

Southwestern Christian School

FAITH CHARACTER ACADEMICS

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Student and Parent Handbook

I. MISSION/SCHOOL HISTORY

Because “Eternity Matters”, the mission of Southwestern Christian School (SWCS), in partnership with our families, is to provide Christ-centered education focused on excellence in faith, character, and academics to mentor lifelong learners to walk with Jesus Christ.

In 1992, a group of concerned parents looking for Christian education choices for their children, met and began praying that God would direct them to find an answer. 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, SWCS joined with First Christian Church and became a ministry of FCC.

SWCS moved to the new First Christian Church campus, our current school location, in January of 2004. This larger facility provided the opportunity for us to be able to reach more children in our community with the love of Christ through the blessing of Christian education.

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

II. SCHOOL ORGANIZATION

- A. First Christian Church Elders** - The eldership of First Christian church is a select group of men with the capacity to provide counsel from a Biblical perspective. The elders meet together regularly to discuss and oversee overall church functions. “Then those who feared the Lord talked with each other, and the Lord listened and heard.” Mal. 3:16
- B. Administration** - Southwestern Christian Administration includes the Lead Pastor and principal.
 - 1. Lead Pastor** - responsible to the First Christian elders for achieving the school mission and for directing the total operations of the campus.
 - 2. Principal/Administrator** - reports directly to the Lead Pastor and is responsible for achieving the school mission for students through the school’s daily operations and programs.

III. EXPECTED STUDENT OUTCOMES (ESO’S)

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

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. Exhibits 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 situation.s

D. Core Values

SWCS is dedicated to the following core values:

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

IV. EDUCATIONAL PHILOSOPHY

SWCS believes education is an opportunity to grow in and demonstrate love for God. As Jesus instructs his disciples, humans are to love God with all of their minds, as well as their hearts, souls, and strength (Mt. 22:37). The education God desires, furthermore, 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 (Prov. 1:7), and Jesus declares, “I am the way, the truth and the life” (Jn. 14:6). SWCS centers its curriculum, therefore, around Bible classes at all levels and an integration of Scriptural truth in all subjects. SWCS also believes a complete education provides students not only knowledge but also the tools to acquire knowledge, the tools of learning.

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 as well as physical, social, and spiritual instruction. The curriculum SWCS offers provides opportunities for the exercise of the mind as well as the body, for the individual as well as corporate study, and for spiritual as well as social growth.

V. FAITH STATEMENT

SWCS is a ministry of First Christian Church and an extension of the home. It is not to be a substitution or replacement of the home and church. The Holy Bible, particularly Christ’s teachings in the New Testament, is our guide as we assist parents in meeting their God-given responsibility of training by providing an environment where students can achieve their highest potential- spiritually, mentally, academically, emotionally, and physically.

SWCS accepts the following as the core of Christian faith:

- A.** 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.
- B.** The Holy Spirit is given to all baptized believers as the indwelling, sanctifying presence of God. We believe The Holy Spirit, convicts, regenerates, indwells, enlightens, and empowers believers for Godly Living.
- C.** Men and women, through sin, are separated from God and are utterly unable to save themselves.
- D.** Salvation is the unearned gift of God to all who place their trust in Jesus Christ as Lord and Savior through repentance and baptism.
- E.** The church, being composed of all baptized believers, is to be Christ’s presence in the world, witnessing to His Lordship, teaching His Word, and serving in his name.
- F.** 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.

VI. CONFIDENTIALITY STATEMENT

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

VII. NOTICE OF NONDISCRIMINATION POLICY

SWCS 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 on the basis of 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 accorded or made available to all full-time students.

VIII. ACADEMICS

SWCS has academic programs for Students in K through 8th grade. The academic programs are split into 2 categories: elementary (K through 5th grade), and middle school (Academy 6 through 8th grade). Elementary and Middle school programs meet or exceed all Arizona Standards for each grade level.

A. Awards*

All students, regardless of grade percentage, must meet the Essential Scripture memory requirements to be placed on the Honor Roll. Students may not receive a "D" or an "F" in any subject to be placed on Honor or Principal's Honor roll. **Awards are also given to students K-8 who characterize our mission, vision, core values, and Expected Student Outcomes (ESO)*

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

B. Lion's Pride Tickets

To encourage Christ-like character development and life skills, SWCS uses Lion's Pride Tickets with students for showing positive behavior. Throughout the school year, students are given opportunities to enter their tickets for a drawing/prize.

C. 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.**

D. Consequences for Low Grades:

1. Academic Meetings and Contracts

In an effort to support students in their academic performance, it may be necessary for a teacher or an administrator to call for an academic meeting. This meeting may include classroom teachers, the student, the administration, and the family. The goal is to allow all stakeholders to be a part of a student's success. In most cases, an academic contract is created to set goals the student must achieve to continue forward at SWCS.

2. Academic Probation

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

- a. A student's grade drops below 73.4%**
- b. A student has two or more D grades**
- c. A student receives 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 addresses the academic requirement and is meeting conditions established through an academic contract set by SWCS administrators/teachers.

- e. The administration will review student progress weekly and may place any student on academic probation if concern for academic progress warrants.

3. Curriculum All Grades K-8th

SWCS uses Abeka, BJU Press, Saxon publishers, and participation in the Accelerated Reading program to meet rigorous, Christian educational goals and quality standards.

SWCS does not have a resource program for students with special needs. Students requiring specialized instruction may be referred to the Yuma District One Exceptional Student Services.

SWCS reserves the right to require testing of students for appropriate grade placements and/or special needs such as learning disabilities or emotional concerns.

4. Elementary School (Grades K-5)

All grades' curriculum includes art, Bible, language arts (grammar, reading, spelling, writing, etc.), computer skills, mathematics, physical education, science, and social studies. As part of the regular curriculum, classes participate in occasional field trips.

a. Middle School/Junior High (Grades 6th-8th)

The middle school curriculum includes Bible, English language arts, art, mathematics, physical education, science, and social sciences (including economics, geography, government, psychology, U.S. history, and world history). Middle school students participate in occasional field trips designed to enhance the curriculum. Middle school teachers teach all subjects from a Christian perspective.

- (1) ***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 with the full band and will receive report card grades. Performances and other events outside of the school day also have an impact on student grades. Students who miss these performances for reasons other than illness or emergency will lose credit in those classes
- (2) ***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 with the full band and will receive report card grades. Performances and other events outside of the school day also have an impact on student grades. Students who miss these performances for reasons other than illness or emergency will lose credit in those classes.

E. Bible Courses: SWCS teaches the Bible as a regular course during the school day.

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

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

F. Grade Reporting - FACTS (Formerly Ren Web)

SWCS utilizes FACTS, an online gradebook system, to track student grades. Each family can

access the gradebook by creating a FACTS account. Parents/guardians and students, particularly in middle school, may check FACTS at any time for an update on a student's current grades, assignment scores, test scores, and attendance records.

Along with FACTS, SWCS sends report cards home at the end of each quarter. Parents are encouraged to respond to report cards or other concerns about their student's grades via email or other communication with their teacher.

Beginning in first grade, SWCS students receive letter grades on quarterly report cards. These grades indicate, as accurately as possible, a student's achievement level. SWCS believes in setting high goals to inspire high achievement; grades are a key indicator of a student's achievement level. Class participation, assignments, quizzes, tests, papers, and projects may be used to determine Students' grades.

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

1. Percentage Letter Evaluation
 - a. 92-100 "A" Mastery
 - b. 83-91 "B" Proficient
 - c. 74-82 "C" Developing
 - d. 65-73 "D" Does Not Demonstrate Proficiency
 - e. 0-59 "F" Not passing/Incomplete
2. Students may also receive an "I" grade, indicating incomplete and referring to a course that remains unfinished at the end of a grading period, usually due to extenuating circumstances. Students must communicate with and receive approval from individual teachers before the end of the grading period to arrange an "I" grade. Typically, a student must resolve an incomplete grade within two weeks or have the grade changed to an "F." Any grade of "P" or "F" for non-graded classes, such as teacher's aide, refers to passing or failing, respectively.
3. 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. (*We believe that God has created each child individually and given him or her certain talents and abilities. Mathew 25:15*) we desire to teach each child in such a way that he/she would fully develop the abilities God has given them.

