

SOUTHWEST CHRISTIAN SCHOOL, INC.

POLICIES AND PROCEDURES

2009-2010

Established 1969
First Graduating Senior Class 1993

ACCREDITATION

Texas Education Association –1997 (TEA)
Southern Association of Colleges and Schools – 1999 (SACS)

MEMBERSHIP

Texas Association of Private and Parochial Schools (TAPPS)
Texas Association of Non-Public Schools (TANS)
Texas Private Schools Accreditation Commission (TEPSAC)
Association of Christian School International (ACSI)
National Association of Independent Schools (NAIS)
National Council for Private School Accreditation (NCPSA)
Texas Independent School Consortium (TISC)
National Association for College Admission Counseling (NACAC)

Southwest Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, scholarships and loan programs, and athletic and other school-administered programs.



Dear SCS Families,

Southwest Christian School is a unique setting that is rich in history and tradition. Since our start in 1969, families have worked together to build a school community that offers advanced academic, athletic, and fine arts opportunities in a Christ-centered environment. This year, we celebrate our fortieth anniversary as a center for Christian education in the Fort Worth area. With God's blessings and guidance, we look forward to welcoming many generations to come!

Family life is central in our traditions. At Southwest Christian School, we invite families to be active participants in our many parent organizations as well as our school day routines. We encourage you to join us at weekly chapels, student celebrations and exhibits, and to participate in campus parent-teacher conferences.

As we move forward into the new school year, we invite you to read through this handbook of school information. We know that structure, consistency, and predictability are necessary frameworks in maximizing opportunities for students. This handbook is designed to support your understanding of school policy, our resources, school expectations, and general student accountability procedures. We always welcome your questions and feedback.

Our classes are often challenging and will require time outside of school. We ask you to support your child's academic studies at home by providing sufficient time and quiet space to work and study. We strongly encourage consideration of guidelines for internet access and television time. We would be happy to assist you with information about internet filtering services or answer any questions about these concerns.

Faith life is very important for our students in and out of school. We encourage you to be active members of your church and to support your child's participation in church youth groups and outreach opportunities. Please feel free to contact a school administrator, your child's Bible teacher, or one of our guidance counselors if we can help you in these efforts.

In all aspects of our academic study, athletic pursuits, character development, and spiritual growth, we remain focused on our ministry to our students. Our goal is to prepare young adults to be successful college students and committed Christian leaders. We ask you to keep us in your prayers as we work toward these intentions. Thank you for your commitment to Southwest Christian School. We wish you and your family a very successful year.

Sincerely,
Penny A. Armstrong, Ed.D.
President and Headmaster

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School Leadership

Board of Trustees and Administration

Mr. Steve Hawkins-Board Chair

Mr. Steve Haskins-Vice Chair

Mr. David Amend

Mr. Mark Creighton

Mr. Dewey D. “Dusty” Drury

Dr. Glen Garlington

Mrs. Sherilyn Jones

Mrs. Laura Keith

Mr. Raymond King

Mr. Larry Milton

Dr. Brit Phillips

Mr. Rick Robb

Dr. Mark Scott

Mr. Michael Sharpe

Mr. C.W. Stocker, III

Mr. Jace Thompson

Mrs. Donna Veale

Mr. Brad Wilson

Board Member Emeritus: Mr. Robert Bullock

Mr. Garner Roberts

Mr. Edgar Snelson

General Administration:

