spiritual goals.

Parents or guardians and teachers may request additional conferences to discuss a student's academic, social, behavioral, and spiritual progress during the school year.

Please be patient with your students' teachers regarding communication requests made during the school day. In cases of emergency, contact can be made via the school office. When not conducting classroom lessons, teachers can respond to email communications throughout the school day. Depending on the schedule, they will generally read and answer emails after school dismissal and sometimes during their lunch or planning period. Phone messages can always be given to the front office. Teachers will respond within 24 hours during the school week, except on Fridays and weekends.

C. End of School Year Awards

The following awards are given at the end of the school year to a student in K-8 grade who exemplifies SWCS's mission, vision, core values, and expected student outcomes (ESO):

1. **Shadrach, Meshach and Abednego** Award
2. **Daniel** Award
3. **Essential Scriptures Gold** Award
4. **AMC 8 Math** Award
5. **Jack DeLange** Music Award

D. Consequences for Low Grades

1. Academic Meetings and Contracts

To support students in their academic performance, a teacher, principal, or administrator may need to convene an academic meeting regarding a student's performance. This meeting may include classroom teachers, the student, the administration, and the family. The goal is to enable all stakeholders to contribute to a student's success. In most cases, an academic contract will be created to set goals the student must achieve to continue progressing with enrollment (current or future) at SWCS.

2. Academic Probation

SWCS may place students on academic probation at the end of each quarter if any one (or more) of the following academic conditions are applicable:

- a) Student's grade average drops below 73.4%.
- b) Students have two or more D's in any quarter or semester.
- c) Students receive an F as a final grade in any quarter or semester.
- d) Academic probation will conclude at the end of the progress report and/or grading period, provided the student fulfills the academic requirements and meets all conditions outlined in the academic probation contract established by the SWCS administrator and teachers.
- e) The classroom teacher will review student progress weekly and communicate any concerns to the administration for further action if the student fails to adhere to the contract parameters for academic progress.
- f) Failure to comply with academic probationary goals may also result in non-enrollment for the current and following school years.

E. Curriculum K-8th

SWCS uses Abeka, BJU Press, and Saxon publishers and participates in the Accelerated Reading program to meet rigorous Christian educational goals and quality standards. SWCS teaches all subjects from a Christian worldview perspective, including the Bible as a part of daily, regular academic courses. Each grade level has the following focus of study:

- a) Grades K-3 focus on God's love and offer of salvation.
- b) Grades 4-6 focus on an in-depth study of God's word and how to live for Him.
- c) Grades 7-8 focus on students' ability to discern and make Godly choices.

Note: The New American Standard '95 version of the Bible is SWCS's choice for Bible instruction

1. Elementary School (Grades K-5)

The curriculum includes art, Bible, language arts (grammar, reading, spelling, and writing), computer skills, mathematics, physical education, science, and social studies. As part of the regular curriculum, elementary classes participate in occasional field trips designed to enhance the curriculum. Therefore, siblings are not included in field trip participation and may not be excused from their regular classes to attend a field trip for their sibling's grade level.

2. Middle School (Grades 6th-8th)

The middle school curriculum includes Bible, English language arts, art, mathematics, physical education, science, social sciences (including economics, geography, government, psychology, U.S. history, and world history). Middle School classes participate in occasional field trips designed to enhance the curriculum. Therefore, siblings are not included in field trip participation and may not be excused from their regular classes to attend a field trip for their sibling's grade level.

3. Band Elective

Band instruction is available per semester for an additional fee. Classes are offered for students in the 4th-8th grades. Students are expected to participate and receive report card grades. Performances also impact student grades. Students who miss these performances for reasons other than illness or emergency will lose credit in those classes.

4. Orchestra Elective

Orchestra instruction is available per semester for an additional fee.

Classes are offered for students in 2nd-8th grades, providing the opportunity to learn to play violin, viola, cello, or bass. Students are expected to participate and receive report card grades. Performances and other events outside of the school day also impact student grades. Students who miss these performances for reasons other than illness or emergency will lose credit in those classes

5. PE

Every student in grades K-8 is required to participate in physical education (PE) unless a note from a physician or parent is provided stating a reason for the student's non-participation. Students who attend PE without tennis shoes, a uniform, or a water bottle will be penalized and may be excluded from activities for their safety.

F. Special Needs Resource

While we are committed to supporting every student's educational journey, SWCS does not offer a designated specialized resource program for students with special needs. However, we recognize that some children may require additional support beyond what we can provide. Families may be referred to Yuma District One Exceptional Student Services to explore alternative educational settings better suited to their child's needs.

G. Chapel

Consistent with the mission and objectives of SWCS, students gather regularly for chapel periods. Chapel is a time for both worship and community, featuring a variety of activities that include praying together, reading Scripture, singing worship songs, hearing from guest speakers, sharing community updates, and honoring students who receive various academic, athletic, character, and behavioral awards. Chapel attendance is mandatory for all students.

H. Grade Reporting - FACTS

SWCS utilizes FACTS, an online grade book system, to track student grades. SWCS student families will need to create a FACTS account. After the account is created, parents/guardians and students are encouraged to check FACTS for updates on a student's current grades, assignment scores, test scores, attendance records, lunch accounts, fees, and other relevant information at any time during the school year.

In addition to the information in the FACTS reporting system, a report card will be sent home to parents at the end of each quarter. Parents are encouraged to review

these grade reports and communicate any concerns regarding progress reports or report cards to teachers in a timely manner via email or phone.

SWCS students in 1st through 8th grade receive letter grades on quarterly report cards. These grades indicate a student's achievement level as accurately as possible. SWCS believes in setting high goals to inspire high achievement; grades are a key indicator of a student's achievement level. Report card grades are derived from a combination of classroom work, participation, behavior, assignments, quizzes, tests, papers, and projects, etc.

The following grading scale applies to all Students in 1st through 8th grades.

Percentage Letter Evaluation

92-100 "A" Mastery

83-91 "B" Proficient

74-82 "C" Developing

65-73 "D" Does Not Demonstrate Proficiency

0-59 "F" Not passing

"I" Incomplete

Students who receive an "I" grade, referring to any coursework that remains unfinished at the end of a grading period, must communicate and receive approval from individual teachers before the end of the grading period to arrange an "I" grade in any class or classes the student has the "I" in.

The incomplete grade must be resolved within two weeks of the progress report; otherwise, it will remain unchanged. If not resolved, the grade will be changed to an "F," and academic probation rules will be applied.

An overall "C" average is expected to be maintained for the year. Students whose overall grade falls below a "C" average for any quarter will be placed on academic probation and subject to administrative review.

I. Homework* Policy

At SWCS, homework can be a valuable extension of classroom learning. When used appropriately, it reinforces newly acquired skills, supports academic development, and promotes independence, self-direction, time management, and responsibility. Homework provides students with meaningful opportunities to apply what they've learned in class in a home setting.

**Homework is not typically assigned over holidays or vacation breaks.*

Teachers may assign homework to individual students or groups for the following reasons:

1. To provide additional practice with newly introduced concepts and skills
2. To complete work that was not finished during class, which must then be submitted the following school day
3. To allow time for collaboration on group projects or to complete major independent assignments that require work beyond classroom hours
4. To enhance the curriculum through additional projects completed outside of regular class time

Parents are encouraged to support their child's homework routine in the following ways:

Provide encouragement and guidance while allowing the student to complete the work independently.

1. Establish a consistent homework time and a quiet, distraction-free workspace.
2. Ensure that necessary materials and supplies are available to complete assignments.
3. Read with and to your child daily to build strong literacy skills and foster a love of reading.

The average time students spend on daily homework should not exceed the following:

1. Grades K-1: 30 minutes/day
2. Grades 2-3: 45 minutes/day
3. Grades 4-5: 60 minutes/day
4. Middle School: 1-2 hours/per day

In any case where the student consistently spends more time than outlined above on homework, it is essential that the parent or guardian notify the teacher immediately so that the problem can be determined and an appropriate plan of action can be implemented together.

B. School Supplies

Southwestern will purchase some of the consumable supplies for students. Student supply lists will be communicated.

All students are required to wear gym/tennis shoes for PE.

SWCS provides a Bible to students (and new students in 3rd-8th grades) to keep and use for each elementary grade.

Students will need a water bottle, lunch box (containers to keep items hot/cold as no refrigeration or microwave is available for students)

C. Student Government-STUCO

Middle school students at SWCS can lead the school as Student Council officers and class representatives. Students complete an interview process with the STUCO advisor, who, along with alumni and an additional faculty member, decides which student to fill the positions.

Elected officers plan and implement various activities throughout the school year, including Spirit Week, STEAM night, refreshments for sports events, and other duties as assigned. They also assist with chapels and arrange opportunities for the student body to serve the local community. Class representatives liaise between student council officers and their respective classes. Positions require an average of 80% or higher on each quarterly report and a passing grade in each course.

D. Standardized Testing - IOWA

SWCS requires students to participate in standardized testing, currently the IOWA testing, each academic year. This assists the teacher in tailoring instruction, determining the progress of each student and class, evaluating the school and its teachers, and maintaining the criteria required for accreditation. At the end of the school year, SWCS will provide each family with a report of their student's test scores.

E. Promotion Policies

1. Elementary Promotion Policy: The following criteria form the basis by which promotion to the next grade is determined:

- a) Behavioral, emotional, and social maturity appropriate to grade level
- b) Academic readiness to advance to the next level
- c) Identified targeted interventions that can be continued at future grade levels to advance student learning at an individual rate

Teachers will communicate with parents early in the school year if there is a concern that a student may not meet the promotion requirements to the next grade. Teachers, the Principal, and parents will work together to assess a student's

readiness to advance to the next grade and determine whether a student should be promoted or retained.

VIII. ATTENDANCE

A. School Hours

1. Monday - Thursday from 8:15 a.m.-3:15 p.m.
2. Friday is early release day from 8:15 a.m.– 1:30 p.m.

Classrooms open at 8:00 am and close promptly at 3:15 pm.