G. Homework Philosophy

SWCS believes it is important to supplement school work with home practice. Homework is a learning tool that goes hand in hand with student academic development in that it promotes independence, self-direction, and reinforces school learning.

**Teachers will not normally assign homework over holidays or vacations.*

SWCS teachers will assign homework to a group of students or to individual students for the following reasons:

1. Students often need some amount of extra practice in new concepts and skills.
2. Teachers may also assign homework to students who do not complete assignments in class.
3. Students may need to use time outside of class to collaborate on group projects or complete major independent projects. Projects may be assigned as homework for students to complete outside regular class times.
4. Parents are encouraged to assist students with homework by:
5. Offering encouragement and guidance without "doing" the work for the student.

6. Setting aside work time and an area that is free from interruptions and distractions.
7. Provision of materials needed to complete assigned tasks.
8. Reading daily to and with students.

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

If the student spends more time than outlined above with their homework, it is essential the parent/guardian notify the teacher immediately to determine the problem and implement an appropriate plan of action together.

H. 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 during the school year if there is a concern a student may not qualify for promotion to the next grade. Teachers, the Principal, and parents will work together to assess a student's readiness to move to the next grade and determine whether a student should move forward or be retained. The Principal's the decision shall be final.

I. Standardized Testing - IOWA

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

IX. ATTENDANCE

It is important for families to understand that attendance is mandated by the state of Arizona. SWCS tracks student attendance as a requirement of the state. When a parent notifies the school of a child's absences, it is a **request** to be excused. The school determines whether the absence will be categorized as "excused" or "unexcused."

Regular attendance is necessary for students to gain in school. It is not possible to duplicate the classroom instruction experience, and therefore the students' grades will be affected. Upon student's return, the student will be held responsible for any and all concepts that were covered during their absence. Tests may be given in advance only at the teacher's discretion. Accommodations may be made for a long-term illness.

If a student is to go home with anyone other than a parent/guardian, arrangements are to be made prior to coming to school. The parent/guardian will call the school office and send a written note with the date/signature to authorize such a change of procedure for the student.

A. Early Pick-up

SWCS requests students NOT be picked up early at our normal 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 in order to participate.

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

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.

Permission must be received from the administrator if a student is absent for any other reason other than those listed above. Avoid planning family outings, and 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 administrator will inform the teacher of a student's absence. This allows the teacher to be aware the absence has been cleared by the office, and they may give assignments to the student. It is the parent/guardian's responsibility to obtain work from the student's teacher.
3. Any make-up work from an absence must be turned in upon return and students will be responsible for completing current assignments with the rest of class.

NOTE: Students absent from school 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 who are absent due to illness may not participate in extracurricular activities (sports, music, clubs, performances/events, etc.) on the day of their absence. When absences are due to anything other than illness, after-school participation will be determined on a case-to-case basis.

C. 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 about your student experiencing an extended absence (3+ days) and will not be able to complete work while they are absent, please contact your student's teacher to request and coordinate receiving a make-up work packet.

Documentation must come from a doctor, including a description of the illness if possible, treatment, and clearance to return to school. According to state law, a student returning after a serious contagious disease is required to 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.

D. Leaving School During the School Day

Students may not leave school grounds at any time during the day without being “signed in/out” in the school office. Parent/guardian **MUST** be present **in person** with verifiable state identification for student sign-in/out.

1. The parent/guardian must come into the office to authorize the absence and sign the student out.
2. Staff members will call or go to the student's classroom and bring it to the office.
3. If a student returns during school hours, the parent must sign the student back in at the school office prior to returning to class. (Students on SWCS field trips are not required to sign out/in.)

E. Notification of Absences Policy

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/guardian of each unexcused elementary student.

F. Extended Absences

SWCS asks that all families schedule vacations during school breaks. Students and families who are aware of extended absences in advance must receive approval from the principal at least **five school days** prior to the first absence. Teachers will communicate with the student and parents regarding the assignments to be completed. For middle/junior high students, FACTS/Google classroom 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 tardy. Students are considered tardy at 8:15 am (*if they are not with their teacher*) and must be accompanied by their parent/guardian to acquire a tardy slip and sign in for admittance to class. SWCS allows four “grace” tardies per semester for the unexpected that can happen.

The following are considered “**excused**” tardies:

1. Medical/dental appointments (*requires a note from 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.

Tardy fines will be imposed at the following increments:

1. **0-4 tardies** =\$0.00 fine charged with no further action required.
2. **5-7 tardies** = \$10.00 each with no further action required
3. **8 or more tardies**= \$20.00 each plus parent/guardian conference with the principal

X. CHARACTER AND CONDUCT

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 be in opposition to the basic principles and purpose of the school 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:

1. Maintain a positive attitude
2. Exercise integrity, purity, courtesy, and good manners
3. Refrain from inappropriate and offensive language and demeanor
4. Submit to all school and church authority (Administration, Teachers, SWCS Staff and FCC staff)
5. Respect and cooperate with fellow students to create a positive school culture
6. Abide by the rules and procedures of the student/parent handbook
7. Treat the school campus and its property and materials with respect and care

A. Bullying and Cyber-Bullying

Bullying, demeaning, taunting, intimidating, threats of violence, and other disruptive behaviors including cyberbullying 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 cyberbullying 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, chat rooms, postings, and hostile and/or defamatory personal websites. Any action of bullying and/or cyberbullying on or off campus may be punishable by detention, suspension, or expulsion.

B. Chapel

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

C. Cheating Policy

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

1. First offense
2. Offer a score of zero on the assignment (test, paper, project, etc.),
3. Notify parents
4. Second offense (in any class)
5. Student may be removed from the class
6. Student may be placed in in-school suspension.
7. Notify parents

D. Conflict Resolution

SWCS believes that the Bible commands humans to make every effort to live at peace and to resolve disputes in private or within the Christian church (1 Corinthians 6:1–8; Matthew 18:15–35). Matters of concern should first be handled in accordance with the Lord's commands in Matthew 18:15–35, with forgiveness and/or reconciliation as the goal. 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 occurs, resolution should be sought in a way that glorifies God and contributes to a community of peace. (See **Appendix 2: Complaint/Conflict Resolution Policy and Grievance Policy**)

SWCS provides a process to address conflicts, complaints, or problems with Faculty, Staff, Coaches, Administration, or between students, to pursue an equitable solution. 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.

E. Discipline

SWCS's discipline policy is intended to develop self-discipline in students that aligns with the principles laid out in Hebrews 12:6-10. First and foremost, we endeavor to communicate all discipline from a 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 that discipline as an expression of what it means to belong to the SWCS community.

"... FOR WHOM THE LORD LOVES HE DISCIPLINES, AND HE PUNISHES EVERY SON WHOM HE ACCEPTS. It is for discipline that you endure; God deals with you as with sons; for what son is there whom his father does not discipline? But if you are without discipline, of which all have become partakers, then you are illegitimate children and not sons. Furthermore, we had earthly fathers to discipline us, and we respected them; shall we not much more be subject to the Father of spirits, and live? For they disciplined us for a short time as seemed best to them, but He disciplines us for our good, so that we may share His holiness."

F. Disciplinary Action

The vast majority of discipline problems will be dealt with at the classroom level. SWCS will notify parents of all significant student offenses and the disciplinary actions the school takes in response to them.

G. Administrative Discipline

Behaviors that may necessitate discipline from the administration include:

1. Disrespect shown to any staff member.
2. Dishonesty in any situation while at school, including lying, cheating, and stealing.
3. Fighting with (i.e., striking in anger with the intention to harm) another student.
4. Bullying or any form of harassment.
5. Inappropriate, immoral or sexual behavior.
6. Language or actions that present an attitude of defiance to those in authority.
7. Outright disobedience in response to instructions.
8. The use of vulgar, offensive, abusive, or profane language, gestures, or comments made in writing, or through text (or other electronic means).
9. Continual disobedience of school rules and policies.
10. Smoking on or off campus. (including vaping).
11. Forged material (plagiarism) or signatures.
12. Persistent truancy.
13. Possession or use of drugs, alcohol, vapes, firearms or other weapons.
14. Inappropriate use of technology.
15. Malicious destruction of school or FCC property.

