

Southwestern Christian School

FAITH CHARACTER ACADEMICS

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2026/2027 Student and Parent Handbook

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I. MISSION/SCHOOL HISTORY

- Because “Eternity Matters,” the mission of SWCS is to provide Christ-centered education focused on excellence in faith, character, academics, and mentoring lifelong learners in their walk with Jesus Christ in partnership with students' families.
- In 1992, a group of concerned parents seeking Christian education options for their children met and began praying for God’s direction to find a solution. God gave them the vision to begin SWCS, an independent, non-denominational Christian school.
- SWCS began in the fall of 1993, offering kindergarten through 8th grade to the Yuma community. Nine years later, in the fall of 2002, it joined First Christian Church and became an extension of the FCC ministry.
- SWCS moved to the new First Christian Church campus, our current school location, in January 2005. This larger facility allowed us to reach more children in our community with the love of Christ through Christian education.
- We continually thank God for His blessings as we continue the vision and mission of SWCS alongside the First Christian Church. We will continue to be a beacon of light in the Yuma community and beyond.

II. SCHOOL ORGANIZATION

A. Administration

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

III. STUDENT OUTCOMES

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

A. Faith

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

B. Character

1. Demonstrates integrity
2. Learns from and overcomes failure or adversity
3. Relates effectively and maturely with others
4. 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. Collaborates with others
6. Prioritizes and organizes well
7. Applies learning to new situations

IV. EDUCATIONAL PHILOSOPHY

- SWCS believes education is an opportunity to grow and demonstrate love for God. As Jesus instructs his disciples, humans are to love God with all their minds, hearts, souls, and strength (Mt. 22:37). Furthermore, the education God desires is grounded in truth and the fear of the Lord. Scripture instructs that the

fear of the Lord is the beginning of wisdom (Proverbs 1:7). Therefore, SWCS centers its curriculum on Bible classes at all levels and integrates Scriptural truth across all subjects. To this end, SWCS teaches students critical thinking through reading, writing, analytical assignments, and classroom discussions.

A. Faith Statement

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

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

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

B. Confidentiality Statement

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

C. Non-Discrimination Policy

Southwestern Christian School (SWCS) admits students of any race, color, nationality, or ethnic origin. The school extends to all students the rights, privileges, programs, and activities generally accorded or made available to students enrolled at the school.

SWCS does not discriminate based on race, color, nationality, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, or other school-administered programs.

V. ADMISSIONS

- Admission decisions may be based on, but are not limited to, a student's disciplinary history, academic performance, noncompliance with school policies, or circumstances in which the student's social, emotional, behavioral, or mental health needs exceed the resources or support services the school can reasonably provide, or substantially interfere with the student's ability to participate safely and appropriately in the school program.

A. Enrollment

1. New student families begin the enrollment process by scheduling a tour of the school's facilities. A non-refundable \$45 application fee is required to initiate enrollment. Families may also schedule a meeting with the school administrator to address questions regarding SWCS's structure, spiritual philosophy, academic programs, athletics, and other relevant matters.
2. New student eligibility will be determined by:
 - a) Entrance assessment
 - b) Completed enrollment documents
 - c) Family interview
 - d) A paid registration fee
3. New student enrollments are accepted in the order in which enrollment forms are received, subject to space becoming available.
4. An annual non-refundable registration fee of \$350 per student is due in full at the time of registration. **Classroom placement and enrollment are not guaranteed until payment is received in full and all enrollment requirements are met.**

B. Student Health Records

All students enrolled at SWCS must have current immunization records or valid exemption documentation on file with the school office before the first day of attendance, in accordance with the Arizona Health Code.

C. Re-enrollment Procedures

All students must reapply for enrollment each year. Re-enrollment forms are distributed in February. Class space is limited, and enrollment is granted on a first-come, first-served basis; early registration is strongly encouraged. Students seeking re-enrollment must complete the early registration process and pay the non-refundable, non-transferable registration fee before enrollment is confirmed. Families in poor standing may be required to meet with the school administrator and may be denied re-enrollment. Poor standing may include, but is not limited to, unresolved financial obligations, repeated disciplinary violations, noncompliance with school policies, or lack of cooperation with school staff.

D. Dismissals and Withdrawal Policy

Students who withdraw from SWCS at any time before the end of the school year must submit a completed withdrawal form to the front office. Verbal notification will not be accepted.

Tuition for students who withdraw during the school year will be calculated through the end of the semester in which the withdrawal form is submitted. All outstanding accounts must be paid in full before student records will be released. This withdrawal policy also applies to students who are suspended or expelled for violating SWCS rules and policies.

VI. TUITION AND FINANCIAL INFORMATION

A. Tuition by Grade Level

1. Kindergarten \$6,250 (\$1562.50 quarterly)
2. 1st - 7th \$6,750 (\$1687.50 quarterly)
3. 8th \$7,250 (\$1812.50 quarterly)
 - a) Includes the end-of-the-year trip
4. A processing fee of \$250 will be charged per student per year.

B. Accounts:

1. SWCS partners with FACTS, a third-party provider specializing in financial aid and tuition management for private schools, to determine the amount of financial assistance awarded to each family. Please note that an annual

FACTS service fee will be automatically withdrawn from the financial account associated with the student's account each August.

2. Valid FACTS enrollment is required as part of enrollment in SWCS.
3. Families using Empowerment Scholarship Account (ESA) funds for tuition are responsible for ensuring that all quarterly payments are made on time. Each quarter, tuition is due within 30 days of the first day of that quarter. Unpaid tuition will be automatically charged to the account on file September 20th, November 20th, February 20th, and May 20th for each quarter. If a payment is not received by the established due date, SWCS reserves the right to charge the outstanding balance to the family's FACTS account on file.
4. Failure to make timely tuition payments may result in late fees, loss of enrollment priority, withholding of student records, or other consequences outlined in this handbook, including suspension of enrollment, denial of re-enrollment, or referral to collections.
5. Please note that ESA families will be responsible for an annual processing fee: Kinder, \$175; 1st-8th grade, \$250. This amount covers the school's bank service fees for processing ESA payments.
6. SWCS reserves the right to assess incidental fees, including but not limited to Lion's Den, athletics, music programs, tardies, lost or damaged materials, and other school-related charges, every month and to charge such fees to the family's FACTS account.
7. If opting out of ESA or other scholarships, families will set up an automatic withdrawal payment plan through FACTS.
8. SWCS offers a limited amount of financial aid each school year. Families seeking financial assistance must submit a completed online financial aid application. Applications must be submitted annually, regardless of prior receipt of financial aid.

C. Payments and Returned NSF Checks

- Families must notify the school immediately if financial difficulties arise so the administration can review options to help the student remain enrolled. While SWCS seeks to partner with families during times of financial hardship, the school must also meet its financial obligations to staff, employees, and creditors, and therefore requires the timely payment of all accounts.
- Students may not continue attending Southwestern Christian School if a family account becomes delinquent, unless satisfactory payment arrangements have been made with the school office and the account is brought current.
- Accounts not covered by an approved payment plan may be referred to a collection agency. Any checks returned for non-sufficient funds (NSF) will incur a \$25 service charge per occurrence. Families with three (3) or more NSF checks will be required to make all future payments by cash, money order, or cashier's check.