Families need to understand that the state of Arizona requires mandatory attendance. SWCS tracks student attendance as a state requirement. When a parent notifies the school of a child's absence, it is a **formal request** for excusal. The school determines whether the absence will be categorized as "excused" or "unexcused."

Regular attendance is necessary for students to learn in school. It is impossible to duplicate the classroom instruction experience, so the students' grades will be affected. Upon the student's return, the student will be held responsible for all concepts covered during their absence. Tests may be given in advance only at the teacher's discretion. Accommodations may be made for individuals with long-term illnesses.

If a student is to go home with someone other than a parent or guardian, arrangements must be made in advance of the student's arrival at school. The parent or guardian will call the school office and send a written note with a date and signature to authorize such a change of procedure for the student.

- B. Early Pick-up** SWCS requests that students **NOT** be picked up a few minutes earlier than our regular dismissal times, except for medical appointments or emergencies. If there is a school-sponsored event, such as after-school sports or other school activities, students must have attended a full day of classes on the day of the event to be eligible to participate.

C. Absences – See Appendix 1: Illness and When to Keep Student Home **Excused Absences**

Teachers record attendance at the beginning of each school day in Ren Web. Upon notification of an absence, the school will attempt to contact the parent or guardian of each unexcused absent elementary student.

SWCS and the State of Arizona recognize three categories of excused absences:

1. Illness (including scheduled doctor and dentist appointments)
2. Emergency absences (such as death in the family)
3. Administratively-approved pre-arranged absence.

The administrator must approve a student to be absent for reasons other than those listed above. Avoid planning family outings or vacation trips during the school calendar.

If a student will be absent for reasons other than illness or emergency, the following steps must be taken:

1. One week, minimum, in advance, the parent/guardian must either come to the office or send a written note with a reason/explanation for the absence
2. The front office or administrator will inform the teacher of a student's absence. This allows the teacher to be aware that the office has cleared the absence, and they may assign the student work. The parent or guardian is responsible for obtaining work from the student's teacher.
3. Any make-up work from an absence must be turned in upon return, and the student will be responsible for completing current assignments with the rest of the class.

NOTE: Students absent for more than 20 days during the school year may be in jeopardy of removal from SWCS, ineligible for 8th grade graduation attendance, and/or retention.

All students absent due to illness may not participate in extracurricular activities (such as sports, music, clubs, performances, and events) on the day of their absence. When absences are due to anything other than illness, after-school participation will be determined on a case-by-case basis.

D. Excessive Absences

If a student is absent due to illness for **three or more consecutive days**, the parents/guardians) must provide appropriate documentation. If you are concerned that your student will experience an extended absence (three or more days) and cannot complete work during their absence, please contact your student's teacher to request and coordinate receiving a makeup work packet.

Documentation must come from a doctor. Please include a description of the illness, the treatment received, and confirmation of clearance to return to school. According to state law, a student returning after a severe contagious disease must

have a doctor's excuse and re-admittance approved by the principal.

If a student is absent for **six or more days in any one quarter**, excused or unexcused, s/he may be placed on an attendance agreement with the principal and must abide by that agreement.

E. Leaving School During the School Day

Students cannot leave school grounds during the day without being signed in and out at the office. A parent or guardian must be present **in person**, accompanied by verifiable state identification, for student sign-in and sign-out.

1. The parent or guardian must enter the office to authorize the absence and sign the student out.
2. The staff member will call or visit the student's classroom to escort the student to the office.
3. If a student returns during school hours, the parent must sign the student back in at the school office before the student returns to class. (Students on SWCS field trips are not required to sign out/in.)

F. Extended Absences

SWCS requests that all families schedule vacations outside of school breaks. Students and families aware of extended absences in advance must obtain approval from the principal at least **five school days** before the first day of the absence. Teachers will communicate with the student and parents regarding the assignments to be completed. For middle school students, FACTS remains the primary source for assignments and due dates.

G. Tardiness

SWCS expects all students to arrive at class on time. **Any** student late to class is simply tardy. Students are considered tardy at 8:15 am *if they are not with their teacher*. A parent or guardian must accompany them to obtain a tardy slip and sign in for admission to class. SWCS allows four "grace" tardies per semester for unexpected circumstances that may arise.

The following are considered "**excused**" tardies:

1. Medical/dental appointments (*requires a note from the doctor/dentist to be considered "excused"*)
2. Traffic accident
3. Funeral

Any other reason will be considered unexcused. After four "grace" unexcused

tardies per semester, fines will be charged per family, per occurrence. Monies will be credited into the Rosie Salas Memorial Scholarship Fund.

H. Tardy fines will be imposed at the following increments:

- **0-4 tardies** = \$0.00 fine charged with no further action required.
- **5-7 tardies** = \$10.00 each, with no further action required
- **8 or more tardies**= \$20.00 each, plus a parent/guardian conference with the principal

IX. CHARACTER AND CONDUCT

A. Behavior standards:

Students are expected to cooperate with Christian standards of behavior.

(Ephesians 4:22-32) Any student whose conduct or attitude in or out of school shows him/her to oppose the school's fundamental principles and purpose, or who maliciously destroys school property, will be dismissed or asked to withdraw from school.

Parents will be billed for repair costs from damage caused by malicious behavior.

Every student enrolled at SWCS must commit to abiding by the following expectations, both in and out of the classroom:

- a) Maintain a positive attitude.
- b) Exercise integrity, purity, courtesy, and good manners.
- c) Refrain from inappropriate and offensive language and demeanor.
- d) Submit to all school and church authorities (Administration, Teachers, SWCS Staff, and FCC staff).
- e) Respect and cooperate with fellow students to create a positive school culture.
- f) Abide by the rules and procedures of the student/parent handbook.
- g) Treat the school campus and its property and materials with respect and care.
- h) Refrain from any action or speech that intimidates, demeans, or threatens others, including behavior presented in a teasing or joking manner.

1. Bullying and Cyber-Bullying

Bullying, demeaning words and actions, taunting, intimidating, threats of violence, including but not limited to “pretending” to cause violence or harm to another, and other disruptive behaviors, including cyber-bullying will not be tolerated and are prohibited.

Bullying is defined as any action that purposely makes fun of, hurts, frightens, threatens, or excludes another person. These actions may be verbal, physical, or written. Examples of bullying and cyber-bullying include, but are not limited to, name-calling, verbal smears or inappropriate comments, threatening, hurtful letters or emails, text or instant messaging, telephone communications, internet blogs, chatrooms, postings, and hostile and/or defamatory personal websites. Any action involving bullying and/or cyberbullying, whether on or off campus, may result in disciplinary action, including suspension or expulsion.

2. Cheating Policy

Cheating is a form of dishonesty. A student cheats when submitting academic work (assignments, papers, tests, etc.) that they did not complete entirely independently, and does not clarify for the teacher which portions of the work are not their own. SWCS will take the following actions when a student has cheated on any academic work:

- a) First offense: (in any class)
 - (1) Offer a score of zero on the assignment (test, paper, project, etc.).
 - (2) Teacher document and notification to the parent/guardian.
- b) Second offense: (in any class)
 - (1) The student may be removed from the class.
 - (2) Teacher documentation and notification to administration and parent/guardian.
 - (3) Possible suspension of 1-3 days.
- c) Third offense (in any class):
 - (1) The student will be removed from class.
 - (2) Teacher document and notification to the administration, parent/guardian.
 - (3) Out-of-school suspension and/or possible expulsion.

B. Conflict Resolution

SWCS believes that the Bible commands humans to make every effort to live at peace and resolve disputes privately or within the Christian church (1 Corinthians 6:1–8; Matthew 18:15–35). (See Appendix 2: Complaint/Conflict Resolution Policy and Grievance Policy)

Concerning matters should first be addressed under the Lord's commands in Matthew 18:15–35, with the goal of forgiveness and/or reconciliation.

Thus, SWCS faculty, staff, students, and families are expected to strive earnestly, diligently, and continually to maintain harmonious relationships within the school community, using biblical principles to resolve disagreements.

When conflict arises, resolution should be sought in a manner that glorifies God and fosters a community of peace.

To pursue an equitable solution, SWCS provides a process to address conflicts, complaints, or problems with faculty, staff, coaches, administrators, or students. The school's "Complaint/Conflict Resolution Policy" in Appendix 2 details the process for seeking resolution. A "Grievance Policy" is also included in Appendix 2 that addresses issues potentially involving abuse, exploitation, neglect, harassment, or a major policy violation.

C. Discipline

SWCS's discipline policy is designed to foster self-discipline in students that aligns with the principles outlined in Hebrews 12:6-10. First and foremost, we strive to communicate with all disciplines with the motivation of loving our students and expressing that love through accountability and the belief that students will respond to loving discipline by choosing to submit to it as an expression of what it means to belong to the SWCS community.

SWCS will treat students as individuals within the context of their unique situations and experiences. If possible, the goal of discipline is restoration.

Parental or guardian refusal to accept school-imposed consequences for their child(ren)'s actions signal a spirit of non-cooperation and a breakdown of home/school partnership necessary to promote unity and the privilege of continued attendance at SWCS.

1. Disciplinary Actions:

The majority of discipline problems will be:

- a) First, the offense will be dealt with at the classroom level. Classroom teachers will use the incident referral system to document and communicate with parents when a disciplinary issue arises.
- b) Second, the offense will also be documented in the classroom, the teacher will notify parents/guardians with a reminder that on the third incident, the matter will be taken up by the administration with further consequences.
- c) On the third offense, the student will be referred to the administration. At this stage, the parent or guardian will be notified

of the repeated behavior, and appropriate disciplinary actions will be implemented. Any further instances of misconduct beyond this point will be addressed directly by the administration, with escalating consequences as deemed necessary.

2. Administrative Discipline

The administration may require community service on campus, an out-of-school suspension for periods not exceeding 10 days, and/or immediate expulsion from school. Parents will be notified of the terms for community service, suspension, or expulsion.

*Students suspended from school may/may not be allowed to re-enroll for the next school term.

** The principal/administration reserves the right to deny re-enrollment to any student who has been expelled from SWCS, and their decision is final.