SWCS will deal with students as individuals within the context of their own unique situations and experiences. Restoration is the goal of discipline. Parental or guardian refusal to accept school-imposed consequences for their child(ren)'s actions signals a spirit of non-cooperation, breaking down the home/school partnership necessary to promote unity.

The privilege of attending SWCS may be temporarily denied to a student who is in violation of school or classroom rules. Administration may require community service on campus or suspend a student from school or class for periods not to exceed five days. Parents will be notified of the terms of community service, suspension, or expulsion.

H. Behavior Plan

Students on behavior plans 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 that is not a component of an academic class. (Students on behavior plan should attend activities outside of regular class times that are required components of a class, such as band/orchestra concerts.) The administration may assign probation for academic and/or behavioral issues.

I. Suspension

- 1. In-school suspension** is a disciplinary measure that allows a student to complete academic work but prohibits the student from attending classes. Students who receive an in-school suspension should report to the school office at the beginning of the school day.

The school office will assign the student to a designated area, and the student will spend the entire day, including chapel and lunch, in this appointed location. A student who receives an in-school suspension is ineligible during the day(s) of the suspension to participate in school activities outside the school day that are not part of a class requirement.

Students who receive an **out-of-school suspension** may not attend any classes or school activities and may not be on school grounds during the suspension. Students may be unable to make up any work missed during the suspension.

J. Unenrolled

Students who become unenrolled are prohibited from attending or participating in SWCS classes and activities. Should an unenrolled student desire re-admittance to SWCS the following academic year, the student may reapply, and the Administration will make a decision based on the student's attitude, demonstrated behavior change, and circumstances at the time of re-application.

K. Dress Code

The purpose of the dress code is to reflect the biblical standard which declares, "Whatever you do, do all to the glory of God" (Colossians 3:23). SWCS believes there is a close correlation between the attitudes conducive to academic achievement and proper conduct, and the style of clothing worn by students. These items must be purchased through an approved school vendor. (BGD and Salty Dog) All clothing must not be torn, frayed or dirty.

Messages on any clothing, backpack, hat, notebook, jewelry or other paraphernalia with inappropriate messages, pictures, guns, knives, skulls, promote violence, inappropriate musical artists, sexual innuendo, any political and social agendas, occult symbols, sexual identity

promotion, alcohol, drugs, substance abuse or other questionable pictures or messages are deemed unacceptable by the administration are not allowed.

The dress code applies any time a student is on campus, including activities such as athletic events, awards nights, STEM activities, 8th grade graduation rehearsals, and ceremonies, etc. The dress code also applies when students are off-campus representing SWCS, such as on field trips or at camp (not on campus).

Parents AND students are expected to look appropriate at all school activities. School uniforms must be neat and clean at all times to reflect our best selves.

Exceptions are made for students appropriately dressed as participants in sports, band, orchestra, or other approved activities.

Students are expected to dress in accordance with one's biological gender. School attire should not distract from the learning environment. At SWCS our goal is to maintain an atmosphere conducive to serious education and spiritual pursuit. We want our students to stand out for WHO they are NOT what they wear.

1. **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 permitted.
Ripped/torn/frayed jeans are not permitted. The waistbands of pants are to be worn no lower than the hipline. Jeggings or *Leggings may be worn ONLY if worn under a skort, jumper in solid white, black, dark blue or dark gray*. Lycra, fishnet tights, stretch pants, extremely tight, or extremely baggy styles are not permitted.
2. **Belts** – (optional) Solid brown, black or dark gray may be worn.
3. **Skorts/Skirts/Jumpers** – Skirts, shorts, and jumpers must reach to 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.
4. **Shorts** - Shorts /shorts/capris/walking shorts, athletic shorts (PE day only), will be mid-thigh or longer in length; not more than 3 inches above the knee. Short-shorts are not permitted at any time. Walking shorts may not be shorter than mid-thigh
5. **PE/Athletic and Sweatpants** –All students will wear PE attire only on their PE day. PE uniform is SWCS orange T-shirt for grades K-5 and blue t-shirt for grades 6-8 with uniform black athletic shorts with school logo and athletic shoes with laces or Velcro. Hats may only be worn for sun protection during PE. All PE uniforms must be purchased through approved school vendors. Solid, black athletic pants that are loose-fitting are acceptable for PE. Leggings may be worn under shorts with SWCS athletic shirts. Loungewear, pajama pants, and blankets are not appropriate as school attire.
6. **Shirts** – Long or short-sleeved, collared shirts in royal blue, black dark gray or white (purchased from school approved vendor) with SWCS embroidered logo will cover the entire upper torso during all normal movements of a student's activity during the school day, including the waist, back, shoulders, and chest. Students may wear a long 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, must be tucked in.
 - a. **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).
 - b. **Girls** - tops and blouses must fit appropriately and cover undergarments, cleavage, and the midriff at all times, even when bending or stretching. Tank tops are limited to athletic participation.

7. **Exposed Undergarments** –Are not allowed. Underwear, including boxers, bras, or camisole straps, is not to show at any time (this includes when bending or stretching). Tight or form-fitting attire and garments designed as underwear or sleepwear are not to be worn as outerwear.
8. **Shoes** – for safety reasons, shoes are required to be worn at all times. Students may wear any style of shoe EXCEPT for flip-flops. *Sandals must have a heel strap. (**Junior High may wear birkenstocks*) Crocs may be worn only with a heel strap. Shoes must not have a heel higher than 2 inches.
9. **Hats/Headscarves/Sunglasses** – Only approved for sun protection during PE. May not be worn inside of the school building.
10. **Sweaters/Jackets** – SWCS school jacket with SWCS logo available from our designated vendors (*BGD and Salty Dog*), in royal blue, black and dark gray. Only jackets with the SWCS logo may be worn inside the school building. (*There is only one exception: a previously purchased SWCS blue sweatshirt jacket.) Heavier coats may be worn outside for inclement weather but must be removed once a student is inside the school building.
11. **Hairstyles/Cosmetics/Tattoos/Piercings** – Out of respect for the learning environment, hairstyles, cosmetics, tattoos, piercings, etcetera, should not be distracting to others. Visible permanent or temporary tattoos are not permitted. No writing on any part of the body is allowed.

- a. Guys – Hair must be styled in a way that does not cover the student’s eyes or draw undue attention. Hair may not hang on or over the collar of the shirt. No facial hair. Guys must be clean-shaven. Jewelry may not be worn. No body/ear piercings or gauges may be worn. No jewelry such as pointed studs, spikes, heavy chains, armbands, headbands/scarves etc. are allowed. (*Specific requests should be directed to administration*)
- b. Girls - Hair must be styled in a way that does not cover the student’s eyes or draw undue attention. Jewelry may be worn in moderation. No body piercings or gauges may be worn. Single ear piercing must be limited to small stud/hoop/dangle type earrings. No jewelry such as pointed studs, spikes, heavy chains, armbands, headbands, headscarves etc. is allowed. Cosmetics, in moderation, may be worn for grades 6-8 only. (*Specific requests should be directed to administration.*)

L. Special Events/8th grade graduation - Students should conform to the guidelines above. Final approval of graduation attire will be determined by a committee set forth by SWCS.

- a. Guys – Button-down oxford style dress shirt and tie. Dress or suit jackets are optional. Must wear dress pants or suit slacks, socks and dress shoes, dress tennis shoes. NO FLIP FLOPS, CROCS or SANDALS. Clean-shaven and school hair length/style required.
- b. Ladies – “Nice” 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 1” wide (minimum), the backs must also reach the shoulder blades and the front must have a non-revealing neckline. No strapless, halter, or backless tops/dresses are allowed. Dress-style shoes or sandals with a strap may be worn. NO FLIP FLOPS, CROCS or BEACH sandals. Heels no higher than 3 inches measured from the heel line. Modesty guidelines must be met concerning anything that is too low-cut, tight, see-through, or too loose. No body glitter, extreme hairstyles, or dark makeup.

1. Special dress code regulations – will be communicated for special events such as Spirit Week, STEAM night, band/orchestra performances, etc.