President and Headmaster	817-294-9596	Dr. Penny A. Armstrong
Exec. VP—Athl., Advancement	817-294-9596	Tom Mueller
Director of Admissions-Prep Campus	817-294-9596	Teri Thatcher
Director of Admissions-Elem. Campus	817-294-0350	Catherine Walker
Admissions Associate-Prep	817-294-9596	Libby Madison
Admissions Associate – Elementary	817-294-0350	Kim Bentley
Director of Finance	817-294-0350	Karen Sulak, C.P.A.
Asst. to the Director of Finance	817-294-0350	Connie Reed
Asst. to the Director of Finance	817-294-0350	Dana Sellers
Manager of Human Resources	817-294-0350	Beth Warner
Event Coordinator	817-294-0350	Dayna Thompson
Graphic Arts	817-294-0350	Jennifer McAlister
Advancement Assistant/Grant Writer	817-294-9596	Linda Johnson
Assistant to the President/Headmaster	817-294-9596	Cindy Grinstead
Assistant to the High School Principal	817-294-9596	Nancy Cason
Technology Director	817-294-9596	Jim Beeler

Elementary Campus:

817-294-0350

Elementary Principal

Justin Kirk

Assistant to the Principal

Linda Cervas

Elementary Assistant Principal 2nd-6 th	Marguerite Gray
Early Childhood Director/AP EC-1st	Tammy Johnston
Elementary Guidance Counselor	Vanessa Hamlett
Elementary Nurse	Jennifer Moore
Elementary Records/Attendance/Cafeteria	Jennifer Stavenhagen
Data Management	Julie Dowell
Receptionist	Lisa McDaniel
Facilities-Elementary Campus	John deMeyere

Preparatory Campus:	817-294-9596
High School Principal	Marilyn Dardenne
Assistant High School Principal	Joey Richards
High School Administrative Assistant	Nancy Cason
Middle School Principal	Shane Naterman
Middle School Administrative Assistant	Jamie Pritchett
Guidance Department Chair	Travis Crow
Guidance Counselor	Jessica LeFlore
Boys' Athletic Director	Rusty Beam
Girls' Athletic Director	Stephanie Kalbfleisch
Registrar/College Counselor	Kathy Neill
Prep Campus School Secretary	Sharon Pippin
Director of Facilities	Steve Jones
Facilities-Preparatory Campus	Steve Eiler
Bible Department Chair	Grant Griggs

WHO TO CALL FOR WHAT:

Elementary Campus: 817-294-0350

Linda Cervas:	Assistant to the Principal: Appointments for Justin Kirk, questions on school procedures, and handbook, main office contact, and after-school/facility usage
Jennifer Stavenhagen:	Office Assistant: attendance, lunchroom monitor, cumulative records
Tammy Johnston:	Assistant Principal EC-1 st Grade/Early Childhood Director: discipline, teachers, curriculum, general information, before/after care, Love and Logic training
Marguerite Gray:	Assistant Principal 2 nd -6 th Grades: discipline, teachers, general information, curriculum, F & F trainer, textbooks
Vanessa Hamlett:	Elementary Guidance Counselor
Julie Dowell:	RenWeb Data Specialist: progress reports, report cards, RenWeb parent communication, field trips
Lisa McDaniel:	Receptionist, lunch count and Eagle Notes, fall and spring school pictures, general information tardies, early dismissal, visitor registration
Connie Reed:	Tuition accounts, receivables
Dana Sellers:	Payables

Catherine Walker: Admissions, School Tours-Elementary Campus
John deMeyere: Elementary Campus Facilities

Preparatory Campus: 817-294-9596

Rusty Beam: Boys' Athletics
Jessica LeFlore: Guidance/scheduling questions for female students, NHS Sponsor
Nancy Cason: Eagle Notes, High School Administrative Assistant, appointments with Marilyn Dardenne or Joey Richards
Travis Crow: Guidance/scheduling questions for male students
Stephanie Kalbfleisch: Girls' Athletics
Shane Naterman or Joey Richards: Discipline matters, student concerns, explanation of procedures
Kathy Neill: Transcripts, questions about college entrance/acceptance
Sharon Pippin: General office information, lunch information, tardies, attendance
Jamie Pritchett: Appointments with Mr. Naterman
Teri Thatcher: Admissions, School Tours-Preparatory Campus
Cindy Grinstead: Appointments with Dr. Armstrong
Christy Woods: Medicine, illnesses, healthcare questions, health screening, Appointment of Agent forms
Steve Jones: Preparatory Campus Facilities

Southwest Christian School Mission Statement

The mission of Southwest Christian School is to provide a Christ-centered, college-preparatory education that graduates young adults equipped as Christian leaders in the world.