Behaviors that may necessitate immediate disciplinary action from the administration include, but are not limited to:

- a) Disrespect shown to any staff member.
- b) Dishonesty in any situation while at school, including lying, cheating, and stealing.
- c) Fighting with (i.e., striking in anger with the intention to harm) another student.
- d) Bullying or any form of harassment, which may/may not be perceived as a threat.
- e) Inappropriate, immoral, or sexual behavior.
- f) Language or actions that present an attitude of defiance to those in authority.
- g) Outright disobedience in response to instructions.
- h) The use of vulgar, offensive, abusive, or profane language, gestures, or comments made in writing, or through text or other electronic means.
- i) Continual disobedience of school rules and policies. (Including failure to comply with behavior plans, academic probation, etc.)
- j) Smoking on or off campus.
- k) Forged material (plagiarism, including AI) or signatures.
- l) Persistent truancy or tardiness.
- m) Possession, use, discussion of, or pretending to use drugs, alcohol, vapes, firearms, or other weapons is strictly prohibited on campus and at all school-sponsored events. Any violation of this policy will

result in immediate referral to the administration. Parents or guardians will be notified, and serious disciplinary action—up to and including suspension or expulsion—will be taken in accordance with school policy and applicable laws

- n) Inappropriate use of technology.
- o) Malicious destruction of student, school, or FCC property.

3. Behavior Plan

Administration may assign a probationary discipline plan for academic and/or behavioral issues. Students placed on a behavior plan may be prohibited from participating in any school activity outside the school day that is not part of a class. These extracurricular activities include athletics, social events organized by the school, or any other activity not a component of an academic class. The only exception will be required attendance at an activity outside of regular class times, such as a band or orchestra concert, as part of a necessary class component.

Note: This does not include extracurricular sports, which are a choice, not a class requirement.

4. Suspension

Students who receive **out-of-school suspensions are not permitted to attend classes, participate in school activities, or be present on school grounds during their suspension. Students may or may not be able to** make up any work missed during the suspension. The classroom teacher holds final discretion regarding whether missing classwork can be made up.

5. Unenrolled-Expulsion**

A student may be suspended or expelled from school at any time if they violate the rules and policies of SWCS. Students who become unenrolled due to expulsion are prohibited from attending or participating in any SWCS classes and activities for the remainder of the academic school year and may not re-enroll at SWCS for any subsequent school year.

** The Principal/Administration reserves the right to deny re-enrollment to any student expelled from SWCS; their decision is final.

** Should students desire re-admittance to SWCS for the following academic year, they may reapply; however, re-admittance is not guaranteed due to administrative policy. In such instances, the principal/administration

and the cohort of classroom teachers would meet to reconsider this decision based on evidence of the student's changed attitude, demonstrated behavioral change, and the circumstances at the time of reapplication. The decision made by the principal/administration and teacher cohort is final, and the student may not reapply.

6. Withdrawal/Unenrollment

If a student needs to withdraw or unenroll from the school before the end of the school year for reasons other than suspension or expulsion, the student's family must complete a withdrawal form and submit it to the office.

Southwestern Christian School will calculate tuition for a student leaving during the school year through the end of the semester in which the student submits a completed withdrawal form.

- a) Complete a withdrawal form and submit it to the front office. A verbal request or email notification to the teacher will not suffice. Email notifications must be forwarded to the front office and the students' teacher.
- b) Notify the classroom teacher of any outstanding books and assignments that must be graded for the final report card.
- c) Pay all tuition, late fees, books, extracurricular fees, library books returned, lunch debt, lion's den, and any other fiduciary responsibilities BEFORE records are sent to the new academic institution.
- d) Accounts must be paid in full before records will be released.

D. Dress Code

1. Purpose:

SWCS believes there is a close correlation between an attitude conducive to academic achievement and proper conduct, which is reflected in the clothing worn by students. We want to be known for "whom" we belong to, not for "what" we wear, and that our attire always brings honor and glory to God. Uniform items must be purchased through approved school vendors: *BGD and Salty Dog*.

2. Guidelines:

- a) Messages on any clothing, backpack, hat, notebook, jewelry or any paraphernalia of any kind including but not limited to: inappropriate messages or pictures, guns, knives, skulls, witchcraft,

promotion of violence, rock groups, sexual innuendo, any political or social agendas, occult symbols, promotion of sexual identification, alcohol, drugs, vaping, cigarettes or electronic cigarettes, substance abuse or any other questionable pictures or messages deemed unacceptable by administration are not allowed.

- b) The dress code applies at all times when a student is on campus, including activities such as athletic events, awards nights, STEM activities, 8th-grade graduation rehearsals, and ceremonies. It also applies when students are off campus representing SWCS, such as field trips or at camp (not on campus).
- c) Parents and students must dress professionally and appropriately at all school activities. School uniforms must always be neat and clean, reflecting our best selves. Clothing must not be torn, frayed, dirty, or disheveled. Loungewear, pajama tops and bottoms, and blankets are inappropriate for school attire.
- d) Students are expected to dress according to their biological gender. School attire should not distract from the learning environment. At SWCS, we strive to maintain an atmosphere that fosters serious education and spiritual growth. Exceptions are only made for students appropriately dressed as participants in sports, band, orchestra, or other approved activities. We want our students to stand out for WHO they are, NOT what they wear.

3. SWCS uniform Specifics guides:

- a) **Pants** – Uniform style pants, slacks, capris in khaki tan, black, navy blue (no denim), or dark gray are permitted. Low-rise or skinny-type pants are not allowed. Ripped, torn, or frayed jeans are not allowed. The waistbands of pants should be worn no lower than the hip line. Jeggings, lycra, fishnet tights, stretch pants, and extremely tight or baggy styles are not permitted. *Leggings may be worn ONLY underneath a skort, jumper, or shorts in approved SWCS uniform colors: solid white, black, dark blue, or dark gray.*
- b) **Belts** – (optional) Solid brown, black, or dark gray may be worn.
- c) **Skorts/Skirts/Jumpers**—Skirts, shorts, and jumpers must be within 3 inches above the knee in SWCS plaid, black, khaki tan, dark gray, or navy blue (no denim). Privacy shorts must be worn under skirts.
- d) **Shorts—shorts/capris/walking shorts, athletic shorts** (PE day only), must be mid-thigh or longer, not more than 3 inches above the knee. Walking shorts may not be shorter than mid-thigh.

- e) **PE/Athletic and Sweatpants** – All students will only wear PE attire on designated days. Hats may be worn only for sun protection during PE/recess and must be removed before re-entering the building after PE/recess. Leggings in SWCS-approved colors may be worn under PE shorts with SWCS athletic shirts.
- K-5th grade PE uniform: SWCS orange T-shirt, black athletic shorts, and athletic shoes with laces or Velcro.
 - 6 - 8th grade PE uniform: SWCS blue T-shirt, black athletic shorts, and athletic shoes with laces or Velcro.
- b) **Shirts** – Long or short-sleeved, collared shirts purchased from school-approved vendors in royal blue, black, dark gray, or white with the SWCS embroidered logo will cover the entire upper torso during all regular movements of a student's activity during the school day, including the waist, back, shoulders, and chest. Students may wear a long-sleeved or short-sleeved, plain, white, black, or dark gray uncollared shirt under a uniform collared shirt. Undershirts may not hang longer than the uniform shirt; therefore, they must be tucked in.
- Guys – collared shirts must be worn at all times during the school day. During athletic activities, practices, pick-up games, and open gym, uniform t-shirts may be worn (i.e., no shirts and skins).
 - Girls—Tops and blouses must fit appropriately and cover undergarments, cleavage, and the midriff at all times, especially when bending or stretching. Tank tops are limited to athletic participation, and spectators must be unable to see up, through, or down them.
- c) **Exposed Undergarments** are not allowed. Underwear, including boxers, bras, or camisole straps, must not be shown at any time, especially when bending or stretching. Tight or form-fitting attire and garments, such as underwear or sleepwear, are not to be worn as outerwear.
- d) **Shoes** – for safety reasons, shoes will be worn at all times. NO flip flops. High-heeled shoes with a heel of 2 inches or less are permitted. Sandals must have a heel strap*. Crocs may only be worn with socks and in “sport mode” with the heel strap. If Croc rules are not followed, the wearing of Crocs will be banned.
(*exception applies only for Junior High, may wear “Birkenstocks” type sandals)
- e) **Sweaters/Jackets** – Only jackets with the SWCS logo and school

colors in royal blue, black, and dark gray can be worn inside the school building. P.E. sweatshirt hoodies may ONLY be worn for P.E. days. During inclement weather, heavier coats may only be worn outside and removed upon entering the school building. Zippered, hooded-type jackets with the SWCS logo are available at BGD and may be worn. However, students may not have the “hood” on their heads for any reason during the school day. SWCS school-approved designated vendors for logo jackets are: *BGD and Salty Dog*.

- f) **Hairstyles, Cosmetics, Tattoos, and Piercings—Respect** for the learning environment must always be maintained, and one must not distract others. Visible permanent or temporary tattoos are not permitted, and writing of any kind on any part of the body is not allowed.

Specific Student guidelines:

- Gentleman:
 - (a) Hair must be styled not to cover the student’s eyes or draw undue attention.
 - (b) Hair may not hang on or below the collar of the uniform shirt.
 - (c) No facial hair allowed. Must be clean-shaven.
 - (d) Jewelry may be worn in moderation. No body/ear piercings or gauges may be worn. No jewelry, such as pointed studs, spikes, heavy chains, armbands, headbands, or scarves, is allowed. (*Specific requests should be directed to administration, whose decision is final.*)
- Ladies:
 - (a) Hair must be styled not to cover the student’s eyes or draw undue attention.
 - (b) Jewelry may be worn in moderation. However, no jewelry, such as pointed studs, spikes, heavy chains, armbands, headbands, or headscarves, is allowed
 - (c) No body piercings or gauges may be worn. Single ear piercings are limited to small stud/hoop/dangle earrings.
 - (d) Cosmetics may be worn in moderation for grades 6-8 only. They may not be applied during the school day and must be kept in a backpack. Artificial enhancements, including but not limited to

fingernails and eyelashes etc., must not distract from the learning environment. (*Specific requests should be directed to administration, whose decision is final.*)

2. Special Events

a) **8th Grade Graduation**—Students will adhere to the guidelines set regarding dress code. A committee set forth by SWCS will determine the final approval of graduation attire.