2. Consequences for Dress Code Violation

Dress Code is monitored by teachers and discipline is assigned by administration. A student in violation of the dress code will be sent to the office and given the opportunity to come into compliance. Decisions of the administration are final and supersede the rules listed above.

****NOTE: Decisions of the administration are final and supersede the rules listed above in all matters relating to SWCS dress code. If school considers a student's appearance to be immodest or a distraction to others, the student will be asked to change it. If a student is out of uniform, the parent will be called to bring appropriate uniform attire.**

SWCS asks parents/guardians to follow the same modesty guidelines for attire when on our school campus whether attending a school event or participating in any on-campus activity. These guidelines help us live according to God's word and set the proper example for all of our children to follow.

3. Personal Belongings

Students should leave personal belongings in their backpacks/cubbies during class and chapel. Teachers will confiscate personal belongings students bring to class or chapel that violate written policies. Students may retrieve confiscated personal belongings at the end of the day from the office. If a teacher confiscates an item for a second time, a parent/guardian will need to come to the school to retrieve it, and the student will serve detention.

Personal belongings are items students bring to school that are unrelated to their academic and/or extracurricular activities. These include but are not limited to toys, electronic devices (not allowed), sporting equipment, grooming items, food, drink, chewing gum (not allowed), etc.

4. Sexual Morality

While enrolled at SWCS, all parents and students are expected to exhibit behavior consistent with Biblical Christian principles, such as those included in, but not limited to the following passages: Matthew 5:8; I Corinthians 6:18, Romans 1:26-27, and Ephesians 5:3. Parents and students must 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 of an applicant or to unenroll or suspend a student if the atmosphere or conduct within a particular home or the activities of the parent/student are counter to or in opposition to the biblical lifestyle and who do not comply with this policy our school teaches.

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

5. Gender Identity / Transgenderism

In view of 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. Students will not be addressed by any pronouns other than those consistent with their birth gender.

6. Homosexuality

SWCS affirms the Biblical precept that God created humans as male or female and designed marriage to be 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 in the notification of local law enforcement. Students are required to immediately report such activities to a teacher or an administrator.

8. Student Harassment

SWCS requires all students, employees, and family members to treat fellow members of the SWCS community with dignity and respect, consistent with 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 staff 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 employees and students are required to notify a teacher and/or administrator if they witness any form of 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. See “Grievance Policy” in the appendix for the process of addressing such grievances as sexual harassment. For comprehensive information, see “Student Harassment Policy” in the appendix.

9. Weapons/Drugs/Alcohol/Cigarettes

Weapons, illegal drugs, cigarettes (including e-cigarettes or vaping paraphernalia), marijuana, or alcohol are not allowed on the SWCS campus (including the parking lots) at any time.

Violators will be suspended or expelled.

XI. FAMILY INVOLVEMENT

SWCS holds the belief that a positive and constructive working relationship between the school and a student’s family is essential to the fulfillment of the school’s mission.

Therefore, the school reserves the right not to continue enrollment or not to re-enroll a student if the

school reasonably concludes that the actions of a parent or guardian interfere with the school's accomplishment of its educational purposes.

A. Parent Commitment to SWCS

1. By enrolling students in SWCS, families commit to supporting the school and its mission. In order to do this, parents agree to:
2. Be actively involved and members of a local church. (*Membership in church and the activities therein provided, help students and families achieve their fullest potential. Lack of church membership and attendance could result in student probation and be subject to administrative review with the possibility of jeopardizing enrollment status.*)
3. Support the school in the fulfillment of its purposes, commitments, and principles, especially in the education of all students and in accordance with the Statement of Faith.
4. Refrain from illegal or immoral behavior, which reflects poorly on or is potentially disruptive to the SWCS community.
5. 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 properly prepared for the day with appropriate meals, proper attire, and necessary supplies.
 - c. Encouraging students to comply with the spirit and the letter of all SWCS rules and policies with 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, secure additional tutoring, testing, or assistance for their student(s), especially when suggested by the SWCS administration.
 - f. Setting an appropriate example to their student(s) and all other students when on campus or at SWCS-related events by:
 - (1) Refraining from inappropriate language.
 - (2) Observing all school rules and policies with a respectful attitude.
 - (3) Modeling appropriate conflict resolution in accordance with Matthew 18.
 - (4) Relating to all faculty and staff members with courtesy and respect, at all times, including when a conflict or disagreement arises.
 - (5) Refraining from gossip.
 - (6) Demonstrating courtesy and respect to all other adults, including referees, coaches, and parents of opposing players during sporting events.
 - (7) Refraining from all alcohol vaping and tobacco products on campus or at any off-campus, SWCS-related event where students are present.
 - (8) Dressing appropriately (with modesty) when on campus or attending school-related events.
 - (9) Supporting Biblical position on sexuality, marriage, and family.
 - (10) Maintain school accounts in order and comply with timely payments.

XII. TUITION CHARGES AND REGISTRATION

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

1. **Kindergarten** \$5,500
2. **1st thru 7th grade** \$6,000
3. **8th grade** \$6550

A. Accounts

1. All SWCS families must sign up by July 6th with a FACTS Tuition Management if making monthly payments.
2. **To opt out of FACTS:** families must have \$6000.00 per child in 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 aid by completing a financial aid application online (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 financial aid in previous years. *Families who receive financial aid are strongly encouraged to volunteer throughout the school year beyond the number of normal volunteer hours SWCS asks of each family (see "Caring Hours" for information on volunteer service hours).*

B. Payments and Returned NSF Checks

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

Please note that **ESA** families will be responsible for an annual processing fee: Kinder, \$175; 1st – 8th, \$250. This amount covers bank service fees the school incurs for processing ESA payments.

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

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

Delinquent accounts will be turned over to collections if a payment plan has not been agreed upon with the administration.

C. Communication

SWCS commits to communicating effectively and regularly with families regarding school activities and student progress. Administration, teachers, and staff will communicate with each family with honesty and respect and will do so at appropriate times and places. SWCS requests that all families uphold these same standards in their communications with school employees.

D. Parent Teacher Organization

SWCS's Parent Teacher Organization (PTO) encourages fellowship within the community of SWCS by being a positive facilitator of prayer, relationships, events, and communication between family and school.

We welcome and encourage parental involvement in all activities and fundraising events that the PTO supports during the school year. School-wide meetings are held on a monthly basis to

discuss upcoming events and corresponding volunteer needs.

These meetings will serve as an opportunity for parents to gather information regarding these events and provide their creative input, as well as allow interested parents to join certain committees necessary for event planning purposes.

E. Volunteers/Chaperones/Field Trips

There are a variety of service opportunities available at SWCS, and family members are encouraged to contact the school office for details of these opportunities. The following rules and guidelines apply to all volunteers:

1. May be required to submit a background check form and applicable fee to the school office each year IF parents will be alone with students at any time.
2. Expected to be an assistant to the teacher and to allow the teacher to focus on his or her responsibilities – **field trips are first and foremost educational opportunities, not a family vacation**, and chaperones assist the teacher in communicating this to all students.
3. Must be diligent in the care, supervision, and safety of all students.
4. Expected to follow and enforce all school rules (including field trips).
5. Should not bring other family members or friends on the trip (i.e.: siblings) without explicit permission from the principal.
6. Should avoid using cell phones during the field trip except for emergency situations.
7. Abide by the school dress code and modesty in attire.
8. Must set good examples for all students and respect the authority of the teacher.

XIII. CARING HOURS

SWCS actively seeks to involve parents, guardians, and family members in the programs of the school. A component of the collaboration between SWCS and its families is “Caring Hours”. The school encourages and recommends 20 hours of volunteer hours (caring hours) from families each academic year. Available volunteer/caring hours include, but not limited to, are: coaching, referee, library, field trip drivers*, chaperones, track and field day volunteers and other school events, etc.

(**Driver acknowledgement form*)

XIV. ACADEMIC EVALUATIONS:

A. Report cards /Parent-Guardian Conferences

Report cards are issued at the end of each grading period. A parent/teacher conference is required at the end of the 1st and 3rd quarter grading and is optional for the 2nd and 4th quarters. If the conference is desired for the 2nd and 4th grading periods, please contact the office the week report cards are sent home. The office, or your student’s teacher can schedule an appointment for you. Fourth quarter report cards will be mailed home after the last day of school provided the family account has been paid in full.