- **CORE VALUES**

1. *Christian Education*

SOUTHWEST CHRISTIAN SCHOOL values a comprehensive curriculum that is fused with a biblical worldview whereby students study the world from a Christ-centered perspective, fostering enduring wisdom, discipline and faith.

2. *Christian Leadership*

SOUTHWEST CHRISTIAN SCHOOL values school administrators and faculty who model and inspire excellence through their Christ-like example, intellectual curiosity, lifelong learning, and disciplined leadership.

3. *Christian Stewardship*

SOUTHWEST CHRISTIAN SCHOOL values responsible corporate leadership that consistently provides a valuable education, offering a return on investment that meets or exceeds the expectations of its stakeholders.

4. *Christian Diversity*

SOUTHWEST CHRISTIAN SCHOOL values being an independent, interdenominational Christian school that is available to families regardless of their race, faith, ethnicity, or socio-economic status.

5. *Christian Maturity*

SOUTHWEST CHRISTIAN SCHOOL values a maturing faith in and walk with Jesus Christ, developing spiritual disciplines that include prayer, Bible study, worship, evangelism, stewardship, and service.

6. *Christian Family Culture*

SOUTHWEST CHRISTIAN SCHOOL values a family culture that encourages everyone to identify and use their God-given gifts to the best of their ability, helping them to grow to their full potential.

7. *Christian Partnerships*

SOUTHWEST CHRISTIAN SCHOOL values the biblical responsibility entrusted to the parent to educate their child and holds in trust the partnership between families, churches, and the community in the educational process.

8. *Maximum Learning Opportunities*

SOUTHWEST CHRISTIAN SCHOOL values policies and procedures that promote the best atmosphere for scholarly learning, including class size, class schedule, after-school activities, homework, and tutoring.

9. *Focus on Learning*

SOUTHWEST CHRISTIAN SCHOOL values high expectations for student learning with visible and continuous efforts to measure and improve, enabling them to attend any college of their choosing.

10. *Safe and Orderly Environment*

SOUTHWEST CHRISTIAN SCHOOL values a discipline program that treats all students as God's children and that teaches and expects behavior that is proper for ladies and gentlemen of honor.

11. *Quality People*

SOUTHWEST CHRISTIAN SCHOOL values an exceptional professional staff that is compensated, educated, committed, and equipped to be rated among the best.

12. *Quality Curriculum*

SOUTHWEST CHRISTIAN values a curriculum program where students are encouraged to develop all of their abilities—intellectual, artistic, athletic, spiritual—using the best strategies, tools, and technology available.

13. *Quality Facilities*

SOUTHWEST CHRISTIAN SCHOOL values the development and responsible maintenance of facilities that support and reflect the school's vision and mission.