- Gentlemen—Wear a Button-down Oxford-style dress shirt and tie, dress pants or suit pants, and dress shoes. Dress or suit jackets are optional. Do not wear flip-flops, Crocs, or beachwear footwear. Clean-shaven and school hair length/style are required.
- Ladies – Dressy, church type dress or skirt, tea length up to 4 inches above the knee when kneeling. Dresses or tops/blouses must have two shoulder straps, one for each shoulder, that are a minimum of 1 inch wide. Dress backs must also reach the shoulder blades, and the front must have a non-revealing neckline: no strapless, halter, or backless tops or dresses are allowed. Dress shoes or sandals with a strap may be worn. NO FLIP FLOPS, CROCS, or BEACHWEAR sandals. Heels no higher than 3 inches measured from the heel line for safety. Modesty guidelines are to be met concerning anything that is too low cut, tight, see-through, or too loose—no body glitter, extreme hairstyles, or dark makeup, excessive eyelashes, or fingernails.

b) **Special dress code opportunities** will be communicated for select events, such as Spirit Week, STEAM Night, band or orchestra performances, and other notable occasions.

3. Consequences for Dress Code Violation

Teachers monitor the student dress code. Admin assigns discipline for violations, whose decisions are final. Any student whose appearance is deemed immodest or a distraction to others will be asked to change. If a student is out of uniform and therefore in violation of the dress code, the student will be subject to disciplinary action as follows:

- a) 1st Violation: sent to the office and allowed to comply
- b) 2nd Violation: Sent to the office, parent notified, and given a final

warning

- c) 3rd Violation: sent to office, parent notified, out-of-school suspension for 1-3 days, not to exceed 5 days

****NOTE: Decisions of the principal/administration are final and supersede the rules listed above regarding SWCS uniform policies in all matters relating to SWCS dress code.**

4. Personal Belongings

Personal belongings are any items brought to school unrelated to academic and/or extracurricular activities. These include but are not limited to: toys, electronic devices of any kind including GPS and smart watches, sporting equipment (*SWCS provides equipment for students to use*), grooming items (including any kind/type of make-up for any part of the face as well as perfume or cologne), food (*No food of any kind allowed on the playground or premises during the school day*) drinks other than water bottles with water only), No chewing gum allowed, etc.

Students must leave their personal belongings in their backpacks or cubbies during class and chapel. Teachers will confiscate and document any personal belongings that students bring to class or chapel that violate written policies. Students may retrieve their confiscated personal belongings from the teacher at the end of the school day. If the teacher confiscates an item for a second time, the student must retrieve the item from the front office. Parents will be notified that if the situation occurs a third time, the parent will need to come to the school to retrieve the item. If continued violations of personal belongings causing distraction in the classroom persist, a meeting may be necessary among parents, students, teachers, and administration to discuss further actions that need to be taken.

5. Sexual Morality

While enrolled at SWCS, all parents and students are expected to exhibit behavior consistent with biblical Christian principles and refrain from behavior that is inconsistent with these principles. Inappropriate sexual conduct is prohibited.

SWCS reserves the right, within its sole discretion, to refuse admission to an applicant or to unenroll, suspend, or expel a student if the atmosphere or conduct within a particular home or the activities of the parent or student is counter to or in opposition to the biblical lifestyle or does not comply with

the biblical stance our school teaches.

Prohibited sexual conduct includes, but is not limited to, participating in, supporting or condoning sexual immorality, homosexuality, bisexual activity, promoting such practices or such behaviors as the following: sexual activity outside of marriage, sexual harassment, use or viewing of pornographic material or websites, and sexual abuse or improprieties of any kind as defined by Scripture and federal or state laws.

6. Gender Identity/Transgenderism/Homosexuality

Given the Biblical account of creation, including verses such as Genesis 1:27, SWCS affirms that each person's birth sex is God's intended gender for that individual. For this reason, SWCS does not affirm attempts to change one's given biological birth sex via medical intervention.

SWCS reserves the right to refuse admittance to, suspend, and/or unenroll students who do not comply with this policy.

SWCS affirms the Biblical precept that God created humans as male or female and designed marriage between a man and a woman (Genesis 2:24, Matthew 19:5). Thus, SWCS does not affirm homosexual activity, and students are prohibited from participating in homosexual dating relationships.

SWCS reserves the right to refuse admittance to, suspend, and/or expel students who do not comply with this policy.

7. Sexting

Sexting is an activity that is inconsistent with Biblical instruction (Galatians 5:13-15). Sexting is prohibited and includes sending, receiving, or forwarding sexually suggestive messages, photos, or images via cell phone, computer, or any other digital device. Students engaged in such activities are subject to state laws and school discipline.

SWCS reserves the right to refuse admittance to, suspend, and/or expel students who do not comply with this policy. Any violation will result in school discipline and the notification of local law enforcement. Students are required to report such activities to a teacher or an administrator immediately.

8. Student Harassment

SWCS requires all students, parents, guardians, family members, and employees to treat fellow members of the SWCS community with dignity and respect, as outlined in Galatians 5:16-26.

Sexual harassment is a form of misconduct that undermines the value and integrity of a fellow human being.

All SWCS students and employees have the right to be in an environment free from all forms of sexual harassment. Sexual harassment is defined as any unwanted physical, verbal, written, or visual advances, and any other sexually oriented conduct that is offensive or objectionable.

All SWCS students and employees must notify a teacher and/or administrator if they witness any sexual harassment. All incidents of suspected harassment should be reported in writing.

Sexual harassment by a student will lead to a parent/guardian conference and, in most cases, to either suspension or expulsion, as determined by the administration. Refer to the "Grievance Policy" in the appendix for details on addressing grievances, including those related to sexual harassment. For comprehensive information, refer to the "Student Harassment Policy" in the appendix.

9. Weapons/Drugs/Alcohol/Cigarettes

Weapons, illegal drugs, cigars, cigarettes, including e-cigarettes, vaping paraphernalia, marijuana, or alcohol are not permitted on the SWCS campus (including the parking lots) at any time. This includes parents and guardians as well. Violators will be suspended or expelled.

X. FAMILY INVOLVEMENT

SWCS believes a positive and constructive working relationship between the school and a student's family is essential to fulfilling its mission.

Therefore, SWCS reserves the right not to continue enrollment or re-enroll a student if the school reasonably concludes that a parent or guardian's actions interfere with the school's mission, vision, or educational purposes.

A. Parent/Guardian Commitment to SWCS

Families demonstrate their support for the school and its mission by enrolling their students in SWCS. To do this, parents agree to:

1. Be actively involved and a member of a local church. (*Membership in the church and the activities therein provide help to students and families achieve their fullest potential.*)
2. Support the school in fulfilling its purposes, commitments, and principles, particularly in the education of all students, by the Statement of Faith.
3. Refrain from engaging in illegal or immoral behavior, as this reflects poorly on or potentially disrupts the SWCS community.
4. Accept responsibility for the education of their child by:
 - a) Ensuring that their student(s) have the time, place, and parental support needed to complete homework and studies.
 - b) Ensuring that when their student(s) arrive at school, they are adequately prepared for the day with appropriate meals (no food delivery outside of SWCS is permitted), proper attire, and necessary supplies to promote successful student learning.
 - c) Encouraging students to comply with the spirit and letter of all SWCS rules and policies, maintaining appropriate and respectful attitudes in accordance with biblical teachings.
 - d) Demonstrating acceptance of personal responsibility--parents are encouraged to volunteer and attend all mandatory events, including but not limited to Parent Orientation and Parent-Teacher conferences.
 - e) If necessary, they should secure additional tutoring, testing, or assistance for their student(s) when suggested by the SWCS classroom teacher and/or administration.
5. Setting an appropriate example to their student(s) and all other students when on campus or at SWCS-related events by:
 - a) Refraining from inappropriate language.
 - b) Observing all school rules and policies with a respectful attitude.
 - c) Modeling appropriate conflict resolution following Matthew 18.
 - d) Relating to all faculty and staff members with courtesy and respect, at all times, including when a conflict or disagreement arises.
 - e) Refraining from gossip.
 - f) During sporting events, demonstrating courtesy and respect to all other adults, including referees, coaches, and parents of opposing players.
 - g) Refraining from all alcohol, vaping, and use of any tobacco products on campus or off-campus at any SWCS-related event where students are present.
 - h) Dressing appropriately, with modesty, when on campus or attending school-related events.

- i) Supporting SWCS's Biblical position on sexuality, marriage, and family.
- j) Maintain school accounts up to date and in order and comply with timely payments.

B. Communication

SWCS commits to regular communication with families regarding school activities and student progress through multiple means, including, but not limited to, emails, Monday Folders, social media, phone calls, and in-person conferencing. We will communicate honestly and respectfully at the appropriate times and places. Administration, teachers, and employees will communicate with each family in an honest and respectful manner at appropriate times and places. SWCS requests that all families uphold these standards in their communications with school employees.

C. Parent Teacher Organization

SWCS's Parent-Teacher Organization (PTO) fosters fellowship within the school community by facilitating prayer, promoting relationships, organizing events, and enhancing communication between families and the school.

We welcome and encourage parental involvement in all PTO-supported activities and fundraising events throughout the school year. School-wide meetings are held monthly to discuss upcoming events and corresponding volunteer needs.

These meetings enable parents and guardians to gather information about upcoming and past events, offer their creative input, and, if interested, join committees essential for event planning, coordination, and the successful completion of proposed events for fun, fellowship, and fundraising purposes.

D. Volunteers/Chaperones/Field Trips

Multiple volunteer service opportunities are available at SWCS. We actively encourage parents, guardians, and family members to contact the school office for more details.