SWCS considers communication regarding student progress and report cards to be such a priority that in certain situations, a report card may not be given out until the parent and teacher have had a conference. This is a very important time for your student's teachers to meet with you and offer feedback/answer questions related to each student’s progress toward academic and spiritual goals.

Further, during the school year, both parents/guardians and teachers may request additional conferences to discuss student progress academically, socially, behaviorally, and spiritually.

Classroom progress is uploaded to RenWeb weekly to provide parents/guardians with current student academic progress and classroom performance.

XV. 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: trash and recycling must be placed in appropriate receptacles. Students are asked to be proactive in picking up litter and disposing of it. This includes the cafeteria.
2. Climbing trees is prohibited.
3. Horseplay in school buildings or climbing on any hallway wall, gates, etc. is prohibited.
4. Students are asked to walk only on sidewalks and designated pathways to preserve campus landscaping and grass.
5. Fire escapes: Students are prohibited from climbing/crawling over ladders and stairs of any external fire escapes around campus.
6. Classrooms: SWCS students are expected to leave classrooms and cafeteria clean and take personal items with them at the end of each class period. Follow the "cleaner than you found it" rule as many of our classrooms are also used in 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. Prior to 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 are welcome to visit the school during school hours. Teachers and administration are happy to provide information and assistance to parents and students as needed. However, if a parent/guardian needs to speak with a specific teacher or administrator for more than five minutes, SWCS requires the parent/guardian to make an appointment prior to the visit. This allows minimal disruption of the classroom instructional time.

Please note: Any forgotten articles, including lunches, may not be taken to the classroom. They will be left at the office. Students will be notified at an appropriate time to retrieve the item.

D. Closed Campus

SWCS maintains a closed campus for the protection and security of 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 use extreme caution and maintain a low speed when driving onto our campus. Families should use special caution when driving in school parking lots. Drivers are required to be courteous and Christ-like in all interactions with others while on campus. Failure to comply with driving regulations on campus may incur a fine.

F. Campus Parking

All families are encouraged to park in the gravel parking area in front of our school entrance. Please remember to enter from 32nd Street, travel one-way around the Preschool entrance, using caution, to the roundabout, and exit to Ave 6 E traffic light during school hours.

G. Campus Safety and Security

1. The safety of students and staff is a top priority and fundamental to our mission as a Christian school community and an institute of educational excellence. SWCS prepares staff and students for emergencies through structural and non-structural mitigation, training, drills, supplies, and partnerships.
2. SWCS's Emergency Operations Plan (EOP) provides a framework of procedures in which the school can perform emergency functions during school crisis situations. 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.
3. Safety also includes attending to the social and emotional health of students. Supporting social and emotional development for students in classrooms involves teaching and modeling social and emotional skills, providing opportunities for students to practice these skills, and creating opportunities to apply these skills in various situations. SWCS believes healthy relationships foster the social and emotional health of its students so 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, sports, art, music, and more. All of these relationships and opportunities connect students to faculty, staff, and each other, promoting healthy relationships.

H. Lion's Den Before/After School Hours

1. 7:00-8:05 AM & 3:15-5:30 PM
2. Lion's Den is available for a fee, to all students K-8th-grade, who arrive earlier than 8:00 am and/or who stay more than 15 minutes after 3:15 pm dismissal.
3. K-8th grade students may check into Lion's Den from 7am – 8am before and after school from 3:30 pm-5:30pm. *(Please see the school office for additional information and costs)* After 5:30 pm there will be an additional late fee charged.
4. This extended day is optional for students before and after school in grades K-8th including additional fees for this service.
5. 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 Lion's Den with applicable fees incurred.

I. Fundraiser Policy

All fundraising efforts for school groups (like athletic teams, student organizations, mission trips, etc.), must have prior approval from the school Principal.

J. Fundraiser Guidelines

1. Organization and class fundraising should target the general public, rather than SWCS parents, students, faculty, or other friends of the school who are the most likely to support the school's major fundraising efforts.
2. Some fundraisers that target SWCS patrons will be allowed if they provide a service or product that patrons would be likely to use or purchase anyway from another source at a similar price. Such efforts should not put pressure on anyone to make purchases they would not make otherwise.
3. Some fundraisers that target SWCS patrons will be allowed if they provide wholesome entertainment or promote school solidarity.
4. A limited number of fundraisers will be permitted to promote Christian generosity.

K. Fundraiser Procedures

1. Certain fundraisers may be allocated to groups on an ongoing basis.
2. Any group planning a fundraiser, whether an annual event or a one-time effort, must submit an event application form to the principal, giving all requested information and stating how the event meets the above guidelines and serves the mission of the school.

L. Health Policies

1. Communicable Illnesses, Infestations, and Diseases Policy – *See the Chart in the Appendix for when a student must be kept at home and when a student may return to school after a communicable illness, infestation, or disease.*
2. Guidelines and requirements for contagious diseases including COVID-19 change and evolve. If your child tests positive for COVID-19, please contact our Office for current procedures.
3. Families who have students with allergies must notify the school of all of their student's food, medicine, and environmental allergies prior to the student's first day of school.

M. Medication Policy

Arizona laws regarding medication require the school to have a signed permission slip from parents/guardians before the school administers any prescription medications.

The medication must be in the school office in the original bottle labeled with the pharmacist's recommended dosage. Prescribed inhalers for students in 6th grade through 8th grade are the only prescription medications that may be kept by the student during the school day. Inhalers for elementary students may be kept by their teachers.

All non-prescription medication (excluding cough drops) must be kept in the school office and will be administered only by SWCS personnel. Parents/guardians must offer permission prior to the school administering any non-prescription medication. SWCS keeps a record of all medications and every administration of medication on file in the school office, in compliance with Arizona laws.

N. Procedure for Sick or Injured Students at School

Parents will be contacted when a student becomes sick and/or injured. A staff member will monitor the student and keep the student comfortable until an approved adult picks the student up from school within 30 minutes. School staff will determine when a student should be excluded from school. SWCS does not have a designated nurse on campus. Families must notify the school whenever there are changes to phone numbers, including emergency contacts.

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

P. 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 who are aware of another student struggling with emotional issues should contact the principal.

All students with past or present mental or emotional health diagnoses, who have or are receiving counseling, or are being professionally treated for emotional or 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.

Q. Student Health Records

All students enrolled at SWCS must have current records of required immunization or exemption statements on record with the school office according to the Arizona Health Code before their first day of school.

R. Interactions with Students

SWCS employees, interns, practicum students, parents, and volunteers work together to help 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 in word and action the mission and objectives of the school. This includes abiding by each of the policies and rules 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. Together, these requirements help promote a consistent and safe educational environment for all students.

S. School Hours

SWCS students attend school Monday through* Friday:

1. Classrooms open at 8:00am and close at 3:15 pm.
2. Fridays* are an early release day. School will be released at 1:30 p.m.
3. The building doors remain locked through the school day until 3:15pm when pickup begins.
4. All visitors must check in through the office.
5. Official state identification (i.e. driver's license) may also be required.

T. Drop-Off and Pick-Up

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

1. Families should drop-off students no earlier than 8:00am – staff does not supervise students until that time.
2. Lion's Den is available for a fee for full-day Kindergarten through 8th-grade students who arrive earlier than 8:00am and/ or who stay more than 15 minutes after dismissal. Kindergarten through 6th grade students can check into Lion's Den from 7am – 8am before school and after school from 3:30 pm-5:30pm. After 5:30 pm there will be a late fee charged.
3. All students should be picked up within 15 minutes of dismissal unless enrolled in Lion's Den or involved in a school-supervised after-school activity.
4. Students in after-school activities must be picked up within 15 minutes of the scheduled ending time of the activity.
5. Any students who have not been picked up within 15 minutes of scheduled dismissal will

be checked into Lion's Den, with fees proportional to late pick up times..