VII. ATTENDANCE

A. School Hours

1. **Monday - Thursday:** 8:15 a.m.-3:15 p.m.
2. **Friday:** Early release day 8:15 a.m.– 1:30 p.m.
- The state of Arizona requires mandatory school attendance (ARS 15-803). SWCS monitors and records student attendance in accordance with state law. When a parent or guardian notifies the school of a child's

absence, it constitutes a formal request for excusal; the school retains the authority to determine whether the absence is “excused” or “unexcused.”

- If a student is to be released to anyone other than a parent or guardian, arrangements must be made in advance of the student’s arrival at school. The parent or guardian must notify the school office by phone, written note, or email to authorize the change in dismissal.

B. Leaving School During the School Day

- Students are not permitted to leave school grounds during the school day without being signed out and back in at the school office.
1. A parent or guardian must be present in person with verifiable state-issued identification to authorize student sign-out. The parent or guardian must enter the office, provide authorization for the absence, and sign the student out.
 2. If the student returns during school hours, the parent or guardian must sign the student back in at the office before the student may return to class. Students participating in SWCS field trips are exempt from this sign-out/sign-in procedure.

C. Lion’s Den

1. Hours of operation:

Before School Hours: 7:00 -8:00 AM

After School Hours: 3:15-5:30 PM

- Students arriving on campus more than 15 minutes before the start of school or remaining more than 15 minutes after dismissal must be under the supervision of an adult or checked into the Lion’s Den program. Please contact the school office for additional information and applicable fees.
- ##### **2. Drop-Off and Pick-Up/Lions Den**
- Families are asked to review the following guidelines and make necessary transportation arrangements:
 - a) Families should drop off students no earlier than 8:00 am – staff does not supervise students until then. Any students left unsupervised before 8:00 will be taken to Lion’s Den, and charges will apply.
 - b) Lion’s Den provides before- and after-school care for students in grades K–8 whose parents require supervision outside of regular school hours. Morning care is available from 7:00 a.m. to 8:00 a.m., and afternoon care is available from 3:30 p.m. to 5:30 p.m. Students arriving before 8:00 a.m. or remaining more than 15 minutes after dismissal must be checked into the Lion’s Den.
 - c) A fee applies for participation in Lion’s Den. Students who are picked up after 5:30 p.m. will incur a \$5.00 late fee, with an additional \$1 per minute late fee. Families should contact the school office for additional information regarding fees and procedures.
 - d) All students should be picked up within 15 minutes of dismissal, unless they are enrolled in Lion’s Den or involved in a school-supervised after-school activity.
 - e) Students in after-school activities must be picked up within 15 minutes of the activity’s scheduled end time.

- f) Any student not picked up within 15 minutes of the scheduled school dismissal time will be checked into the Lion's Den, and subsequent charges will be applied.
- g) We will provide everything your student will need in Lion's Den. Games, toys, and activities are all included! Students may not bring any toys from home.
- h) Snacks are provided to students during afternoon Lion's Den only around 4:00 p.m. each day. Please send your student well fed and ready for the day if they are attending morning Lion's Den. No food from home is allowed.
- i) Lion's Den charges will be added to your account on the 1st of each month; all fees must be paid before the 15th to avoid late payment fees. Failure to pay may also result in your student's removal from our Lion's Den Program.
- j) Lion's Den Fees: All fees are based on the time your student is signed out of Lion's Den.
 - (1) Monday -Thursday
 - (a) 3:26-4:30- \$5
 - (b) 4:31-5:30- \$10
 - (2) Friday:
 - (a) 1:45-2:45- \$5
 - (b) 2:46-3:45- \$10
 - (c) 3:36-4:45- \$15
 - (d) 4:46-5:30- \$20
 - (3) Late Pick: \$5 plus \$1 for each minute after 5:30.
 - (4) Late fees are applied per child

D. School Activities/Events

- Students must attend a full day of classes on the day of any school-sponsored event, including after-school sports or other activities, to be eligible to participate.

E. Absences

- Upon notification of a student's absence, the school will attempt to contact the parent or guardian for any unexcused absences. Families are strongly encouraged to avoid scheduling vacations or outings during the school year.
- **SWCS and the State of Arizona recognize two categories of excused absences:**
 1. Illness (including scheduled doctor and dentist appointments)
 2. Emergency absences (such as death in the family)
- **If a student will be absent for reasons other than illness or emergency, the following steps must be taken:**
 1. At least one week in advance, the parent/guardian notifies the office and the student's teacher.
 2. The front office will notify the student's teacher of any absence, enabling the teacher to assign appropriate work. It is the parent or guardian's responsibility to obtain the assigned work from the student's teacher.
 3. Any make-up work from an absence must be turned in upon return, and the student will be responsible for completing current assignments with the rest of the class.

- **NOTE: Students absent for more than 20 days during the school year may be in jeopardy of removal from SWCS, ineligible for 8th-grade graduation attendance, and/or retention.**
- Students absent from school due to illness are not permitted to participate in extracurricular activities—including sports, music, clubs, performances, or other events—on the day of their absence. For absences due to reasons other than illness, participation in after-school activities will be determined on a case-by-case basis.

F. Excessive Absences

- If a student is absent from school for three or more consecutive days due to illness, the parent or guardian must provide documentation from a licensed medical provider. The documentation must include a written note from the child's doctor and confirmation that the student is cleared to return to school. For severe contagious diseases, state law requires a doctor's note and the principal's approval before readmission.
- Parents/guardians concerned about an extended absence should contact the student's teacher to request and coordinate makeup work.
- Students who accumulate six or more unexcused absences in a single quarter may be placed on an attendance agreement with the principal and must comply with its terms.

G. Tardiness

- SWCS expects all students to arrive at class on time. Students arriving after 8:15 a.m. are considered tardy. A parent or guardian must accompany the student to the office to obtain a tardy slip and sign the student in for class admission. Tardy fees, if applicable, will be billed monthly.
- **The following are considered “excused” tardies:**
 1. Medical/dental appointments (requires a note from the doctor/dentist to be considered “excused”)
 2. Traffic accident
 3. Funeral
- **Any other reason will be considered unexcused. 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; 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 a parent/guardian conference with the principal

VIII. ACADEMICS

- Southwestern Christian School offers academic programs for students in grades K–8, organized into Elementary (K–5) and Middle School (6–8) divisions.
- To qualify for the Honor Roll, all students must meet the Essential Scripture memory requirements, regardless of their grade point average. Students receiving a grade of “D” or “F” in any subject are ineligible for the Honor Roll, Principal's Honor Roll, or any academic awards presented at the end of the school year.