The following rules and guidelines apply to all volunteers:

1. *Required to submit a background check form and applicable fee to the school office each year, IF the parent will be alone with students at any time **(Front office can give more information regarding this requirement.)*
2. Expected to assist the teacher and allow the teacher to focus on their learning objectives and responsibilities – **field trips are, first and foremost, educational opportunities** Chaperones assist the teacher in

communicating this to all students.

3. Will be diligent in providing care, supervision, and ensuring the safety of all students
4. Will follow all state and federal traffic rules and regulations when transporting students to and from field trips
5. Expected to follow and enforce all school rules (including any location where the field trip is located)
6. Will sit among students and interact with all students during the trip
7. Will not bring other family members or friends (e.g., siblings) on the trip without explicit permission from the principal
8. Will refrain from using cell phones during the field trip, except in emergencies
9. Will abide by the school dress code and maintain modest attire
10. Will set good examples for all students and respect the teacher's authority

E. Transportation for School Field Trips/Events

SWCS cannot offer student activity transportation for athletic events and field trips. Therefore, please rely on our parent/guardian volunteers to assist with transporting students to school field trips and events.

SWCS will not assume responsibility or liability for any injuries or damages sustained while students ride in a private automobile. Responsibility rests with the vehicle's owner and driver.

Parents are encouraged to be aware of and involved in arranging safe transport for their student(s) to and from SWCS activities.

Anyone transporting students to and from Field Trips, School-sponsored events, athletics, etc., must read Appendix 7 and have a driver agreement form on file with the front office.

XI. GENERAL INFORMATION

A. Behavior on Campus Grounds

Students and families are asked to be good stewards in caring for the campus and its grounds by observing the following:

1. Litter: Please place trash and recyclables in the designated receptacles. Students are asked to be proactive in picking up and disposing of litter, whether a guest on our campus left it or not.
2. No food is to be taken outside the building unless explicitly directed by the teacher for a specific purpose, such as monthly birthday celebrations,

Thanksgiving feasts, or STEM nights.

3. Climbing any trees on campus is prohibited.
4. The fenced area of the playground is off-limits for everyone after school dismissal. (Lion's Den is the only exception.)
5. Horseplay in the school or church building, including climbing hallway walls or gates or running, is prohibited.
6. Pathways: Students should only walk on sidewalks and designated pathways to preserve campus landscaping and grass.
7. Fire escapes: Students are prohibited from climbing or crawling over the gates and stairs of any external fire escapes around campus.
8. Classrooms: SWCS students are expected to leave classrooms "cleaner than they were found" and take personal items with them at the end of each class period. Remember that many classrooms are also used for church events, meetings, and classes.

B. Campus Visitors

SWCS requires all campus visitors to sign in at one of the school offices and receive a visitor's badge. Before leaving campus, all visitors must return to the office to sign out and return the visitor's badge.

C. Parent/Guardian Visits

Parents and guardians may not be on campus during school hours unless they assist the classroom teacher with a specific request, such as completing Monday Folders.

Any forgotten articles, including lunches, may not be taken to the classroom. They are to be left at the office. The student will be notified at an appropriate time to retrieve the item, avoiding disruptions to classroom instructional time.

Teachers and administration are happy to provide information and assistance to parents and students as needed. However, if a parent or guardian needs to speak with a specific teacher or administrator for more than five minutes, SWCS requires an appointment to be scheduled in advance of the visit. This will give you more time to attend to your request.

D. Closed Campus

SWCS maintains a closed campus to protect and secure its students and staff.

Students may not leave the school campus during school hours, except when accompanied by a parent, guardian, or faculty member.

E. Drivers and Vehicles

SWCS has many young children around the campus before, during, and after school hours. All drivers should exercise extreme caution and maintain a low speed when entering our campus.

Families should use special caution and patience when driving in school parking lots. Failure to comply with driving regulations on campus may incur a fine.

Please respect the drop-off/pick-up lane cones, chains, and crosswalk attendants, as well as the flow of traffic. Do not remove the chains without prior approval from the front office or administrators.

Driving over the chains and metal signs is prohibited. Doing so will result in the replacement cost incurred by the parent or guardian who did not follow procedures.

K-5 students must be dropped off/picked up at the crosswalk by the mailboxes. ONLY Middle school students are to be dropped off/picked up in the concrete parking lot at the side of the building.

F. Campus Parking

All families are encouraged to park in the graveled parking area in front of our school entrance unless you are participating in chapel with your student. Chapel parking and the entrance are on the other side of our campus.

Please remember to enter from 32nd Street, one-way around the preschool entrance, using caution, to the roundabout and exit at the Ave 6 E traffic light during school hours.

G. Campus Safety and Security

The safety of students and staff is our top priority and a fundamental aspect of our mission as a Christian school community and an institution of educational excellence. SWCS prepares staff and students for emergencies through structural and non-structural mitigation, training, drills, supplies, and partnerships.

SWCS's Emergency Operations Plan (EOP) provides a framework of procedures that enable the school to perform emergency functions during crises. The EOP addresses SWCS's responsibilities in emergencies associated with natural disasters, human-caused emergencies, and technological incidents. A copy of this handbook can be obtained from the school office.

Safety also includes attending to the social and emotional health of students. Supporting social and emotional development in classrooms involves teaching and modeling social and emotional skills, providing opportunities for students to practice these skills, and creating situations that allow students to apply them. SWCS believes healthy relationships foster the social and emotional health of its students; thus, we provide opportunities for relationships to be created and nurtured in a variety of ways: interaction with homeroom teachers and paraprofessionals, FCC pastoral staff, chapel, reading buddies, prayer warriors, and sports, art, music, and more. These relationships and opportunities connect students to faculty, staff, and one another, promoting healthy interactions.

H. Health Policies

Communicable Illnesses, Infestations, and Diseases Policy – *Refer to the Chart in the Appendix for guidelines on when a student must be kept at home and when they may return to school after contracting a communicable illness, infestation, or disease.*

Guidelines and requirements for contagious diseases, including COVID-19, are subject to change and evolution.

Families with students who have allergies must notify the school of their students' food, medication, and environmental allergies before the student's first day of school.

I. Medication for students

Arizona laws regarding medication require schools to have a signed permission slip from parents or guardians prior to administering any prescription medications.

1. The medication must be stored in the school office in its original bottle, labeled with the pharmacist's recommended dosage.
2. Prescribed inhalers are the only prescription medications students in 6th through 8th grade are allowed to keep during the school day.
3. Their teachers or the front office may keep an elementary student's inhaler on file.
4. All non-prescription medication, including cough drops, must be kept in the school office and administered only by SWCS personnel. Parents or guardians must provide permission before the school administers any non-prescription medication.
5. SWCS keeps a record of all medications and every medication administration on file in the school office, in compliance with Arizona

laws.

J. Procedure for Sick or Injured Students at School

SWCS does not have a designated nurse on campus. Families must notify the school whenever their phone numbers, including emergency contacts, change.

1. Parents will be contacted when a student becomes sick and/or injured.
2. A staff member will monitor the student and ensure their comfort until an approved adult arrives to pick them up from school within 30 minutes.
3. School staff will determine when a student should be excluded from school.

K. Liability Release

SWCS values the health and safety of all students. As in any public setting, the possibility of injury is a reality. Families assume all risk for death, injury, or personal loss to their child at school, school-sponsored events, and any time on campus.

Furthermore, families will forever hold harmless SWCS, its employees, and representatives against any loss, damage, or expense arising from any and all claims, demands, or actions that may be brought against any or all of the said parties due to accident or occurrence.

L. Referrals

Students with emotional issues, such as depression or eating disorders, are encouraged to talk to appropriate staff members, including administrators and teachers, or seek outside spiritual or emotional counseling. Parents and students should be aware that if another student struggles with emotional issues, they should contact the principal.

All students with past or present mental/emotional health diagnoses, who have or are receiving counseling, who are being professionally treated for emotional/psychiatric disorders, or who are taking medication, must notify the office or relay this information during the initial interview.

Students who begin taking medication for mental or emotional health issues after enrolling are required to disclose this information to the office. Please be aware that SWCS does not offer counseling services. Therefore, parents or guardians may be unable to enroll a student at SWCS, and/or the student may be disenrolled due to these issues, including behavioral offenses.

M. Student Health Records

All students enrolled at SWCS must have current records of required immunizations or exemption statements on file with the school office before their first day of school, as required by the Arizona Health Code.

N. Interactions with Students

SWCS employees, interns, practicum students, parents, and volunteers collaborate to nurture and educate students.

As part of this cooperative educational process, SWCS requires all adults who interact with students during school hours, whether on or off campus, and/or at school-sponsored events, to support the school's mission and objectives in both word and deed.

This includes adhering to the policies and rules outlined in the Student and Parent Handbook. Additionally, SWCS requires all adults who have direct, unsupervised contact with students during school hours and/or at school-sponsored events to submit to a criminal records check. These requirements help promote a consistent and safe educational environment for all students.

O. Inclement Weather/School Closure Policy

Inclement weather conditions sometimes warrant school closures. Please listen to or watch news stations, the school social media page, or the website rather than contacting administrators, teachers, or staff.

SWCS will notify parents/guardians and employees through one or more of these ways:

1. Message through Parent Alert RenWeb.
2. Notify major radio/news stations.
3. Post on our social media pages "Latest News" section early in the morning if severe weather dictates school closure for the day.
4. Post on the school website.

P. Video Surveillance

SWCS premises are continuously monitored and recorded by video cameras to protect the student body and staff and deter vandalism and other unauthorized activities.

XII. STUDENT ATHLETICS:

Southwestern Christian School is part of a Christian league team competition for grades 5- 8. The office will communicate directly with students through a team activities approach. The team sports we can offer depend on finding volunteers to serve as coaches and referees. Athletic policies and expectations are available in the athletic handbook or an information sheet that will be provided to students participating in our after-school

teams.