U. School Closure Policy

Inclement weather conditions may warrant school closures. SWCS will message through RenWeb and/or notify major radio and news stations and update the "Latest News" section of the school website or SWCS Facebook page, early in the morning if severe weather dictates school closure for the day. Families should listen to or watch news stations or check the school website as opposed to contacting administrators, teachers, or staff.

V. Video Surveillance

SWCS premises are monitored and recorded continuously by video cameras to protect the student body, staff, and to discourage vandalism.

W. Dismissals and Withdrawal Policy

A student may be expelled from school any time he/she is in violation of the rules and policies of SWCS.

If a student needs to withdraw prior to the end of the school year, the student's family must complete a withdrawal form and submit it to the office.

Southwestern 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.

Accounts must be paid in full before records will be released.

XVI. STUDENT LIFE

A. Athletics/PE

Every student in K-8 is required to participate in PE (Physical Education) unless there is a note from a physician/parent stating the reason for student non-participation. Students who come to PE without tennis shoes, uniform, or water bottle will be marked down and possibly excluded from activities for their safety.

Southwestern is part of a Christian league team competition for grades 5-8th. The office will communicate directly with students as team activities approach. The team sports we are able to offer are dependent on finding volunteers to serve as coaches and referees. Athletic policies and expectations are available in the athletic handbook or information sheet that will be given to students who participate in our after-school teams.

Playing on athletic teams is a privilege not a "right". It is an opportunity to be an ambassador for our school, rely on the strengths of others, 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. Students must have a "C" or better average with no failing grades in order to participate. (Final determination will be made by the administrator)
2. During any period of participation, 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 as established by athletic directors and head coaches.
5. School attendance is required for the entire day of a game for the student to participate in

that day's game. Half-day exceptions will be made only for medical appointments or similar needs and then only when prior approval has been obtained 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 have a note from a physician or parent and a copy given to the athletic director as well as the school office.

B. School Supplies

1. Southwestern will purchase some of the consumable supplies for students. Student supply lists will be communicated.
2. All students will need to provide gym shoes for PE.
3. SWCS provides a Bible to all Kinder, 3rd, and 6th-grade students (as well as new students in 3rd-8th grades) to keep and use for each elementary grade.

C. Student Government

Middle school students at SWCS have the opportunity to serve the school in leadership as Student Council officers and class representatives. Students are elected to these positions by their peers.

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 chapel and arrange opportunities for the student body to serve the local community.

Class representatives communicate information between student council officers and their classes. Positions require an 80% average or higher at each quarterly report and a passing grade in each course. In addition, students must be in 8 of the 9 weeks for the "10 Cities" program.

XVII. TECHNOLOGY USE

A. Cell Phones and Smartwatches

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

The school phone number (928-726-3086) is to be used if a parent and student need to communicate during the school day. Parents/guardians should not call students directly or ask students to call them on their cell phones during school hours.

If a student is found possessing a cell phone during class time, the teacher/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 possession becomes problematic the student may be disciplined accordingly.

The school retains the right to access content on a student's phone (including pictures or 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; students are expected to use this device at school. Personal computers, iPads, tablets, etc. are not protected by the school's safety software and,

therefore, are not to be used at school. The use of 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. These addresses follow the naming convention of first initial last name.lastname@swcsliions.org. For example: jdoe@swcsliions.org

D. Other Electronic Devices

Use of electronic devices during school hours, such as earbuds, Air Pods, headphones, handheld electronic games, e-readers, tablets, or any other personal electronic devices are only allowed ***WITH TEACHER PERMISSION FOR ACADEMIC USE OR SUPPORT***. SWCS will not be responsible for the safety/security of any personal electronic devices brought to school (including those kept in backpacks). Electronic devices used inappropriately or during school hours will be collected and kept in the school office until the end of the school day.

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

E. FACTS

SWCS uses FACTS to manage student data including enrollment, attendance, and grade records. 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.SWCSliions.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 on "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 and then click "Save Username and/or Password."
6. The person should now be able to go back to the Family Portal login page and use their new username and password.

Important Note: Accessing your child's FACTS account on your phone does not always allow for full-screen visibility, resulting in possibly missing important information present in screen margins. For full visibility, please access FACTS on a laptop or computer to ensure full access to data.

Questions about Family Portal accounts may be directed to the school office.

F. General Technology Policies

SWCS, including all staff, faculty, and administration, reserves the right to suspend or revoke the use of any technological resources, including access to and use of internet networks, as a result of inappropriate use. Individuals who damage, destroy, vandalize, or steal any technological resource that belongs to SWCS will be held personally and/or collectively liable for the incurred cost of repair and/or replacement of the damaged media. The parents/guardians will be charged accordingly.

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 the 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 and all technological resources. **Users of technological resources realize that failure to comply with any of these policies may result in loss of privileges to use technological resources or other disciplinary action as decided by the administration of SWCS.**

SWCS has the right to intervene with writings and/or postings on internet blogs, email messages, instant messages, etc. that contain harassing or threatening statements or references to illegal or immoral activities.

Students are prohibited from using the SWCS name, posting pictures of SWCS administration, faculty, or staff, or making derogatory comments about the school and its personnel on social media and any written or spoken form. Discipline is handled on a case-by-case basis. However, inappropriate use of technological resources will typically result in suspension and a family meeting. Violators of certain aspects of this policy may be subject to criminal and/or civil litigation.

G. Student Harassment Policy

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 away from school grounds, school-related activities regardless of location, or in vehicles at school or used to transport from home to school or school activities. In addition, while the school recognizes that it does not have direct authority over students while they are not at school, violations of these policies away from school that result in an impact on the school community or that 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.

H. Discrimination and Harassment

It is SWCS policy to provide a learning environment free from unlawful discrimination or harassment on the basis of race, color, religion, sex, national origin, marital status, age, physical or mental disability, or any other characteristic protected by local law, regulation, or ordinance. It encompasses any form of unwelcome, hostile, intimidating, threatening, humiliating, or violent behavior. Beyond the legal requirements, it is the expectation of our school community and all its members that we seek a biblical respect for and affirmation of every person as made in the image of God and loved deeply by Him. Our ultimate basis for respect and affirmation of every member of our school community is grounded in the Scriptures of the Holy Bible.

It is our policy 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. This policy also prohibits any form of disciplinary or retaliatory action toward a student for filing a complaint of discrimination or harassment, or for participation in an investigation of a complaint, as long as the student has reported and participated truthfully and in good faith.

I. Prohibited Conduct

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

1. Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding or blocking movement, or any physical interference with school work or activities.
2. 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.
3. Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling.
4. Domestic violence, is 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.
5. Teen dating violence, is 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.
6. 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.
7. Sexual harassment, 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, unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with school performance or creating a hostile, intimidating or offensive learning environment.
8. Sexual abuse or assault, including 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.

J. 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).

Additionally, a written report should be completed and submitted to 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, the staff member shall refer the report immediately 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, adults on campus will investigate. 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. If the complaint is against one of these officials, the other official will lead the investigation. Local law enforcement may be involved if required by the facts of the incident.

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

K. Penalties for Violation

SWCSs will not tolerate discriminatory conduct, harassment, or 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.

L. Retaliation Protections

SWCS prohibits retaliation against any student for filing a complaint regarding conduct in violation of this policy. SWCS will not tolerate retaliation against any student for raising a good faith concern, for providing information related to a concern, or for otherwise cooperating in an investigation of a reported violation of this policy. 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.

ONE BIG RULE for ALL STUDENTS: If what you are doing *INTERFERES* with anyone's learning, *HURTS* someone's heart, or *PREVENTS* you from being your best self.... You shouldn't be doing it!!

XVIII. Admissions

A. Standards

To obtain admission to SWCS:

1. Students must have a written/online application.
2. Pastor reference form.
3. Parental testimonies.
4. Family interview with the school's administrators.

Report cards, school records and assessments will be used for student eligibility. SWCS admits any students regardless of race, color, nationality, or ethnic origins and extends to them all the rights, privileges programs, and activities generally accorded or made available to students enrolled at the school.

B. Procedures

Families may start with a tour of our facility to become familiar with our school. Next, they will meet with our school administrator to discuss the school's structure, educational philosophy, spiritual programs, and academics.