A. Honor Roll and Principal's Honor Roll

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

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

- Multiple academic evaluation methods are communicated to students' parents and guardians throughout the school year.
- 1. Student academic progress is updated weekly on RenWeb to provide parents and guardians with current information on classroom performance. Parents and guardians are encouraged to regularly review their student's progress and communicate with the classroom teacher to address any potential academic concerns.
- 2. Report cards are issued at the end of each quarter and provide a comprehensive summary of a student's progress toward academic goals and areas requiring additional attention.
- 3. Parents or guardians are required to attend parent-teacher conferences at the end of the first quarter. Conferences at the end of the third quarter are optional for students with passing grades, but are mandatory for any student who is or will be placed on academic probation.
- 4. Fourth-quarter final report cards will be sent home on the last day of school, provided the family account is paid in full.
- SWCS prioritizes regular communication regarding student academic and spiritual progress. In some cases, report cards may not be issued until a parent-teacher conference has been held. These conferences provide an important opportunity for teachers to offer feedback and discuss each student's progress toward academic and spiritual goals.
- Additional conferences may be requested by parents, guardians, or teachers at any time during the school year to review a student's academic, social, behavioral, or spiritual development.
- Parents and guardians are asked to be patient with teachers regarding communication requests during the school day. In emergencies, contact the school office. Teachers, when not actively conducting classroom lessons, may respond to email communications during the school day, typically after dismissal, during lunch, or during planning periods. Phone messages may always be left with the front office. Teachers will respond to communications within 24 hours on school days, excluding Fridays and weekends.

C. End of School Year Awards

- The following awards are given at the end of the school year to a student in K-8 grade who exemplifies SWCS's mission, vision, core values, and expected student outcomes (ESO):
- 1. Shadrach, Meshach, and Abednego Award
- 2. Daniel Award
- 3. Essential Scriptures Gold Award
- 4. AMC 8 Math Award
- 5. Jack DeLange Music Award

D. Consequences for Low Grades

1. Academic Meetings and Contracts

- To support a student's academic success, a teacher, principal, or administrator may convene an academic meeting to review the student's performance. This meeting may include classroom teachers, the student, the administration, and the student's family. The purpose of the meeting is to allow all stakeholders to collaborate to support the student's progress.
- In most cases, an academic contract will be developed outlining the specific goals the student must achieve to remain enrolled at SWCS, either currently or in the future.

2. Academic Probation

- SWCS may place students on academic probation at the end of each quarter if any one (or more) of the following academic conditions are applicable:
 - a) A student's grade average drops below 73.4%.
 - b) Students have two or more D's in any quarter or semester.
 - c) Students receive an F as a final grade in any quarter or semester.
 - d) Academic probation will conclude at the end of the progress report and/or grading period, provided the student fulfills the academic requirements and meets all conditions outlined in the academic probation contract established by the SWCS administrator and teachers.
 - e) The classroom teacher will review student progress weekly and, if the student fails to meet the contract parameters for academic progress, communicate any concerns to the administration for further action.

E. Curriculum K-8th

- SWCS utilizes curriculum resources from Abeka, BJU Press, and Saxon, and participates in the Accelerated Reader program to maintain rigorous academic standards rooted in a Christian worldview. All subjects are taught from a Christian perspective, with Bible instruction integrated into daily coursework.

Each grade level has the following focus of study:

- 1) Grades K-3 focus on God's love and offer of 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.
- Note: The New American Standard '95 version of the Bible is SWCS's choice for Bible instruction

1. Elementary School (Grades K-5)

- The SWCS curriculum includes Art, Bible, Language Arts (grammar, reading, spelling, and writing), Computer Skills, Mathematics, Physical Education, Science, and Social Studies. As part of the regular curriculum, elementary classes may participate in occasional field trips designed to enhance classroom instruction.
- Siblings of participating students are not permitted to attend field trips and may not be excused from their regular classes to accompany a sibling.

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

- The Middle School curriculum at SWCS 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 classes may occasionally participate in field trips designed to enhance classroom instruction.
- Siblings of participating students are not permitted to attend field trips and may not be excused from their regular classes to accompany a sibling.

3. Band Elective

- Band instruction is offered on a per-semester basis for students in grades 4–8, with an additional fee. Students are expected to participate actively, and band performance is reflected in their report card grades. Scheduled performances are a required component of the course; students who miss a performance for reasons other than illness or emergency will forfeit credit for that portion of the class.

4. Orchestra Elective

- Orchestra instruction is offered on a per-semester basis for students in grades 2–8, with an additional fee. Students may learn to play violin, viola, cello, or bass. Active participation is required, and performance in orchestra is reflected in report card grades. Scheduled performances and other required events outside the regular school day count toward the course grade. Students who miss these events for reasons other than illness or emergency will forfeit credit for that portion of the class.

5. PE

- All students in grades K–8 are required to participate in Physical Education (PE) unless a parent or physician provides written documentation excusing the student. Students who attend PE without appropriate attire, including tennis shoes, a uniform, or a water bottle, may be penalized and, for safety reasons, restricted from participating in activities.

F. Special Needs Resource

- While SWCS is committed to supporting all students' educational growth, the school does not offer a designated specialized resource program for students with special needs. Families of students requiring additional support beyond what the school can provide may be referred to Yuma District One Exceptional Student Services or other appropriate educational programs. SWCS does not provide special education services and is not obligated to implement Individualized Education Programs (IEPs) or Section 504 plans.

G. Chapel

- Consistent with the mission and objectives of SWCS, students participate in regular chapel periods. Chapel provides a time for worship and community, including prayer, Scripture reading, worship music, guest speakers, community announcements, and recognition of students receiving academic, athletic, character, or behavioral awards. Attendance at chapel is mandatory for all students.

H. Grade Reporting - FACTS

- SWCS utilizes FACTS, an online student information system, to track grades, assignments, attendance, fees, lunch accounts, and other relevant student information. Families are required to create a FACTS account and are encouraged to regularly monitor it for updates on their student's academic progress throughout the school year.
- Students in grades 1–8 receive letter grades on quarterly report cards that reflect their achievement levels. Grades are determined based on a combination of classroom work, participation, behavior, assignments, quizzes, tests, papers, and projects.
- The following grading scale applies to all Students in grades 1 through 8.
- Percentage Letter Evaluation

- 92-100 “A” Mastery
- 83-91 “B” Proficient
- 74-82 “C” Developing
- 65-73 “D” Does Not Demonstrate Proficiency
- 0-64 “F” Not passing

I. Classwork/Study Policy

- At SWCS, studying can be a valuable extension of classroom learning. When used appropriately, it reinforces newly acquired skills, supports academic development, and promotes independence, self-direction, time management, and responsibility.
- **Teachers may assign classwork to individual students or groups for the following reasons:**
 1. To provide additional practice with newly introduced concepts and skills
 2. To complete work that was not finished during class, which must then be submitted the following school day
 3. To allow time for collaboration on group projects or to complete major independent assignments that require work beyond classroom hours.
 4. To enhance the curriculum through additional projects completed outside of regular class time
- **Parents are encouraged to support their child’s study routines in the following ways:**
 1. Provide encouragement and guidance while allowing the student to complete the work independently.
 2. Establish a consistent homework time and a quiet, distraction-free workspace.
 3. Ensure that necessary materials and supplies are available to complete assignments.
 4. Read with and to your child daily to build strong literacy skills and foster a love of reading.
- **The average time students spend on daily study routines should not exceed the following:**
 1. Grades K-2: 30 minutes/day
 2. Grades 3-5: 60 minutes/day
 3. Middle School: 1-2 hours/per day
- If a student consistently spends more time on studying than expected, the parent or guardian must notify the teacher immediately. This allows the teacher and family to identify the issue and develop an appropriate plan of action together.