Participating in athletic teams is a privilege, not a right. It is an opportunity to be an ambassador for our school, rely on others' strengths, practice biblical sportsmanship, and extend grace while maintaining a Christ-like attitude to others, whether winning or losing. Therefore, to participate in Southwestern athletic competitions, the following eligibility requirements apply to student athletes:

1. To participate, students must have a grade point average of "C" or better with no failing grades. (The administrator will make the final determination.)
2. During any participation period, progress reports will be used to determine eligibility. ("C" average and no failing grade)
3. Complete a physical exam every two years and have it on file in the school office.
4. Comply with all team rules established by the athletic director and head coaches.
5. School attendance is required for the entire day of a game for the student to participate in that day's play. Half-day exceptions will be made only for medical appointments or similar needs and only after prior approval from the athletic director or administration.
6. Athletes are required to attend practices even when on academic hold. Practicing with the team weekly will allow them to remain eligible to play once the hold has been lifted.
7. Any unexcused absence from practice may result in a one-game suspension at the coach's discretion.
8. An excused absence must be documented by a note from a physician or parent, with a copy given to the athletic director and the school office.

Athletics and School Activities - Early Dismissal

Students dismissed from class early for any school activity must use pre-arranged transportation. Parents providing transportation must notify the school office, and the adult must sign the student out upon arrival. Students who do not follow this procedure will be recorded as having an unexcused absence. Students cannot leave school for any reason unless approval has been pre-arranged through the school office.

XIII. TECHNOLOGY USE

A. Cell Phones

All students may not have or use cell phones for the duration of the school day.

The school phone number (928-726-3086) will be used for parents and students to communicate during the school day. Parents/guardians should not call or ask students to contact them on their cell phones during school hours.

If a student is found using a cell phone during class time, the teacher or staff member will confiscate the phone and give it to the principal. The student can retrieve the phone at the end of the school day. If cell phone use becomes problematic, the student may be required to leave their phone with the principal for an extended period.

The school reserves the right to access content on a student's phone, including pictures and text messages. If unsuitable material is found on the phone, appropriate disciplinary measures will result.

B. Computer/Internet

SWCS students are issued a school device and are expected to use it during school hours. Personal computers, iPads, tablets, and other devices are not protected by the school's safety software; therefore, they should not be used on school premises. Using school computers, internet networks, and other technological resources is a privilege, not a right. Students are required to sign and submit a Technology Use Agreement.

C. Student Email Addresses

SWCS students are issued a school email address. This email address is for school purposes only and not intended for outside or social media usage. Remember, we want to be known for who we are in Jesus Christ, not for what we do that would not bring him honor.

D. Other Electronic Devices

Electronic devices such as earbuds, AirPods, headphones, handheld electronic games, e-readers, tablets, or any other personal electronic devices are only allowed during school hours, WITH TEACHER PERMISSION FOR ACADEMIC USE OR SUPPORT. Smartwatches and/or GPS location devices are not permitted at any time at SWCS.

SWCS is not liable or responsible for the safety or security of any personal electronic devices brought to school, including those stored in backpacks or other containers. Electronic devices misused or used during school hours will be collected and kept in a school office until the end of the school day.

Repeated offenses of prohibited behavior will result in more serious consequences.

Important Note: Accessing your child's FACTS account on your phone may not always provide full-screen visibility, potentially missing critical information in the margins. For complete visibility, please access FACTS on a laptop or computer to ensure full access to data.

E. General Technology Policies

SWCS, including all staff, faculty, and administration, reserves the right to suspend or revoke access to and use of any technological resources, including internet networks, due to inappropriate use. Individuals who damage, destroy, vandalize, or steal any technological resource belonging to SWCS will be held personally and/or collectively liable for the repair and/or replacement cost of the damaged media.

Any technological resource supplied for the use of the administration, faculty, and staff is not intended for general student use. All technological resources, including hardware, software, files stored on school-owned property, user accounts and passwords, and data on internet networks as well as any software, webpages, and paper media developed by a member of the administration, faculty, staff, or student body for the primary purpose of advancing SWCS are considered intellectual and/or physical property of SWCS.

Users should not expect any guarantee of privacy. SWCS reserves the right to monitor, review, and search any technological resources. **Users of technological resources are aware that failure to comply with any of these policies may result in the loss of privileges to use technological resources or other disciplinary action, as determined by the administration of SWCS.**

SWCS reserves the right to intervene with writings, messages, and/or postings on internet blogs, emails, instant messages, etc. that contain harassing, threatening, or disparaging statements, or reference illegal activities.

Students are prohibited from using the SWCS name, posting pictures of SWCS administration, faculty, or staff, making derogatory comments about the school and its personnel on social media and in any written or spoken form. Disciplinary action will be on a case-by-case basis. However, the inappropriate use of technological resources in an administrative meeting with family could have consequences, including suspension or expulsion. Violators of certain aspects of this policy can and may be subject to criminal and/or civil litigation.

XIII. BULLYING AND HARASSMENT POLICIES

SWCS (SWCS) prohibits unlawful discrimination and harassment of any kind, including teen dating violence. This policy defines these terms and provides a complaint procedure for all persons described in subsection (5)(b) of Senate Bill 197 who believe they have been the victims of prohibited conduct.

This policy applies to all matters “at school”, which includes student activities associated with the school and occurring on or off school grounds, at school-related activities regardless of location, or in vehicles used at school or to transport students from home to school or school activities.

In addition, while the school recognizes that it does not have direct authority over students when they are not at school, violations of these policies away from school that impact the school community or violate the student’s enrollment agreement with the school may also be governed by the terms of this policy.

SWCS’s policy includes: sexual harassment of students by staff members or other students; sexual harassment of staff members by students or other staff members; and sexual

harassment of persons described in subsection (5)(b) of SB197 by staff members or students, as well as domestic violence and teen dating violence.

A. Discrimination and Harassment

SWCS's policy is to provide a learning environment free from unlawful discrimination or harassment based on race, color, religion, sex, national origin, marital status, age, physical or mental disability, or any other characteristic protected by local law, regulation, or ordinance. This policy encompasses any form of unwelcome, hostile, intimidating, threatening, humiliating, or violent behavior.

Beyond the legal requirements, our school community and all its members expect us to seek biblical respect for and affirmation of every person as made in God's image and loved deeply by Him. Our ultimate basis for respect and affirmation of every school community member is grounded in the Scriptures of the Holy Bible.

Our policy is that all employees, students, volunteers, and visitors to the school site are entitled to a respectful and productive work and learning environment free from behavior, action, or language that constitutes harassment or discrimination, or is in any way demeaning or disrespectful.

The policy prohibits any conduct at school that a reasonable person in the individual's circumstances would consider unwelcome, intimidating, hostile, threatening, violent, abusive, or offensive. It also prohibits any form of disciplinary or retaliatory action toward a student for filing a complaint of discrimination or harassment or for participating in an investigation of a complaint, as long as the student has reported and participated truthfully and in good faith.

B. Prohibited Conduct

Although by no means all-inclusive, the following examples represent prohibited behavior:

- Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding or blocking movement, or any physical interference with schoolwork or activities;
- Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting, and derogatory insults;
- Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling;
- Domestic violence, defined as violent or aggressive behavior within the home, typically involving the violent abuse of a spouse or partner, but also including violence against children;
- Teen dating violence, defined as behaviors that include physical, psychological, or

sexual abuse; harassment; or stalking of any person ages 12 to 18 in the context of a past or present romantic or consensual relationship.

- Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings, or cartoons that reflect disparagingly upon a class of persons or a particular person; or
- Sexual harassment, as described above, including but not limited to unwelcome sexual advances, requests for favors in exchange for conduct of a sexual nature, submission to unwelcome conduct of a sexual nature in exchange for some benefit or favor, or other conduct of a sexual nature.
- Sexual abuse or assault.

C. **Sexual Harassment** is a specific form of harassment and includes, but is not limited to, the following types of conduct:

- Unwelcome sexual advances
- Requests for sexual favors
- Other conduct of a sexual nature when such conduct is directed toward an individual because of that individual's sex
- Any conduct of a sexual nature where submission to such conduct is made either explicitly or implicitly a term or condition of some benefit or favor
- Unwelcome verbal or physical conduct that is sufficiently severe or pervasive to unreasonably interfere with school performance or create a hostile, intimidating, or offensive learning environment.

D. **Sexual Abuse or Assault**

- Conduct of a sexual nature directed toward a person younger than the age of consent or a person who is unable to give consent.
- Unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, psychological or emotional manipulation, threat, or intimidation.

E. **Reporting Procedure**

Any student aware of or experiencing discrimination, harassment, or sexual abuse or assault at school should report that information immediately to a trusted adult on campus, a law enforcement peace officer, or may call the Arizona child abuse hotline at **1-888-SOS-CHILD (1-888-767-2445)**.

A written report should also be completed and submitted to the school administration. If a staff member is notified of a problem by a student or becomes aware of student behavior that may violate the policy, they shall immediately refer the report to the principal. If the report is of sexual abuse or assault, the staff member shall also immediately fulfill his or

her duties as a mandatory reporter by contacting either local law enforcement or the **Arizona Child Abuse Hotline at 1-888-SOS-CHILD (1-888-767-2445)**.

Once reported, campus authorities will conduct an investigation. The Administrator and lead pastor of First Christian Church have primary responsibility for conducting the investigation; each may also request other appropriate staff members to assist. The other official will lead the investigation if the complaint is against one of these officials. Local law enforcement may be involved if necessary, based on the facts of the incident.

The individual who initiated the complaint, as well as the student's parents, if applicable, shall be notified when an investigation is initiated and concluded, as well as whether a violation of this policy has been found to have occurred.

F. Penalties for Violation

SWCSS will not tolerate discriminatory conduct, harassment, sexual abuse, or assault. Any student found to have engaged in such conduct will face disciplinary action, up to and including immediate expulsion from the school.

G. Retaliation Protections

SWCS prohibits retaliation against any student who files a complaint regarding conduct that violates this policy. SWCS will not tolerate retaliation against any student for raising a good-faith concern, providing information related to a situation, or otherwise cooperating in an investigation of a reported policy violation. Any employee or student who retaliates against anyone involved in an investigation is subject to disciplinary action, up to and including expulsion from school or termination of employment.