1. New students are accepted in the order in which enrollment forms are received and space becomes available.

2. No enrollment request is fully processed until completed enrollment forms (admission forms, school records, parental permissions, emergency forms) and immunization records are returned to the school office with the non-refundable registration fee paid in full.
3. New students will be tested before admission is granted. (*At the discretion of the administrator, a student may be admitted on a probationary basis or placed in a grade level more suited for his/her abilities.*)

C. Re-enrollment Procedures

In light of the purpose of our school, each student must reapply each school year. Class space is very limited and enrollment is on a first-come, first-serve basis. Early registration is highly encouraged. Families who are in poor standing within one or more of the following areas for consideration of re-enrollment will be subject to an interview with the administrator and possibly denied re-admittance into SWCS.

The following areas that will be considered for the re-admittance of each student are:

1. Grades
2. Attitude/behavior
3. Financial commitment
4. Church membership and attendance

Re-enrollment forms will be sent home in February. It is necessary to complete them for each student applying for re-enrollment and pay the non-refundable/non-transferable registration fee before they can be registered in their respective classes.

APPENDIX 1: ILLNESS AND WHEN TO KEEP YOUR STUDENT HOME

Dear Parent/Guardian:

Please follow these guidelines to help all students stay healthy and ready to learn. Please **DO NOT SEND AN ILL STUDENT TO SCHOOL**. The other page of this letter gives examples of when your student should not be in school. If your student is ill, please **CONTACT THE SCHOOL**.

Please contact your healthcare provider about any **SERIOUS ILLNESS** or if you are worried about your child's health. If you need help finding a healthcare provider, you may contact the local public health authority.

Please notify the school if your child is diagnosed with a **CONTAGIOUS DISEASE**, including these: *chickenpox, COVID-19, diarrhea caused by E. coli or Salmonella or Shigella, hepatitis, measles, mumps, pertussis, rubella, scabies, tuberculosis, or another disease as requested.*

The school will protect your private information as required by law. [OAR 333-019-0010; ORS 433.008.]

Please notify the school if your student requires **MEDICATIONS** during school hours. Follow school protocols for medication at school. If your student's illness requires antibiotics, the student must have been on antibiotics for at least 24 hours before returning to school, and longer in some cases. Antibiotics are not effective for viral illnesses.

Please notify the school if your student has an **UNDERLYING OR CHRONIC HEALTH CONDITION**. We will work with you to address the health condition so that the student can learn. With consent, the school may consult with the student's healthcare provider about the health condition and necessary treatments. To contact the school office please call or email.

We want to support your child. Please contact us if you have questions or concerns.

I. SYMPTOMS OF ILLNESS THE STUDENT MAY RETURN AFTER...

- A. The list below tells the shortest time to stay home. A student may need to stay home longer for some illnesses.
 1. **Illness Student May Return When Fever:** temperature of 100.4°F (38°C) or greater.
 2. ***Fever-free for 24 hours** without taking fever-reducing medicine.
 3. **New Cough Illness Symptoms improving for 24 hours** (no cough or the cough is well controlled).
 4. **New difficulty breathing. Symptoms improve for 24 hours, breathing comfortably. Urgent medical care may be needed.**
 5. **Diarrhea:** 3 loose or watery stools in a day OR not able to control bowel movements.
 6. **Vomiting:** one or more episodes that are unexplained.
 7. **Symptom-free for 48 hours OR** with orders from doctor to school office.
 8. **Symptom-free OR** with orders from doctor to school office. Follow the fever instructions above.
 9. **Urgent medical care may be needed.**
 - a) **Headache with stiff neck and fever Symptom-free for 48 hours OR** with orders from doctor to school office. **Urgent medical care may be needed.**
 - b) **Skin rash or open sores Symptom-free**, which means the rash is gone OR sores are dry or can be completely covered by a bandage OR with orders from the doctor to school office.
 - c) **Red eyes with colored drainage Symptom-free**, which means redness and drainage are gone OR with orders from doctor to school office.

- d) **Jaundice. After the school has orders** from a doctor or local public health authority to the school office.
- e) **Acting differently without a reason:** unusually sleepy, grumpy, or confused.
- f) **Major health events**, such as an illness lasting 2 or more weeks OR a hospital stay.
- g) **Health conditions that require more care than school staff can safely provide.**
- h) **Symptom-free**, which means return to normal behavior **OR** with orders from doctor to school office.
- i) **After the school has orders** from the doctor to the school office **AND** after measures are in place for the student's safety. Please work with school staff to address special healthcare needs so the student may attend safely.

APPENDIX 2: COMPLAINT/CONFLICT RESOLUTION AND GRIEVANCE POLICIES

SWCS's aim is to earnestly, diligently, and continually strive to maintain harmonious relationships within the school community, using biblical principles, especially Matthew 18, to resolve disagreements. SWCS hopes to seek resolution to conflict and complaints in a way that glorifies God, keeps the circle of those involved as small as possible for as long as possible, and contributes to a community of peace.

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 of the complaint if the issue is unresolved after a face-to-face meeting between the involved individuals.

Have the ability to seek administrative relief of the complaint if necessary.

Have an appeal for relief if the complainant feels the initial solution is inequitable.

- I. COMPLAINT AND CONFLICT RESOLUTION** – All complaints and conflict 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** - All complaints related to the Administration, either supposed or real, that cannot be solved in person, may be submitted to the Lead Pastor in writing. Such a written complaint or grievance must be signed by the complainant.
 - C. Complaint Submission** - In support of the principle of Matthew 18, **all communication that is unsigned** 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:
 - 1. 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 involved employee(s) should attempt to arrive at a satisfactory solution to the matter and should attempt to alleviate the complaint face-to-face with discussion, prayer, and a Christ-like attitude of humility. Most complaints should be resolved at this level.

2. If the parent is not satisfied that the complaint has been fully addressed following the face-to-face meeting, then the parent must submit a written complaint to the supervisor of the individual with whom the complaint resides 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.
3. Upon receipt of the complaint, the supervisor of the involved employee will recognize receipt of the complaint in writing with an affirmation that the complaint will be investigated and addressed.
4. Within two weeks of receipt of 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.
5. Within this time frame, the supervisor will notify both the complainant and the employee against whom the complaint is directed of his or her decision or suggested relief of the complaint. If either party is not satisfied with the resolution of the complaint, then they have the option of appealing to the Lead Pastor. This appeal must be made within five working days of notification of the immediate supervisor's solution and must include a full disclosure of the issue, the timeline of events, and the perceived inequity of the decision or recommendation.
6. The Lead Pastor will review all complaints that have met the above process requirements and will notify both parties of his decision regarding the complaint within two weeks of its receipt of the complaint. The decision of the Lead Pastor will be final with no other means or avenues for recourse or relief.

II. GRIEVANCES

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

1. **“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.
2. **“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.
3. **“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.
4. **“Harassment”** is defined as verbal or physical behavior by a student, employee, or other individual working under the auspices of SWCS which 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.
5. **Grievance Process** - A Grievance is communicated by the complainant (including faculty, staff, student, or parent) to the principal.
 - a) The Principal investigates the Grievance.
 - b) The Principal determines if the Grievance has merit.
 - c) If merit is determined, then the Grievance and recommended action is reviewed with the Lead Pastor for approval.
 - d) If no merit is determined, the complainant must accept the decision as final.
 6. **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. The individual with a role in the Grievance Process will recuse himself or herself from the Grievance Process
 - a) The Grievance involves the Athletic Director: the principal performs the investigation; the Administrator involved is rescued from the process.
 - b) The Grievance involves a family member of the Athletic Director: the principal performs the investigation; the Administrator involved is rescued from the process.
 - c) The Grievance involves the principal or a family member of the principal: the Lead Pastor performs the investigation; the principal is rescued from the process.
 7. **Grievance Retaliation** - Any person who brings a Grievance, or who 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 persons engaging in the retaliatory conduct will be subject to disciplinary action.

APPENDIX 3: TECHNOLOGICAL APPROPRIATE USE AND CARE AGREEMENT

I. APPROPRIATE

- A. 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. Avoiding food or drink on a Chromebook or near any technological resources.
 3. Maintaining privacy of school-issued user accounts and passwords.
 4. Use of discretion and discernment while using internet networks, including work generated by AI, such as Chat GPT and similar functionalities.
 5. Safe and courteous physical care of the hardware.
 6. Abiding by all policies listed in the Technological Resource Appropriate Use Policies.