J. School Supplies

- Southwestern will provide some consumable supplies for students, and detailed supply lists will be communicated to families.
- **PE Requirements:** All students must wear gym or tennis shoes for physical education.
- **Bibles:** SWCS provides Bibles to students in Kindergarten, 3rd grade, and new elementary students. Middle school students must bring their own NASB ‘95 Bible.
- **Other Essentials:** Students should bring a water bottle and a lunch box with containers that keep food hot or cold, as no refrigeration or microwave is available on campus. No glass containers should be brought to school. Only plain water is allowed on campus. No powder or liquid additives are allowed.

K. Standardized Testing - IOWA

- SWCS requires all students to participate in standardized testing, currently the IOWA tests, each academic year. These assessments help teachers tailor instruction, monitor individual and class progress, evaluate the school and staff, and meet accreditation standards. At the end of the year, each family will receive a report of their student's test scores.

L. Promotion Policies

1. **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) Teachers will identify targeted interventions that can be continued in future grade levels to support each student's individual learning pace. If there is concern that a student may not meet the promotion requirements, teachers will communicate with parents early in the school year.

IX. CHARACTER AND CONDUCT

A. Behavior Standards

- Any student whose conduct or attitude, in or out of school, conflicts with the school's fundamental principles or purpose, or who intentionally damages school property, may be dismissed or asked to withdraw. Parents will be responsible for the cost of repairing any damage caused by such behavior.
- **All students enrolled at SWCS are expected to uphold the following standards, both inside and outside 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 authorities (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. Refrain from any action or speech that intimidates, demeans, or threatens others, including behavior presented in a teasing or joking manner.

B. Academic Integrity Policy

- Cheating is a form of dishonesty. A student is considered to have cheated when they submit academic work, such as assignments, papers, or tests, that they did not complete independently and did not clearly indicate to the teacher which parts are not their own.
- **SWCS will take the following actions if a student is found to have cheated on any academic work:**
 1. **First offense: (in any class)**
 - a) Offer a score of zero on the assignment (test, paper, project, etc.).
 - b) Teacher documents and notifies the parent/guardian.
 2. **Second offense: (in any class)**
 - a) The student may be removed from the class.
 - b) Teacher documentation and notification to administration and parent/guardian.
 - c) Possible suspension of 1 day.

3. **Third offense (in any class):**
 - a) The student may be removed from the class.
 - b) Teacher documentation and notification to administration and parent/guardian.
 - c) Possible suspension of 1 day.
4. **All future offenses**
 - a) Longer suspension/possible expulsion from SWCS

C. Sexual Morality

- While enrolled at SWCS, all parents and students are expected to demonstrate behavior consistent with biblical Christian principles and to avoid actions that contradict these values. Inappropriate sexual conduct is strictly prohibited.
- SWCS reserves the right, at its sole discretion, to deny admission or to unenroll, suspend, or expel a student if the conduct or lifestyle of the student or their family is contrary to the biblical principles taught by the school.
- **Prohibited sexual conduct includes, but is not limited to:**
 1. Participating in, supporting, or condoning sexual immorality, homosexuality, or bisexual activity
 2. Promoting or engaging in sexual activity outside of marriage
 3. Sexual harassment
 4. Use or viewing of pornographic material or websites
 5. Sexual abuse or any sexual improprieties as defined by Scripture or by federal and state law

D. Gender Identity/Transgenderism/Homosexuality

- Based on the Biblical account of creation, including Genesis 1:27, SWCS affirms that each person's birth sex is God's intended gender. Therefore, the school does not support attempts to alter one's biological birth sex through medical intervention.
- SWCS also affirms the Biblical teaching that God created humans as male and female and designed marriage to be between a man and a woman (Genesis 2:24; Matthew 19:5). As a result, the school does not affirm homosexual activity, and students are prohibited from engaging in same-sex dating relationships.

E. Sexting

- Sexting is inconsistent with Biblical teaching (Galatians 5:13–15) and is strictly prohibited at SWCS. This includes sending, receiving, or forwarding sexually suggestive messages, photos, or images through cell phones, computers, or any other digital device.
- Students involved in such activities may face consequences under both applicable state laws and school disciplinary policies. Any violation will result in disciplinary action by the school and notification to local law enforcement. Students are required to report any incidents of sexting to a teacher or administrator immediately.

F. Student Harassment

- SWCS requires all students, parents, guardians, family members, and employees to treat others in the school community with dignity and respect, as taught in Galatians 5:16–26.
- **Sexual harassment** is a form of misconduct that undermines the value and integrity of others. All students and employees have the right to learn and work in an environment free from sexual harassment. It includes any

unwanted physical, verbal, written, or visual advances, or other sexually oriented conduct that is offensive or objectionable.

- Anyone who witnesses sexual harassment must report it to a teacher or administrator. All suspected incidents should also be reported in writing.
- Sexual harassment by a student will result in a parent/guardian conference and, in most cases, suspension or expulsion, as determined by the administration.

G. Weapons/Drugs/Alcohol/Cigarettes

- Weapons, illegal drugs, tobacco products (including cigars, cigarettes, e-cigarettes, and vaping devices), marijuana, and alcohol are strictly prohibited on the SWCS campus, including parking lots. This policy applies to all students, parents, and guardians. Violations may result in suspension or expulsion.

X. Conflict Resolution

- SWCS believes the Bible calls all people to pursue peace and to resolve disputes privately or within the Christian community (1 Corinthians 6:1–8; Matthew 18:15–35). Matters should be addressed according to the Lord's instructions in Matthew 18, with the goal of forgiveness and reconciliation.
- Faculty, staff, students, and families are expected to work diligently to maintain harmonious relationships within the school community and apply biblical principles to resolve disagreements. When conflict arises, resolution should be sought in a way that honors God and promotes a peaceful community.
- To support this goal, SWCS provides a process for addressing conflicts, complaints, or concerns involving faculty, staff, coaches, administrators, or students, ensuring solutions are fair and equitable.

XI. Discipline

- SWCS's discipline policy is designed to cultivate self-discipline in students, in accordance with biblical principles. Our approach is rooted in love and accountability, with the belief that students will respond to caring, consistent discipline as an expression of their belonging to the SWCS community.
- Students are treated as individuals, with consideration given to their unique circumstances and experiences. Whenever possible, the goal of discipline is restoration and growth.

A. Disciplinary Actions:

- The discipline procedures outlined below serve as guidelines. SWCS reserves the right to modify, accelerate, or skip steps depending on the severity or frequency of the behavior.
 1. First, the offense will be addressed at the classroom level. Classroom teachers will use the incident referral system to document the situation and communicate with parents when a disciplinary issue occurs.
 2. Second, the offense will be documented in the classroom, and the teacher will notify parents or guardians. They will also remind them that a third incident will result in the matter being referred to the administration for further consequences.
 3. On the third offense, the student will be referred to the administration. Parents or guardians will be notified of the repeated behavior, and appropriate disciplinary actions will be taken. Any further instances of misconduct will be handled directly by the administration, with escalating consequences as needed.