IDEAL FACULTY PROFILE

1. *Christian Minister*
SOUTHWEST CHRISTIAN SCHOOL expects a teacher to have a personal relationship with Jesus Christ and to model Christian values, pursuing the best reputation for faith, integrity, spiritual leadership, unity, humility, ministry, and grace at school and in the community.
 2. *Loyal Partner*
SOUTHWEST CHRISTIAN SCHOOL expects a teacher to be personally committed and loyal to achieving the vision, mission, core values, and graduate profile of the school.
 3. *Inspiring Professional*
SOUTHWEST CHRISTIAN SCHOOL expects a teacher to be a well-qualified professional, who has a passion for learning, and uses innovative and creative methods to inspire students to greatness.
 4. *Genuine Leader*
SOUTHWEST CHRISTIAN SCHOOL expects a teacher to genuinely love students, appreciating their unique God-given gifts and learning styles, holding them accountable to high standards, and challenging them to think.
 5. *Relationship Builder*
SOUTHWEST CHRISTIAN SCHOOL expects a teacher to be an effective communicator with students, parents, and peers, building relationships of trust and consistency.
 6. *Protector of Unity*
SOUTHWEST CHRISTIAN SCHOOL expects a teacher to be honest, refrain from gossip, and to protect the intellectual and physical property of others.
 7. *Encourager*
SOUTHWEST CHRISTIAN SCHOOL expects a teacher to create and contribute to a culture where academic, artistic, and athletic achievements are esteemed.
 8. *Teacher of Truth*
SOUTHWEST CHRISTIAN SCHOOL expects a teacher to fuse a biblical worldview with every subject matter, using a variety of methods without compromising the truth of God's Word.
 9. *Teacher of Respect*
SOUTHWEST CHRISTIAN SCHOOL expects a teacher to demonstrate the utmost in manners and respect, and to require the same in return.
 10. *Teacher of Discipline*
SOUTHWEST CHRISTIAN SCHOOL expects a teacher to maintain a safe and orderly classroom, applying discipline in a reasonable consistent manner.
 11. *Teacher of Preparation*
SOUTHWEST CHRISTIAN SCHOOL expects a teacher to be prepared each day, responding to unforeseen challenges or situations with the proper attitude and action.
 12. *Teacher of All*
SOUTHWEST CHRISTIAN SCHOOL expects a teacher to respect the diversity of students, including their race, faith, ethnicity, and socio-economic status.
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IDEAL GRADUATE PROFILE

1. ***Christian Servant-Leader***
THE SOUTHWEST CHRISTIAN SCHOOL graduate is a committed Christ-like servant and leader in his or her family, church, community, college and adult life able to define, enhance and articulate his or her faith.
2. ***Christian Worldview***
THE SOUTHWEST CHRISTIAN SCHOOL graduate has a Christian worldview and understands his or her responsibility to lead a life that reflects Christian values and principles.
3. ***Christian Character***
THE SOUTHWEST CHRISTIAN SCHOOL graduate enjoys a personal relationship with Jesus Christ and is equipped to deal with real-life situations as a person of faith, character, humility, and integrity demonstrating Christ-like love for everyone.
4. ***Christian Steward***
THE SOUTHWEST CHRISTIAN SCHOOL graduate has a thorough knowledge and understanding of the Bible, is able to apply its absolute truth in everyday life, submits to accountability with fellow believers, and responsibly gives back to God.
5. ***Intelligent***
THE SOUTHWEST CHRISTIAN SCHOOL graduate is an effective verbal and written communicator applying critical thinking skills and thoughtful problem solving in a confident, persuasive, and respectful manner.
6. ***Focused***
THE SOUTHWEST CHRISTIAN SCHOOL graduate has identified and developed his or her intellectual, artistic, athletic gifts from God and chooses to use them for His glory.
7. ***Equipped***
THE SOUTHWEST CHRISTIAN SCHOOL graduate is prepared for higher education with a strong academic and spiritual foundation enabling them to compete at the college of their choosing.
8. ***Enabled***
THE SOUTHWEST CHRISTIAN SCHOOL graduate is knowledgeable in the use of technology exhibiting superior skills in its applications.
9. ***Learner***
THE SOUTHWEST CHRISTIAN SCHOOL graduate is committed to the lifelong pursuit of wisdom and knowledge, understanding the commitment and skills required to gain them.