APPENDICES 1-7

Appendix 1:

Illness and When to Keep Your Student Home

We do not have a school nurse or health assistant on campus; however, we will do our best to assist with minor medical situations on a case-by-case basis. Please contact the school when your child is ill and adhere to the following guidelines to help all our students remain healthy and ready to learn:

- DO NOT SEND AN ILL STUDENT TO SCHOOL.
- Contact your health care provider about any **SERIOUS ILLNESS** or if you are worried about your child's health. If you need help finding a healthcare provider, please contact the local public health authority.
- Notify the school if the child is diagnosed with a **CONTAGIOUS DISEASE**, including but not limited to *chickenpox, COVID-19, diarrhea caused by E. coli, Salmonella, or Shigella, hepatitis, measles, mumps, pertussis, rubella, scabies, tuberculosis, or another disease as requested*. The school will protect your private information as state and federal law require.
(FERPA; ARS 15-1046)
- Please notify the school if your student requires medication during school hours. Follow school protocols for medication at school. If your student's illness requires antibiotics, they must have been on antibiotics for at least 24 hours before returning to school, possibly longer in some cases. Antibiotics are not effective for viral illnesses.
- Notify the school if your student has an **UNDERLYING OR CHRONIC HEALTH CONDITION**.

AFTER AN ILLNESS, a student may return to school under the following symptom-free conditions:

- Fever-free for 24 hours without taking fever-reducing medicine
- New Cough Illness Symptoms improving for 24 hours (no cough or cough is well controlled)
- The symptoms of difficulty breathing improved for 24 hours, and breathing became comfortable (Urgent care may be needed for this symptom.)
- Diarrhea: 3 loose or watery stools in a day OR inability to control bowel movements. Symptom-free for 48 hours or with orders from the doctor to the school office.
- Vomiting: one or more episodes that are unexplained. Symptom-free for 48 hours

or with orders from the doctor to the school office.

- Headache with stiff neck and fever, symptom-free for 48 hours, or with orders from the doctor to the school office.
- A skin rash or open sores that are symptom-free, meaning the rash is gone or the sores are dry, can be entirely covered by a bandage or with a doctor's order to the school office.
- Red eyes with colored drainage symptom-free, which means redness and drainage are gone, or with orders from the doctor to the school office
- Jaundice, after school office has orders from the doctor or a local health authority
- Acting in an entirely different manner without a reason: unusually sleepy, grumpy, or confused.
- Behavioral symptoms returned to normal.

Major health events include illnesses lasting two weeks or more, hospital stays, or conditions that require more care than school staff can safely provide.

Symptom-free means normal behavior, **OR** with orders from the doctor to the school office.

After the school has received orders from the doctor to the school office and measures are in place for the student's safety, please work with school staff to address the student's special healthcare needs so they may attend safely.

Appendix 2:

Complaint/Conflict Resolution and Grievance Policies

SWCS provides a process for parents to address concerns and complaints with educators, staff, and/or administration to pursue an equitable solution. Concerns arising under the Grievance Policy, which addresses issues potentially involving abuse, exploitation, neglect, harassment, or a major policy violation by an employee, need not be brought as a complaint under this policy (see Grievance Policy Below).

Every SWCS parent will have the opportunity to:

- Follow Christ's admonitions and work towards an equitable solution with the individual(s) with whom the complaint originates.
- Have an avenue for relief if the issue remains unresolved after a face-to-face meeting between the involved individuals.
- Have the ability to seek administrative relief from the complaint if necessary.
- If the complainant feels the initial solution is inequitable, have an appeal for relief.

Appendix 3:

COMPLAINT/Grievance AND CONFLICT RESOLUTION

All complaints and conflicts of any nature should first be discussed with the person who is the object of the complaint.

- A. **Complaint and Conflict Definition** - Complaints include any differences on issues other than those defined as grievances below.
- B. **Other Complaints:** Complaints related to the Administration, whether real or perceived, that cannot be resolved in person, may be submitted to the elders in writing. The complainant must sign such a written complaint or grievance.
- C. **Complaint Submission.** In support of the principle of Matthew 18, **all unsigned communication** will be disregarded. No unsigned letters, notes, petitions, or any other material will be read, and none will be used as the basis for any action taken by the pastor, administrative staff, or faculty.
- D. **Complaint Process** - The following steps must be adhered to in **this order of process**:
- Any parent wishing to file a complaint should first discuss the matter with the SWCS educator, administrator, or staff member with whom the complaint originates. The complainant and the involved employee(s) should resolve the matter satisfactorily and alleviate the complaint through discussion, prayer, and a Christ-like attitude of humility. Most complaints should be resolved at this level.
 - If the parent is not satisfied that the complaint has been fully addressed following the face-to-face meeting, they must submit a written complaint to the supervisor of the individual with whom the complaint is related within five (5) working days. The written complaint must include full disclosure of the complaint, the date of the face-to-face meeting, and the perceived outcome of the meeting.
 - Upon receipt of the complaint, the supervisor of the involved employee will acknowledge receipt in writing, affirming that the complaint will be investigated and addressed.
 - Within two weeks of receiving a written complaint, the supervisor of the involved employee will meet face-to-face with both the employee against whom the complaint is directed and the parent, and work towards an equitable outcome.
 - Within this time frame, the supervisor will notify both the complainant and the employee against whom the complaint is directed of their decision or suggested relief regarding the complaint. If either party is not satisfied with the resolution of the complaint, they have the option to appeal to the **lead pastor**. This appeal must be submitted within five working days of receiving notification of the immediate supervisor's decision. It must include a full disclosure of the issue, the timeline of events, and the perceived inequity of the decision or recommendation.
 - If the complaint is against a member of the CRC, that member will withdraw from the investigation, recommendation, and appeal process.
 - For any review, the CRC consists of at least three individuals: the principal, athletic director, Development Director, Guidance Counselor, or a default substitute, such as the Facilities Director.
 - The CRC will review all complaints that meet the above process requirements and notify both parties of its decision regarding the complaint within two weeks of

receiving the complaint. The decision of the CRC will be final, and there will be no other means or avenues for recourse or relief.

GRIEVANCES

A. Definitions:

Grievance is an issue potentially involving Abuse, Exploitation, Neglect, Harassment, or a major policy violation.

- o **“Abuse”** is defined as an intentional, knowing, or reckless act or omission by an employee or other individual working under the auspices of SWCS that causes or may cause substantial emotional harm or physical injury to, or the death of, a student served by SWCS or to an employee or other individual working under the auspices of SWCS as further described by rule or policy.
- o **“Exploitation”** is defined as the illegal or improper use of a student, employee, or other individual working under the auspices of SWCS or the resources of the same for monetary or personal benefit, profit, or gain by an employee or other individual working under the auspices of SWCS as further described by rule or policy.
- o **“Neglect”** is defined as a negligent act or omission by an employee or other individual working under the auspices of SWCS, including failure to comply with SWCS policy, that causes or may cause substantial emotional harm or physical injury to, or the death of, a student served by SWCS or to an employee or other individual working under the auspices of SWCS as further described by rule or policy.
- o **“Harassment”** is defined as verbal or physical behavior by a student, employee, or other individual working under the auspices of SWCS that has the potential for humiliating or embarrassing a fellow student, employee, or other individual working under the auspices of SWCS, as further described by rule or policy. The term "harassment" includes, but is not limited to, slurs, jokes, and verbal, graphic, or physical conduct relating to an individual's race, religion, sex, age, national origin, or disability.

B. Grievance Process:

- o A Grievance is communicated by the complainant (including faculty, staff, student, or parent) to the principal.
- o The principal investigates the Grievance.
- o The principal determines if the Grievance has merit. If merit is determined, the Grievance and recommended action are reviewed with the lead pastor for approval. If no merit is determined, the complainant must accept the decision as final.

C. Adjustments for Special Circumstances

When a Grievance involves an individual with a role in the Grievance Process or a family member of an individual with a role in the Grievance Process, then the following adjustments will be made.

1. The individual with a role in the grievance process will recuse themselves from the grievance process.
2. IF the grievance involves the athletic director, teacher, or specials teacher, the principal performs the investigation, and the athletic director, teacher, or specials teacher involved is recused from the process.
3. If the grievance involves a family member of the athletic director, teacher, or specials teacher, the principal performs the investigation; the athletic director, teacher, or special teacher involved is recused from the process.
4. The Grievance involves the principal or a family member of the principal. The lead pastor performs the investigation, and the principal is recused from the process.

D. Grievance Retaliation

Any person who brings a Grievance, or assists in the investigation of such Grievance, will not be adversely affected in the terms and conditions of employment, or discriminated against or discharged because of the Grievance or assistance.

Complaints of such retaliation will be promptly investigated, and when warranted, the individuals engaging in the retaliatory conduct will be subject to disciplinary action.

Appendix 4:

Technological Appropriate Use and Care Agreement

Appropriate use and care of technological resources includes, but is not limited to:

1. Use of technological resources for the sole purpose of completing schoolwork
2. Avoid consuming food or drink on a Chromebook or near any electronic devices.
3. Maintaining the privacy of school-issued user accounts and passwords
4. Use discretion and discernment when using internet networks, including AI-generated work, such as ChatGPT and similar functionalities.
5. Safe and courteous physical care of hardware
6. Abiding by all policies listed in the Technological Resource Appropriate Use Policies

Inappropriate use of technological resources includes, but is not limited to:

1. Visitation and use of social media network sites or instant messaging programs.
2. Accessing, viewing, linking to, or serving pornographic, crude, derogatory, or offensive materials – this applies to any screen display or the transmission of images, sounds or messages that could be reasonably considered pornographic, obscene, crude, derogatory, or offensive (due to the subjective nature of defining these categories, SWCS reserves the right to make these decisions on a case-by-case basis).
3. Use technological resources for harassment, bullying, or any other malicious purpose.
4. Plagiarism or the use of intellectual work that is not the student's original work.
5. Installing any software on a classroom computer or laptop that a teacher does not direct.
6. Installation or removal of any hardware devices, including, but not limited to: CD-ROM readers, memory, disk drives, tape drives, networking cards, and video cards.
7. Intentionally and/or maliciously damaging, destroying, stealing, or vandalizing any technological resource belonging to SWCS.
8. Use of computing and/or networking media belonging to SWCS for sniffing (intercepting, copying, and resending of information), or spoofing (sending information from fictitious entities) any data channel belonging to SWCS, or any other entity.
9. Use of computing and/or networking media belonging to SWCS to purposefully and/or maliciously violate system security and/or integrity on any computing and/or networking media belonging to SWCS, or any other entity.
10. Any violation of state or federal law.