4. The administration may assign an out-of-school suspension of up to 10 days or immediate expulsion. Parents will be notified of the suspension or expulsion.
 - The principal/administration reserves the right to deny re-enrollment to any student who has been expelled from SWCS; the decision is final.
 - **Behaviors that may necessitate immediate disciplinary action from the administration include, but are not limited to:**
 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, which may/may not be perceived as a threat.
 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. (Including failure to comply with behavior plans, academic probation, etc.)
 10. Smoking on or off campus.
 11. Forged material (plagiarism, including AI) or signatures.
 12. Persistent truancy or tardiness.
 13. Possession, use, discussion of, or pretending to use drugs, alcohol, vapes, firearms, or other weapons is strictly prohibited on campus and at all school-sponsored events. Any violation of this policy will result in immediate referral to the administration. Parents or
 14. guardians will be notified, and serious disciplinary action—up to and including suspension or expulsion—will be taken in accordance with school policy and applicable laws.
 15. Inappropriate use of technology.
 16. Malicious destruction of student, school, or FCC property.

B. Behavior Plan

- The administration may implement a probationary discipline plan for academic or behavioral concerns. Students on a behavior plan may be restricted from participating in school activities outside regular class hours. This includes athletics, school-sponsored social events, and other non-class activities.
- The only exception is required attendance for activities that are part of a class, such as a band or orchestra concert.
- **Note:** Extracurricular sports are voluntary and are not considered part of a class requirement.

C. Suspension

- Students serving suspensions are not allowed to attend classes, participate in school activities, or be on school grounds during the suspension. Make-up work may be permitted at the classroom teacher's discretion, who has final authority over whether missed assignments may be completed.

D. Unenrolled-Expulsion

- A student may be suspended or expelled at any time for violating SWCS rules and policies. Students who are expelled are prohibited from attending or participating in any SWCS classes or activities for the remainder of the academic year and may not re-enroll in subsequent years.
- The Principal/Administration reserves the right to deny re-enrollment to any expelled student; this decision is final.

Withdrawal and Tuition Policy:

1. Tuition for a student leaving during the school year will be calculated through the end of the semester in which a completed withdrawal form is submitted.
2. A withdrawal form must be submitted to the front office; verbal requests or email notifications to a teacher alone are not sufficient. Emails must also be forwarded to the front office.
3. Parents should notify the classroom teacher of any outstanding books or assignments that need to be graded for the final report card.
4. All tuition, late fees, books, extracurricular fees, library fines, lunch balances, Lion's Den fees, and other financial obligations must be paid in full before records will be released to another school.

XII. Dress Code

A. Dress Code Purpose:

- SWCS believes that proper conduct and an attitude conducive to academic success are closely connected, and this is reflected in students' clothing. Our goal is for students to be recognized for **"who" they belong, not for "what" they wear**, ensuring that attire always honors and glorifies God.
- The administration reserves the right to determine whether a student's attire, grooming, or appearance is appropriate and non-disruptive. All uniform items must be purchased through approved school vendors: **BGD** and **Salty Dog**.

B. Guidelines:

1. Messages or images on clothing, backpacks, hats, notebooks, jewelry, or any personal items including, but not limited to, inappropriate content, weapons, skulls, witchcraft, promotion of violence, rock bands, sexual innuendo, political or social messages, occult symbols, promotion of sexual identity, alcohol, drugs, vaping, cigarettes, substance abuse, or any other material deemed unacceptable by administration, are not allowed.
2. The dress code applies at all times while students are on campus, including during athletic events, awards nights, STEM activities, 8th-grade graduation rehearsals, and ceremonies. It also applies when students are off campus while representing SWCS, such as on field trips or at camp.
3. Parents and students are expected to dress appropriately for all school activities.
4. A student's clothing and hairstyle should not disrupt the learning environment or interfere with participation in sports, band, orchestra, or other approved school activities.

C. SWCS Uniform Specifics Guides:

1. **Pants** – Permitted pants include uniform-style slacks, capris, or pants in khaki/tan, black, navy blue (no denim), or dark gray. Low-rise or skinny-fit styles are not allowed. Ripped, torn, or frayed pants are prohibited.

Waistbands should sit at or above the hip line. Jeggings, Lycra, fishnet tights, stretch pants, and overly tight or baggy styles are not permitted. Leggings may be worn **only under a skort, jumper, or shorts** in approved SWCS uniform colors: solid white, black, dark blue, or dark gray.

2. **Skorts/Skirts/Jumpers**—Skirts, skorts, and jumpers must be no more than 3 inches above the knee and may be in SWCS plaid, black, khaki, tan, dark gray, or navy blue (no denim). Privacy shorts must be worn underneath. Shorts, including athletic shorts worn on PE days, must also be no more than 3 inches above the knee.
3. **PE athletic shorts or pants** – Students are required to wear PE attire only on designated PE days. Hats may be worn outdoors for sun protection during PE or recess, but must be removed before re-entering the building. Leggings in SWCS-approved colors may be worn under PE shorts, paired with SWCS athletic shirts.
 - a) **K-5th-grade PE uniform:** SWCS orange T-shirt, solid black athletic shorts or pants (no logos), and athletic shoes with laces or Velcro. PE Shorts must be mid-thigh or longer.
 - b) **6 - 8th grade PE uniform:** SWCS blue T-shirt, solid black athletic shorts or pants (no logos), and athletic shoes with laces or Velcro. PE Shorts must be mid-thigh or longer.
4. **Shirts** – Students must wear long- or short-sleeved collared shirts in royal blue, black, dark gray, or white, purchased from school-approved vendors, featuring the SWCS embroidered logo. A plain, long- or short-sleeved shirt in white, black, or dark gray may be worn underneath the collared uniform shirt.
 - a) Collared, buttoned shirts must be worn at all times during the school day. Shirts must fit properly and fully cover undergarments, cleavage, and the midriff. Tank tops are allowed only for athletic participation and must not be see-through or revealing when worn by spectators.
 - b) Exposed undergarments are not permitted. Underwear, including boxers, bras, or camisole straps, must remain fully covered at all times. Tight or form-fitting clothing, as well as garments such as underwear or sleepwear, may not be worn as outerwear.
5. **Shoes** – Shoes must be worn at all times; flip-flops, Crocs, high heels, and sports slides are not allowed. All sandals must have a heel strap and be worn at all times by all K-8 students.
6. **Sweaters/Jackets** – Jackets in school colors with the SWCS logo may be worn in school. Students may not wear the “hood” inside the school building for any reason.

NOTE: During inclement weather, a heavier coat may be worn over the school jacket and removed upon entering the school building.
7. **Hairstyles, Cosmetics, Tattoos, and Piercings**—Students must always show respect for the learning environment and avoid distractions. Visible, permanent, or temporary tattoos are not allowed, and writing on any part of the body is prohibited.
 - a) **Specific Student guidelines:**
 - (1) **Gentlemen:** Hair must be a natural color and styled so it does not cover the eyes or draw undue attention. Jewelry may be worn in moderation. Body piercings, ear gauges,

and jewelry such as pointed studs, spikes, heavy chains, and armbands are not allowed. Specific requests should be submitted to the administration, whose decision is final.