ELEMENTARY SCHOOL FACULTY

NAME	DEGREE (all e-mails are @southwestchristian.org)	E-MAIL
Amend, Patricia -Third Grade Teacher	M.E.	tamend
Bairrington, Amy -Early Childhood Teacher	B.S.	abairrington
Benton, Kristine -Librarian	M.L.S.	kbenton
Brooks, Lucinda (Cindy) – First Grade Teacher	M. Ed.	lbrooks
Chenoweth, Rene' - Second Grade Teacher	B.S.	rchenoweth
Cockrum, Shelly -Sixth Grade Teacher	B.S.	scockrum
Cox, Scooter -Kindergarten Teacher	B.A.	scox
DeNeefe, Kim -Second Grade Teacher	B.S.	kdeneefe
Dong, Cindy – Chinese Teacher – part-time	B.F.A.	cdong
Fargo, Linda – Music Teacher, Band, Choir	B.A.	lfargo
Gingras, Sue -Fifth Grade Teacher	B.S.	sgingras
Granger, Karyn – Sixth Grade Teacher	B.A.	kgranger
Grigg, Kim -Fifth Grade Teacher	B.S.	kgrigg
Harnish, Jennifer –Elem. Tech. Coordinator	B.S.	jharnish
Hart, Dawn - Third Grade Teacher	B.S.	dhart
Hernandez, Tammy – Fourth Grade Teacher	B.S.	thernandez
Holder, Brenda – Second Grade Teacher	B.S.	bholder
Johnson, Terri – Kindergarten Teacher	M.S.	tjohnson
Jones, Kären – Early Childhood Teacher	B.A.	kjones
Lewis, Jayne – Kindergarten Teacher	B.S.	jlewis
Lott, Brandi —Super Sub	B.A.	blott
Maninger, Melinda -Third Grade Teacher	M.S.	mmaninger

McAlister, Kristy – Technology Teacher	M.S.	kmcAlister
Midgley, Paige – Early Childhood Teacher	B.S.	pmidgley
Morand, Elizabeth – Art Teacher - part-time	B.A.	emorand
Parks, Laura – Spanish Teacher – part-time	B.A.	lparks
Powers, Amy -Elementary P.E./Jr. Eagle Cheerleaders, Middle School Cheerleaders	B.S.	apowers
Rogers, Kathy Jo – First Grade Teacher	B.S.	krogers
Sims, Suzanne -Sixth Grade Teacher	B.A.	ssims
Smith, Gwen – Fifth Grade Teacher	B.S.	gsmith
Snedden, Brenda -First Grade Teacher	M.S.	bsnedden
Stroup, Kathy -Fifth Grade Teacher	B.S.	kstroup
Taff, Paige -Early Childhood Teacher	B.S.	ptaff
Taylor, Kim -P.E. Teacher	M.E.	ktaylor
Tenery, Kelly – Kindergarten Teacher	B.S.	ktenery
Underwood, Sarabeth -Early Childhood	M.E.	sunderwood
Vick, Ginger –Fourth Grade Teacher	B.A.	gvick
Wadley, Peggy -Elementary Spanish	M.A.	pwadley
Williams, Kristen – Fourth Grade Teacher	M. Ed.	kwilliams
<u>Elementary Teacher Aides:</u>		
Brown, Beggs - Early Childhood Aide		bbrown
Greer, Shonette – Early Childhood Aide	B.A.	sgreer
Lineman, Darla -Early Childhood Aide		dlineman
Oakes, Beverly -Before/After Care/Lunch monitor		boakes
Yount, Christi -Early Childhood Aide		cyount