Appendix 5:

Student-Athlete Agreement

This agreement represents my commitment to the Southwestern Christian Athletic Department and my teammates as a student-athlete. This commitment entails my full effort in the classroom, at home, and on the playing field or court. I understand that if my commitment is lacking in any of the areas below, consequences or procedures will be implemented to help me get back on track and best assist my team. I understand that as a student-athlete at SWCS, it is my responsibility to represent Christ, my community, and the culture we strive to create at our school.

Expectations of ALL Southwestern Christian student-athletes:

1. Maintain at or above a 74% in ALL classes at ALL times.

- a. Any student who has below a grade below 74% overall grade in any class at the end of each week (Friday) will be placed on academic probation until all classes are at or above that 74% overall mark.
- b. Students will not be allowed to practice or play while on academic probation.
- c. Any student who has below a 74% overall grade in the same class(es) for two consecutive weeks will be placed on academic suspension and held out of all practices and/or games until at or above that 74% mark in that particular class(es).
- d. Students on academic suspension must attend practice and game but will not be allowed to play in the game while on academic suspension.

2. Be the best Lion that you can be.

- a. Communicate with coaches, teachers, teammates, and opponents in a respectful manner.
- b. Be thankful for your parents/guardians' commitments to allow you to participate in SWCS athletics.
- c. Show tremendous respect towards game officials, regardless of the situation.
- d. Give your absolute best effort at all times.
- e. Represent the 3 Cs of the SWCS Athletic Department in all you do: Christ, Community, and Culture.
- f. If your coaches, teachers, parents/guardians, or teammates raise concerns on any of these matters throughout the season, a meeting will be scheduled to discuss how to best address the issues with the Athletic Director, your coach, and your Parent/Guardian. ii. Suspensions from games and practices may be imposed if a resolution cannot be reached after meeting with the necessary parties or multiple

offenses occur. This will be at the discretion of the Athletic Director and your Coaches.

Appendix 6: Spiritual Life Agreement

Code of Conduct

As a student at SWCS, I agree to comply with the requirements and expectations outlined in the Student and Parent Handbook. In all of my activities and conversations, I will represent SWCS in the best possible way. I agree that this code of conduct will be in effect at all times, including evenings, summers, vacations, and weekends, and any location where I may be. I understand that my failure to uphold this code may result in losing the privilege to attend SWCS. I commit myself to doing my part by agreeing to the following:

1. I will abstain from any illegal, immoral, or inconsistent activity with a Christian lifestyle, and I agree not to encourage others to engage in such activities.
2. I will abstain from all use of any tobacco and/or marijuana products.
3. I will abstain from any consumption of alcoholic beverages.
4. I will abstain from any abuse or inappropriate use of any drug.
5. I will abstain from all sexual activity.
6. I will abstain from using profanity, engaging in inappropriate conversations, and posting unethical content on social media.
7. I will treat all others with dignity and respect.
8. I will not lie, steal, or cheat.
9. I will consider the impact that inappropriate entertainment has on my life, including music, video, computer games, TV, movies, books, magazines, social media, etc. that encourages, or portrays in a positive light, illicit sex, drug use, alcohol use, violent acts, or any other inappropriate activities.
10. I will pursue my spiritual development by actively engaging in spiritual disciplines, including prayer, Bible reading, devotionals, service, and regular church attendance.

Appendix 7: Driving Regulations - SWCS

Policy

This policy aims to ensure your safety while driving school vehicles or personal vehicles for school-initiated events.

SWCS Christian Schools endorses all applicable state motor vehicle regulations relating to driver responsibility. The school expects you to drive safely and courteously, adhering to the following safety rules—the attitude you take when behind the wheel is the most critical factor in driving

safely.

Driver Expectations

1. You must be an experienced driver with a current, valid driver's license.
2. Every driver must have a current background check on file. Authorization forms may be obtained from the business office.
3. A copy of the declaration page of your automobile insurance policy must be provided and updated yearly at the renewal date.
4. Any employee/volunteer with a driver's license revoked or suspended shall immediately notify the Business Office and discontinue operation of any vehicle used to transport anyone to school events. Failure to do so may result in disciplinary action, including termination of employment or revocation of permission to drive for the school.
5. All drivers must be cleared by the business office as acceptable to drive on school business.
6. The administration must approve the trip and transportation method before the event.
7. SWCS's insurance policy does not cover damage to an employee's or volunteer's vehicle.

Special Circumstances

1. Anyone using their vehicle to transport students, employees, and /or volunteers to and from school-sponsored events may be personally liable for any injuries or damages to themselves or others.
2. Any drivers who use their vehicles for school-initiated events must carry adequate liability insurance limits.

MVD records may be ordered periodically to assess driving records for those authorized to drive for the school. An unfavorable record will result in losing driving privileges and/or potential employment opportunities. A standard method of evaluation for all prospective and current drivers will be used:

- One or more type "A" violations in the past three years.
- Two or more accidents (regardless of fault) in the past three years.
- Two or more type "B" violations in the past three years.
- Any combination of accidents and type "B" violations that equals two or more in the past three years.

Type "A" Violations:

- Driving while intoxicated
- Driving while under the influence of drugs
- Negligent homicide arising out of the use of a motor vehicle (gross negligence)
- Operating during a period of suspension or revocation
- Using a motor vehicle for the commission of a felony.
- All moving violations not listed as type “A”

Type “B” Violations:

- Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owner’s authority (grand theft)
- Permitting an unlicensed person to drive
- Reckless driving
- Speed contest (racing)
- Hit and run (bodily injury or property damage)

Other Requirements

- Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owner’s authority (grand theft)
- Permitting an unlicensed person to drive
- Reckless driving
- Speed contest (racing)
- Hit and run (bodily injury or property damage)

ADDITIONAL REGULATIONS:

1. Seatbelts must be worn as required by state regulations.
2. Students must always be transported in groups of 2 or more.
3. If you are driving your vehicle for a school-initiated event, all passengers in your car must have a release form signed and dated by their parents or guardians on file, agreeing to ride with you.
4. Under no circumstances may students be transported in 15-passenger vans.
5. Always operate your vehicle within legal speed limits. When weather or road conditions warrant, drive slower to avoid loss of control and potential accidents.
6. You may not talk on a cell phone, send or receive text messages, or check email while driving. The only exception is if the driver has a Bluetooth or hands-free device and is attending to the business or needs of the passengers, the event at hand, or dealing with an emergency.
7. Don’t be distracted by your passengers or surroundings. Regardless of your position or responsibility, you are focused on that task and nothing else when you are driving.

8. **Do not make ANY unscheduled stops or detours when transporting students. The only exception** is for restroom, medical, or mechanical emergencies.

9. During any event, all drivers will be provided a central phone number, which must be called if you become separated or encounter problems. If you do not arrive on time at your destination, others will call that number to determine your location and needs. Therefore, be sure to carry your phone with you at all times.

10. Plan a 15-minute stop in a safe area every 3 hours to stretch and refresh yourself. Do not drive more than 8 hours in any 24 hours.

11. **Unless granted permission**, you may not drive students around during a retreat or event, except as needed to transport them to another area.

12. No vehicle may be operated with student passengers between 11:30 p.m. and 6:30 a.m. If your destination cannot be reached within these time restraints, please get approval from the Administrator supervising the event.

In Case of an Accident:

1. **Stop at once** at the scene or as close as possible without needlessly endangering other traffic.

2. **Render aid to any injured person** as you are reasonably able. Never admit guilt.

3. **Exchange information with the other driver or injured pedestrian**, including your name, address, the license number of your car, and your insurance company and policy number. Be sure you obtain the same information from the other driver. Take cell phone pictures of the scene, including the other party's vehicle and license plate. If refused, record the make and license number of the other vehicle and a description of the driver and any other persons involved. Show your driver's license and give your license number if asked.

4. **Report the accident immediately to local police and your insurance company**, regardless of the extent of damages.

5. **Notify your Trip Organizer and/or School Administration.** They will provide you with their cell phone number before the trip. They will then be in touch with our insurance company.

6. **Fill out the Insurance Claims form** and send via text or email immediately following the accident to the SWCS Office:

7. A cell phone picture of the form can be texted to your trip organizer's cell phone.

Statement and Signatures of Handbook Acceptance

After reading/discussing the Student and Parent Handbook together as a family, please sign this Statement of Handbook Acceptance and return this form. **Student will not be considered registered, nor allowed to attend class until this form has been signed by the student and parents and submitted to SWCS.** Parents and Students should read and discuss the Student and Parent Handbook together with their parent(s) or guardian(s) and sign the Statement of Handbook Acceptance. This may be signed on behalf of all elementary students.

❖ STUDENTS (grades 6th-8th):

I have received and read the Student and Parent Handbook. By signing this document, I affirm that I understand all the information contained and I agree to support and adhere to all its provisions.

Student Signature/Date

Student Signature/Date

❖ PARENTS/GUARDIANS:

We have received and read the Student and Parent Handbook. By signing this document, we affirm that we understand all the information contained and we agree to support and adhere to all its provisions. We confirm that our student(s) read and understand the Spiritual Life Agreement and agree to support and adhere to all of the Student and Parent Handbook provisions.

By signing below, we agree that we assume all risk for death, injury, or personal loss to our child(ren) at school, school-sponsored events, and any time on campus. Furthermore, we will forever hold harmless SWCS Christian School, its employees, and representatives against any loss, damage, or expense arising from any and all claims, demands, or actions that may be brought against any or all of the said parties due to accident or occurrence.

Signature Date _____ Parent/Guardian 1

Signature Date _____ Parent/Guardian 2