- (2) **Ladies:** Hair must be a natural color and styled so it does not cover the eyes or draw undue attention. Jewelry may be worn in moderation; however, pointed studs, spikes, heavy chains, and armbands are not allowed. Body piercings and gauges are also prohibited.
- (3) **6th-8th Grade ONLY:** Cosmetics may be worn in moderation by students in grades 6–8 only. They may not be applied during the school day and must be kept in a backpack. Artificial enhancements, including fingernails and eyelashes, must not distract from the learning environment. Specific requests should be submitted to the administration, whose decision is final.

8. Special Events

- Special dress code opportunities will be announced for select events, including Spirit Week, STEAM Night, band or orchestra performances, and other notable occasions.
- a) **8th Grade Graduation:** Students must adhere to the dress code guidelines. A committee appointed by SWCS will determine final approval of graduation attire.
 - (1) **Gentlemen**—Students must wear a button-down Oxford-style dress shirt with a tie, dress pants or a suit, and dress shoes. Dress or suit jackets are optional. Flip-flops, Crocs, and beach sandals are not allowed. Students must be clean-shaven and maintain school-approved hair length and style.
 - (2) **Ladies** – Students must wear dressy, church-appropriate dresses or skirts that are no shorter than 4 inches above the knee when kneeling. Dresses or tops/blouses must have at least two shoulder straps, each at least 1 inch wide, with backs reaching the shoulder blades and a modest, non-revealing neckline. Strapless, halter, or backless tops/dresses are not allowed. Dress shoes or strapped sandals may be worn; flip-flops, Crocs, and beach sandals are prohibited. Heels may not exceed 3 inches. Modesty guidelines must be followed: clothing should not be low-cut, tight, see-through, or excessively loose. Body glitter, extreme hairstyles, dark makeup, and excessive eyelashes are not permitted.

9. Consequences for Dress Code Violation

- a) Dress Code Violation
 - (1) Per the handbook, teachers are responsible for monitoring the student dress code. If a student is out of uniform or violates the dress code, the following consequences will apply:
 - a) **1st Violation:** The student will be sent to the office to call home with a verbal warning. Parents will be notified and required to bring a change of clothes for the student.

- b) **2nd Violation:** The student will be sent to the office, a phone call home will be made, and a written warning will be sent to the parent for signature. Parents will be notified and required to bring a change of clothes for the student.
- c) **3rd Violation:** The student will be sent to the office, a call home will be made, and a \$5 charge will be added to the student's account. Parents will be notified and required to bring a change of clothes for the student.
- d) **4th Violation:** Student and parent/guardian meeting with the administration, a \$5 charge, and possible suspension/further consequences. Parents will be notified and required to bring a change of clothes for the student.
 - (1) Please send students to the office on EVERY offense, and the office, please follow procedures.
 - (2) Kyla will call home and tell parents they need to bring a change of clothes or pick their students up for the day.
 - (3) Kyla will fill out a dress code violation and put a copy in your box.
 - (4) Kyla, please add to your calendar to send quarterly reminders about growing and updating uniform sizes.
- e) All parents will be called for any violation, and if a parent does not bring proper uniform attire for their student, the student will be sent to in-school suspension for the day.

XIII. Personal Belongings Brought to School

- Personal belongings are any items brought to school that are not related to academic or extracurricular activities. These include, but are not limited to, toys; electronic devices of any kind, including GPS devices and smartwatches; grooming items (e.g., perfume or cologne); and drinks other than water in water bottles. SWCS is not responsible for lost, damaged, or stolen personal items.
- Students must keep personal belongings in their backpacks during the school day. Teachers will confiscate and document any items that violate school policies. Confiscated items may be retrieved from the teacher at the end of the school day.
- **Second offense:** Items must be picked up from the front office.
- **Third offense:** Parents will be required to come to school to retrieve the item.
- If repeated violations continue and cause classroom distractions, a meeting may be held with parents, students, teachers, and administrators to determine further actions.

XIV. FAMILY INVOLVEMENT

- SWCS believes that a positive, cooperative, and respectful partnership between the school and each student's family is essential to fulfilling the school's mission. Enrollment at SWCS reflects a shared commitment between the school and families to support students spiritually, academically, and behaviorally.

A. Parent/Guardian Commitment to SWCS

By enrolling a student at SWCS, parents and guardians acknowledge and agree to support the school's mission, beliefs, and policies. This commitment includes, but is not limited to, the following expectations:

1. Faith and Mission Alignment

Parents and guardians agree to:

- a. Be actively involved in and a member of a local Christian church, recognizing that church participation supports spiritual growth for students and families.
- b. Support the school's mission, Statement of Faith, and biblical worldview, including the instruction and expectations provided to all students.
- c. Support SWCS's biblical position on sexuality, marriage, and family.

2. Conduct and Personal Responsibility

Parents and guardians agree to:

- a. Refrain from illegal, immoral, or disruptive behavior that reflects poorly on or interferes with the SWCS community.
- b. Model Christ-like behavior in speech, actions, and attitudes at all times while on campus or attending SWCS-related events.
- c. Follow biblical conflict resolution principles, including Matthew 18, when addressing concerns or disagreements.
- d. Refrain from gossip or speech that undermines the school, its mission, staff, or families.

3. Educational Support

Parents and guardians accept primary responsibility for their child's education and agree to:

- a. Provide adequate time, space, and support at home for homework and academic responsibilities.
- b. Ensure students arrive at school prepared with appropriate meals, attire, and necessary supplies. Food delivery to students during the school day is not permitted.
- c. Encourage students to comply with all school rules and policies and maintain respectful attitudes consistent with biblical teachings.
- d. Attend required school events, including but not limited to Parent Orientation and Parent-Teacher Conferences.
- e. Secure additional tutoring, testing, or academic support for their child when recommended by a teacher or administrator.

4. Campus and Event Conduct

When on campus or attending any SWCS-sponsored event, parents and guardians agree to:

- a. Use appropriate language and conduct at all times.
- b. Treat all faculty, staff, students, and families with courtesy and respect.
- c. Demonstrate respectful behavior at athletic events toward referees, coaches, opposing teams, and spectators.
- d. Refrain from the use of alcohol, vaping, or tobacco products on campus or at any SWCS-related event where students are present.
- e. Dress modestly and appropriately.
- f. Observe and comply with all school policies and directives.

5. Financial Responsibility

Parents and guardians agree to:

- a. Maintain all school accounts in good standing and comply with payment deadlines and financial policies.

B. Communication

- SWCS is committed to open, respectful, and timely communication with families through approved channels, including email, Monday Folders, phone calls, social media, and scheduled meetings. School personnel will communicate with families professionally and respectfully at appropriate times and places.
- Families are expected to uphold the same standards of respectful communication when interacting with faculty, staff, and administration. Concerns requiring more than a brief discussion must be addressed through scheduled appointments.

C. Parent-Teacher Organization

- The SWCS Parent-Teacher Organization fosters fellowship, prayer, and collaboration within the school community. The PTO supports school events, fundraising, and communication between families and the school.
- Parents and guardians are encouraged to participate in PTO meetings and activities. Monthly meetings provide information about upcoming events, volunteer opportunities, and ways families can contribute to the school community.