II. INAPPROPRIATE

- A. 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 of technological resources for harassment, bullying, or any other malicious purpose.
 4. Plagiarism or use of intellectual work that is not the original work of the student.
 5. Installation of any software on school equipment.

6. Installation of software on a classroom computer without the direction of that teacher.
7. Installation or removal of any hardware devices, including, but not limited to: CD-ROM readers, memory, networking cards, and video cards (these actions shall only be completed upon the direct and prior approval of the I.T. director).
8. Intentionally and/or maliciously damaging, destroying, stealing, or vandalizing any technological resource belonging to SWCS.
9. 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.
10. 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.
11. Any violation of state or federal law.

APPENDIX 4: STUDENT-ATHLETE AGREEMENT

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

I. EXPECTATIONS

A. Expectations of all Southwestern Christian student-athletes:

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

- a) Any student who has below a 74% average in any class at the beginning of each week (Monday) will be placed on academic probation until all classes are at or above that 74% average.
- b) Students will not be allowed to practice/play while on academic probation. Students will not be allowed to practice/play while on academic suspension.
- c) Any class below 65% will be an automatic academic probation.

2. **Be the best Lion that you can be.**

- a) Communicate to coaches, teachers, teammates, and opponents in a respectful manner.
- b) Be thankful for the commitments your parents/guardians have made 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 SWCSs Athletic Department in all that you do: Christ, Community, and Culture.
- f) If your coaches, teachers, parents/guardians,s 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 put in place if a resolution cannot be made after meeting with the necessary people or multiple offenses occur. This will be at the discretion of the Athletic Director and your Coaches.

APPENDIX 5: SPIRITUAL LIFE AGREEMENT

I. Code of Conduct

A. As a student at SWCS, I willingly submit to the requirements and expectations as 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 at any location I happen to be. I understand that my failure to uphold this code may result in the loss of the privilege to attend SWCS. I commit myself to doing my part by agreeing to the following:

1. I will abstain from any and all activity that is illegal, immoral, or inconsistent with a Christian lifestyle, and I agree to not encourage others in this type of activity.
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 profanity, all inappropriate conversation, and unethical social media posting.
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 own spiritual development by actively participating in spiritual disciplines such as prayer, Bible reading, devotionals, service, and church attendance.

APPENDIX 6: DRIVING REGULATIONS - SWCS

I. Policy

The purpose of this policy is 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 according to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

A. 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 personal automobile insurance policy must be provided and updated yearly at the renewal date.
4. Any employee/volunteer who has a driver's license revoked or suspended shall immediately notify the Business FCC Office and discontinue the 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 method of transportation prior to the event.
7. SWCS's insurance policy does not cover damage to an employee's or volunteer's vehicle.

B. Special Circumstances

1. Employees are discouraged from using their personal vehicles to transport students.
2. Special approval is required by the supervising administrator in order for an employee to be authorized to use their personal vehicle.
3. Anyone using their own vehicle to transport students, employees, and /or volunteers to and from school-sponsored events may be personally liable for any injuries/damages to themselves or others.
4. Any drivers who use their personal vehicles for school-initiated events are required to carry adequate limits of liability insurance.

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

1. One or more type "A" violations in the past three years.
2. Two or more accidents (regardless of fault) in the past three years.
3. Two or more type "B" violations in the past three years.
4. Any combination of accidents and type "B" violations that equal two or more in the past three years.

Type "A" Violations

1. Driving while intoxicated.
2. Driving while under the influence of drugs.
3. Negligent homicide arising out of the use of a motor vehicle (gross negligence).
4. Operating during a period of suspension or revocation.
5. Using a motor vehicle for the commission of a felony.
6. All moving violations not listed as type "A".

Type "B" Violations:

1. Aggravated assault with a motor vehicle.
2. Operating a motor vehicle without the owner's authority (grand theft).
3. Permitting an unlicensed person to drive.
4. Reckless driving.
5. Speed contest (racing).
6. Hit and run (bodily injury or property damage).

C. Other Requirements

1. Aggravated assault with a motor vehicle.
2. Operating a motor vehicle without the owner's authority (grand theft).
3. Permitting an unlicensed person to drive.
4. Reckless driving.
5. Speed contest (racing).
6. Hit and run (bodily injury or property damage).

D. Additional Requirements for Transporting Students:

1. Seatbelts must be used in accordance with state regulations.
2. Students must always be transported in groups of 2 or more.
3. If you are driving your personal vehicle for a school-initiated event, all passengers in your vehicle must have a release form signed and dated by their parents/guardian on file agreeing for them to ride with you.
4. Always operate your vehicle within legal speed limits. When weather or road conditions warrant, drive at slower speeds to avoid loss of control and/or an accident.
5. You may not talk on a cell phone or smartwatch, send or receive text messages, or check your email while driving. The only exception is if the driver has a Bluetooth/hands-free device and is tending to the business/ needs of the passengers, the event at hand, or dealing with an emergency.
6. Don't be distracted by your passengers or surroundings. Regardless of your position or responsibility, when you are driving you are doing that and nothing else. Every vehicle will have a passenger (never the driver) assigned as the person delegated to monitor passengers on behalf of the driver, who is ultimately responsible.
7. Do not make unscheduled stops or detours except for restrooms or medical or mechanical emergencies.
8. During any event, a central phone number will be given to all drivers who must be called if they are separated or have problems. If you do not arrive on time at your destination, others will call that number to determine your location and needs, so be sure to carry your phone at all times.
9. Plan to make a 15-minute stop in a safe area every 3 hours in order to stretch and refresh yourself. Do not drive more than 8 hours in any 24-hour period.
10. Unless granted permission, you may not drive students around during a retreat/event except as needed to transport them to another area.
11. No vehicle may be operated with student passengers between the hours of 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.

E. Rental Vehicles

1. Under normal circumstances, arrangements should be made through the SWCS Office for billing and payment with the vehicle being rented in the school's name.
2. In emergency situations when prior arrangements cannot be made, the SWCS Office should be notified at the earliest opportunity.
3. In **ALL** situations, full insurance coverage must be taken through the rental agency and the school.
4. Only drivers authorized and reported to the rental company may drive rental vehicles.

F. 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 to 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 number

G. Driver Acknowledgement Form* (sample below)

I have read and understand the driving requirements on this form. I hereby accept the responsibility of driving and agree to follow the laws without exception. I affirm that I currently possess a valid driver's license, have had no moving violations within the past 18 months, have insurance as required, drive a vehicle that is safe and in good mechanical repair, and know of no legal restrictions, personal health conditions, or other reasons why I should not drive for SWCSs' events.

Sample of driver acknowledgement:

Detach here. Please sign and return the bottom portion to the school office.

***DRIVER ACKNOWLEDGEMENT**

I have read and understand the driving requirements on this form. I hereby accept the responsibility of driving and agree to follow the laws without exception. I affirm that I currently possess a valid driver's license, have had no moving violations within the past 18 months, have insurance as required by the state of Arizona, drive a vehicle that is safe and in good mechanical repair, and know of no legal restrictions, personal health conditions or other reasons why I should not drive for SWCSs' events.

 Printed name of driver

 How are you associated with SWCS?

 Signature

 Date

For Office Use Only:
Date Received: _____ *Insurance Policy Checked:* _____ *Business Office:* _____

STATEMENT 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. Parents/Students should read/discuss the Student and Parent Handbook together with their parent(s)/guardian(s) and sign the Statement of Handbook Acceptance. Parents/Guardians may sign for all elementary students.

Please submit signed forms to the office by September 6, 2024.

Names of Student(s) in family (please print):

STUDENT SIGNATURES:

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

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 provisions in the Student and Parent Handbook.

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 at any time on campus. Further, we will forever hold harmless SWCS, its employees, and representatives against loss, damage, or expense from any and all claims, demands, or actions that may be brought against any or all of the said parties because of accident or occurrence.

Parent/Guardian Signature 1

Date

Parent/Guardian Signature 2

Date