D. Volunteers/Chaperones/Field Trips

- SWCS values parent and family volunteers. All volunteers and chaperones must comply with school policies and expectations.
- **Volunteers and chaperones agree to:**
 1. Support the teacher's authority and instructional objectives.
 2. Supervise students diligently and prioritize student safety.
 3. Follow all school rules and expectations at all locations.
 4. Sit among and interact with students during activities.
 5. Refrain from using cell phones during activities, except in emergencies.
 6. Dress modestly and in accordance with school guidelines.
 7. Do not bring siblings or other guests without prior administrative approval.

E. Transportation for School Field Trips/Events

- SWCS does not provide transportation for field trips, athletic events, or school-sponsored activities. Transportation is provided by parent or guardian volunteers.
- SWCS assumes no responsibility or liability for injuries or damages that occur while students are transported in private vehicles. Responsibility rests solely with the vehicle owner and driver.

1. Driver Expectations

- a. Have a valid driver's license and acceptable driving record.
- b. Have a completed driver agreement form on file.
- c. Provide proof of current automobile insurance annually.
- d. Use seatbelts and booster seats as required by law.
- e. Transport students in groups of two or more.
- f. Avoid unscheduled stops or detours.
- g. Accept personal liability for injuries or damages.

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. Be proactive in picking up and disposing of litter in proper receptacles.
 2. Climbing any trees on campus is prohibited.
 3. The fenced area of the playground is off-limits for everyone after school dismissal except for Lion's Den.

4. Horseplay in the school or church building, including climbing hallway walls or gates or running, is prohibited.
5. Pathways: Students should only walk on sidewalks and designated pathways to preserve campus landscaping and grass.
6. Fire escapes: Students are prohibited from climbing or crawling over the gates and stairs of any external fire escapes around campus.
7. Classrooms: SWCS students are expected to leave classrooms “cleaner than they were found” and take personal items with them at the end of each class period. Remember that many classrooms are also used for church events, meetings, and classes.

B. Campus Visitors

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

C. Parent/Guardian Visits

- Parents and guardians may not be on campus during school hours unless they assist the classroom teacher with a specific request, such as completing Monday Folders.
- Any forgotten articles, including lunches, may not be taken to the classroom. They are to be left at the office. The student will be notified at an appropriate time to retrieve the item, thereby avoiding disruptions to classroom instruction.
- Teachers and administration are happy to provide information and assistance to parents and students as needed. However, if a parent or guardian needs to speak with a specific teacher or administrator for more than 5 minutes, SWCS requires that an appointment be scheduled in advance. This will give you more time to attend to your request.

D. Closed Campus

- SWCS maintains a closed campus to protect and secure its students and staff. Students may not leave the school campus during school hours, except when accompanied by a parent, guardian, or faculty member.

E. Drivers and Vehicles

- SWCS has many young children around the campus before, during, and after school hours. All drivers should exercise extreme caution and maintain a low speed when entering our campus.
- Families should use special caution and patience when driving in school parking lots. Failure to comply with driving regulations on campus may incur a fine.
- Please respect the drop-off/pick-up lane cones, chains, and crosswalk attendants, as well as the flow of traffic. Do not remove the chains without prior approval from the front office or administrators.
- K-5 students must be dropped off/picked up at the crosswalk by the mailboxes. ONLY Middle school students are to be dropped off/picked up in the concrete parking lot at the side of the building.
- Pets are not permitted on campus at drop-off or pickup for the safety of all students.

F. Campus Parking

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

G. Campus Safety and Security

- The safety of students and staff is our top priority and a fundamental aspect of our mission as a Christian school community and an institution of educational excellence. SWCS prepares staff and students for emergencies through structural and non-structural mitigation, training, drills, supplies, and partnerships.
- SWCS's Emergency Operations Plan (EOP) provides a framework of procedures that enable the school to perform emergency functions during crises. The EOP outlines SWCS's responsibilities during emergencies related to natural disasters, human-caused incidents, and technological incidents.

H. Health Policies

- Communicable Illnesses, Infestations, and Diseases Policy – Refer to the Chart in the Appendix for guidelines on when a student must be kept at home and when they may return to school after contracting a communicable illness, infestation, or disease.
- Guidelines and requirements for contagious diseases, including COVID-19, are subject to change.
- Families with students who have allergies must notify the school of their students' food, medication, and environmental allergies before the student's first day of school.

I. Medication for Students

- SWCS does not have a designated nurse on campus.
- Arizona laws governing medication require schools to obtain a signed permission slip from parents or guardians before administering any prescription medication. The medication must be stored in the school office in its original bottle, labeled with the pharmacist's recommended dosage.
- NOTE: Prescribed inhalers are the only prescription medications students in 6th through 8th grade are allowed to keep during the school day.
- Their teachers or the front office may keep an elementary student's inhaler on file. All non-prescription medication, including cough drops, must be kept in the school office and administered only by SWCS personnel. These items must be provided by parents or guardians and kept in their original packaging. Parents or guardians must provide permission and dosage instructions for the school to administer any non-prescription medication. Students may not keep any medication in their backpacks, including cough drops.
- SWCS keeps a record of all medications and every medication administration on file in the school office, in compliance with Arizona laws.

J. 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 until an approved adult arrives to pick them up, and the pickup must occur within 30 minutes.

K. Liability Release

- SWCS values the health and safety of all students. As in any public setting, the possibility of injury is a reality. Families assume all risk for death, injury, or personal loss to their child at school, school-sponsored events, and any time on campus.
- Furthermore, families will forever hold harmless SWCS, its employees, and representatives against any loss, damage, or expense arising from

any claims, demands, or actions that may be brought against any or all of the said parties due to accident or occurrence.

L. Mental Health Concerns

- Students experiencing mental or emotional health concerns, including but not limited to depression, eating disorders, or other psychological conditions, are encouraged to notify a teacher or administrator and to seek care from qualified outside professionals.
- Parents or legal guardians are required to disclose during the enrollment process any past or current mental or emotional health diagnoses, counseling, psychiatric treatment, therapeutic services, hospitalizations, or prescribed medications related to a student's mental or emotional health. Failure to disclose accurate and complete information may result in denial of enrollment or immediate disenrollment.
- Southwestern Christian School does not provide mental health, psychological, medical, or counseling services. It does not assume responsibility for the diagnosis, treatment, or monitoring of any student's mental or emotional health. The school expressly disclaims any duty to provide such services.
- Parents or legal guardians acknowledge and agree that Southwestern Christian School, its employees, officers, board members, and volunteers shall be held harmless from any claims, damages, liabilities, or causes of action arising from a student's mental or emotional health condition, treatment, or lack of treatment, including but not limited to decisions related to enrollment, continued enrollment, discipline, or disenrollment.
- The school reserves the sole discretion to deny enrollment or discontinue enrollment if a student's mental, emotional, or behavioral needs exceed the school's resources or if the student's conduct poses a risk to the safety, well-being, or orderly operation of the school.

M. Video Surveillance

- SWCS premises are continuously monitored and recorded by video cameras to protect the student body and staff and deter vandalism and other unauthorized activities. To protect the privacy of students, families, and staff, **video surveillance footage is not shared with parents, guardians, or other third parties.** Surveillance recordings may be released only to law enforcement officials upon request as part of an official investigation or as otherwise required by law. The school administration reviews footage internally when necessary to address safety concerns or policy matters. Decisions regarding student discipline or school response are based on a comprehensive review of all available information and are handled in accordance with school policies.

XVI. STUDENT ATHLETICS

- Southwestern Christian School is part of a Christian league team competition for grades 5- 8. The athletic director will communicate directly with parents regarding the procedures for signing up to play. The team sports we can offer depend on finding volunteers to serve as coaches and referees. Athletic policies and expectations are outlined in the athletic handbook and must be signed before a student may attend practices.
- Participating in athletic teams is a privilege, not a right. It is an opportunity to be an ambassador for our school, to rely on others' strengths, to practice biblical sportsmanship, and to extend grace while maintaining a Christ-like attitude

toward others, whether we win or lose. See the athletics handbook for more information.

XVII. **TECHNOLOGY**

A. Cell Phones/Smart Watches

- Students should not have their cell phones or smart watches out during the school day.
- The school's main telephone number (928-726-3086) shall serve as the sole means of communication between parents/guardians and students during school hours. Parents/guardians shall not contact students directly or request that students initiate contact via personal cellular devices during the school day.
- If a student is observed using a cellular phone during instructional time, school personnel may confiscate the device and submit it to the principal's office. The device may be returned to the student at the conclusion of the school day. In cases of repeated or continued violations, the student may be required to surrender the device to the principal for an extended period, as determined by school administration.
- The school reserves the right (with reasonable suspicion), consistent with applicable law, to inspect the contents of a student's cellular phone, including but not limited to photographs, videos, and text messages. Discovery of inappropriate or prohibited material may result in disciplinary action in accordance with school policy.

B. Computer/Internet

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

C. Student Email Addresses

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

D. Other Electronic Devices

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

E. General Technology Policies

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

- Any technological resource supplied for the use of the administration, faculty, and staff is not intended for general student use. All technological resources, including hardware, software, files stored on school-owned property, user accounts and passwords, and data on internet networks, as well as any software, webpages, and paper media developed by a member of the administration, faculty, staff, or student body for the primary purpose of advancing SWCS, are considered intellectual and/or physical property of SWCS.
- Users should not expect any guarantee of privacy. SWCS reserves the right to monitor, review, and search any technological resources. Users of technological resources are aware that failure to comply with any of these policies may result in the loss of privileges to use such resources or other disciplinary action, as determined by the SWCS administration.
- Students are prohibited from using the SWCS name, posting pictures of SWCS administration, faculty, or staff, making derogatory comments about the school and its personnel on social media, or in any written or spoken form. Disciplinary action will be on a case-by-case basis. However, the inappropriate use of technology during an administrative meeting with family members could result in suspension or expulsion. Violators of certain aspects of this policy can and may be subject to criminal and/or civil litigation.

XVIII. BULLYING, HARASSMENT, AND DISCRIMINATION POLICY

- Southwestern Christian School (SWCS) is committed to providing a safe, respectful, and Christ-centered learning environment for every student. In alignment with our mission and biblical values, SWCS does not tolerate bullying, harassment, discrimination, sexual misconduct, or violence of any kind. Any behavior that undermines the dignity, safety, or well-being of a student or staff member may result in disciplinary action, up to and including suspension or expulsion.
- A. Scope of the Policy**
- This policy applies to all students in school-related settings, including:
 1. On campus during the school day
 2. School-sponsored activities and events, whether on or off campus
 3. School transportation or vehicles used for school purposes
 - While SWCS does not have direct authority over students outside of school hours, off-campus behavior that negatively affects the school community, or violates a student's enrollment agreement may be addressed under this policy.
- B. Bullying and Cyberbullying**
- Bullying is strictly prohibited. This includes, but is not limited to:
 1. Demeaning words or actions
 2. Intimidation, threats, or teasing
 3. "Pretending" or joking about causing harm
 4. Repeated disruptive or aggressive behavior
 5. Cyberbullying through text messages, social media, or other electronic platforms
 - Bullying or cyberbullying, whether on or off campus, may result in disciplinary action, including suspension or expulsion.
- C. Discrimination and Harassment**

- SWCS prohibits unlawful discrimination or harassment based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.
- Beyond legal requirements, our school community is guided by biblical principles that affirm every person as created in the image of God and deserving of dignity, respect, and love. Behavior that is intimidating, threatening, humiliating, hostile, or disrespectful is not acceptable.

D. Prohibited Conduct

- Although by no means all-inclusive, the following examples represent prohibited behavior:
 1. Physical harassment
 - a) Including but not limited to unwelcome physical contact such as touching, impeding, or blocking movement, or any physical interference with schoolwork or activities.
 2. Verbal harassment
 - a) 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
 - a) Including but not limited to suggestive or insulting sounds, obscene gestures, leering, or whistling.
 4. Domestic violence
 - a) 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. Visual harassment
 - a) 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.
 6. Sexual harassment
 - a) as described above, including but not limited to unwelcome sexual advances, requests for favors in exchange for conduct of a sexual nature, submission to unwelcome conduct of a sexual nature in exchange for some benefit or favor, or other conduct of a sexual nature.
 7. Sexual Harassment
 - a) Sexual harassment is a form of prohibited harassment. It includes unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature directed at an individual because of sex. Sexual harassment also includes conduct in which submission to such behavior is made, explicitly or implicitly, a condition of any benefit, as well as unwelcome verbal or physical conduct that is sufficiently severe or pervasive to interfere with school performance or create a hostile, intimidating, or offensive learning environment.
 8. Sexual Abuse or Assault
 - a) Sexual misconduct includes any sexual conduct involving a person below the age of consent, a person incapable of giving

consent, or any unwanted sexual conduct compelled by force, manipulation, threat, or intimidation.

E. Reporting Procedure

- Parents and students are encouraged to report concerns promptly.
Reports may be made to:
 1. A teacher or trusted staff member
 2. The school principal
 3. Local law enforcement
 4. The Arizona Child Abuse Hotline at 1-888-SOS-CHILD (1-888-767-2445)
- All SWCS staff members are mandated reporters and are required to report suspected abuse or violations of this policy immediately.

F. Retaliation Protections

- SWCS does not tolerate retaliation against any student or family who raises a concern in good faith or cooperates in an investigation. Any retaliation may result in disciplinary action, up to and including expulsion or termination of employment.

Statement and Signatures of Handbook Acceptance

Parents/guardians and students are required to read and discuss the Student and Parent Handbook and sign the Statement of Handbook Acceptance. A student will not be considered fully registered or permitted to attend classes until the signed statement is submitted to SWCS. By signing below, we acknowledge receipt of the Student and Parent Handbook, confirm that we have read and understand its contents, and agree to comply with and support all policies and provisions therein. We further confirm that our student(s) have read, understand, and agree to abide by all provisions of the Handbook.

We voluntarily assume all risks of death, injury, or personal loss to our child(ren) arising from attendance at school, participation in school-sponsored activities, or presence on school premises. We hereby release, indemnify, and hold harmless Southwestern Christian School, employees, and representatives from any claims, demands, causes of action, or liabilities of any kind, whether known or unknown, arising from such risks, except to the extent prohibited by law.

Printed Student Name	Grade level
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Parent/Guardian Signature	Date
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Parent/Guardian Signature	Date
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