PREPARATORY SCHOOL FACULTY

NAME	DEGREE (all e-mails are @southwestchristian.org)	E-MAIL
Abt, Ryan – Bible, Social Studies	B.S.	rabt
Allen, Kristy —Science	B.A.	kallen
Atherton, Cynthia —Super Sub		catherton
Banks, Mary Beth. - 8 th grade and Freshman English, NJHS Sponsor	M.S.	mbanks
Bartee, Ellen – 7 th Grade Language Arts/8 th Bible	B.S.	ebartee
Beam, Rusty – Boys’ Athletic Director	B.S.	rbeam
Bird, Coby -Social Studies, Christian Leadership College Seminar	M.Ed.	cbird
Campbell, Kristin -Art, Yearbook, Advanced Art (AP)	B.S.	kcampbell
Carr, Susan -MS Bible	B.S.	scarr
Castleberg, Joanna – Band, MS Choir, Drumline	B.M.E.	jcastleberg
Chappell, Daniel – Bible, Football/Baseball	B.A.	dchappell
Chaulk, Kim - MS Social Studies	M.A.	kchaulk
Cook, Cheryl – Algebra I, Geometry, PreCal	M.A.	ccook
Dean, Camille – Social Studies Department Chairperson- Western Civilizations, U.S. History	Ph.D.	cdean
Dorsett, Melanie – English I & II	M.A.	mdorsett
Dunbar, Mike – Spanish-MS, Technology-7th	B.A.	mdunbar
Engstrom, Lorraine -Social Studies	M.Ed. M.L.S.	lengstrom
Fairbanks, Kristi – Physics, Calculus, Pre-Calculus, College Algebra, Department Chairperson-Math	M.S.	kfairbanks
Felps, Maryann – English I & II, Dual Enrollment 2311, 2312	Ph.D.	mfelps

Fry, Julie – Science Department Chairperson – PreAP, AP Chemistry	M.A.	jfry
Gallagher, Jay – Social Studies – MS	B.S.	jpgallagher
Gregory, Laura - Tech. Ed. Coordinator, BCIS, Freshman Class Sponsor	B.S	lgregory
Griggs, Grant – Bible-IV, Bible Dept. Chairperson	M.A.	ggriggs
Hamilton, Cynthia – Spanish Department Chairperson-Spanish III & IV	M.A.	chamilton
Haratine, Megan – Drama/Theatre	M.F.A.	mharatine
Kalbfleisch, Stephanie -Girls’ Athletic Director M.S. Art	B.A.	skalbfleisch
Lin, Ellie – HS Choir	M.M.	elin
Lucus, Tayna – IPC 8 th , Environmental Science	M.S.	tlucus
Lyness, Lori - MS Math	B.S.	llyness
Massey, Lori – Learning Center Director	M.Ed.	lmassey
McBroom, Kathryn –Biology, Forensics	B.S.	kmcbroom
Nelson, Brian – Health, MS Leadership	M.Div.	bnelson
Perroni, Sherri – French I, II, III	B.A.	sperroni
Perry, Dave – Physics, IPC	B.A.	dperry
Powell, Stormy – Spanish I & II	B.S.	spowell
Roller, James -Government, World History	M.Ed.	jroller
Rusch, Andrew – Algebra II, Geometry	B.A.	arusch
Sanderson, Dr. Rhonne – Speech/Debate, Psychology	Ph.D.	rsanderson
Savell, Rebecca – Statistics, Pre-Cal	B.A.	rsavell
Scholl, Belinda – Library	M.L.S.	bscholl
Specht, Sharon – MS Math	M.S.	sspecht

Stanley, Carol – English I & III, Dual Enrollment	M.A.	cstanley
	English 1301, English 1302	
Swinney, Chris - Praise Band	Cert. of Ordination	cswinney
Wang, Shuli – MS Chinese & Chinese I & II	M.S.	swang
Welch, Lesli – Bible-Dual Credit	M.A.	lwelch
Winn, Matt - MS Science	M.Ed.	mwinn
Woodward, Cyndi - Head of Fine Arts Dept.	B.S.	cwoodward

2009-2010 Southwest Christian School Coaching Staff

Head Coaches:

Volleyball/Girls' AD: Stephanie Kalbfleisch

Football, Track: James Roller

Baseball/Boys' AD: Rusty Beam

Boys Basketball: Andres Valdez

Girls Basketball: Joe Berry

Boys Soccer: Brian Nelson

Girls Soccer: Coby Bird

Rodeo:

Softball: Tanya Lucus

Cross Country: Coby Bird

Wrestling: Jay Gallagher

Golf: Danny Hahn

Dance: Micah Lynch

Assistant Volleyball Coaches:

Sarah Kiefer, Lori Lyness, Callie Maples

Assistant Football Coaches:

Victor Arguillo, Gary Whites, Duke Christian, Gary Rushing

Assistant Baseball Coaches:

Shane Naterman, Paul Muse

Boys Assistant Basketball Coaches:

Grant Griggs

Girls Assistant Basketball Coaches:

Sarah Kiefer, Lori Lyness

Girls Assistant Softball Coaches:

Lori Lyness

Boys Assistant Soccer Coaches:

Open

Girls Assistant Soccer Coaches:

Kallie Maples

Assistant Track Coaches:

Sara Kiefer, Gary Rushing, Gary Whites, Dan Chappell, Duke Christian

General Policies

Christian Service Requirements

The Christian service graduation requirement recognizes the efforts of our students and meets the standards set to support Christian leadership and service in our youth. Students must earn a minimum requirement of 10 hours of service each year in grades 9-12. Students who provide a minimum of 25 hours of service each year will be eligible for the Christian Servant Recognition Award at graduation.

Christian service hours are accepted from churches or community organizations **ONLY**. A myriad of avenues are available for students to perform community service. A few examples include organizations such as the American Cancer Society, Red Cross, Special Olympics, SCS PTO, hospitals, food banks, and Habitat for Humanity. Opportunities will also be available through class projects, Student Council, and National Honor Society. A list of community organizations who allow teenage volunteers is available through Mrs. Neill.

Activities for which a student will not receive approval include, but are not limited to:

- Services performed for monetary reward.
- **Services performed for a family member.**
- Court or school appointed service hours.
- Political campaigning.
- Activities which are primarily social rather than service oriented.

Activities do not need to be pre-approved. Questions regarding approval of activities should be directed to the Christian Service Board, consisting of Bible teachers, Kathy Neill, Travis Crow and Marilyn Dardenne.

Service Verification forms will be available to the students in their Bible classes or on the website by clicking on "For Students".

As soon as a project is completed, the verification form should be properly completed, signed and returned to the student's Bible teacher. Please make a copy for your records. The SCS Christian Service Board will make decisions regarding the acceptance of hours. The completed forms will be kept on file until the student's graduation.

Hours served June 1-September 30 must be turned in by October 16.

Hours served October 1-November 30 must be turned in by December 11.

Hours served December 1 – February 28 must be turned in by March 5.

Hours served March 1-April 30 must be turned in by May 3.

All students must have their service hours turned in prior to May 3rd in order to receive credit.

ADMISSIONS, APPLICATION, AND FEES

Admission Criteria

Southwest Christian School is committed to diversity and actively seeks students who can contribute to the activities of the school and who will profit from a Christ-centered, college preparatory education. Enrollment is open to all college bound students of any race, color, nationality or ethnic origin who meet the entrance requirements, agree to support the mission statement of the school, and strive both in conduct and achievement to maintain satisfactory progress. Admission to SCS shall be determined by an entrance exam, previous school records, recommendations, visit day (grades 4-12 required), and a school interview that includes parent(s), school administration, and the applicant.

Students admitted to SCS must meet the following behavior standards: No expulsion, suspension, or serious discipline problems in another school. Students should have no history of behavior problems with law enforcement agencies, church youth groups or other similar organizations. Failure to furnish information concerning behavior problems of any kind is considered grounds for rejection or dismissal from school.

Students transferring to the school in grades 9-12 are required to have units of credit corresponding to those offered at SCS. Applications may be filed throughout the year, but a limited number of spaces per class make it advisable to apply during first round placements in the spring prior to fall admission. Students who demonstrate ability, preparation, industry, acceptable conduct, and maturity consistent with the standards and purpose of the school will be invited on an annual basis to continue their enrollment at Southwest Christian School. All inquiries about admission should be directed to the appropriate campus Admissions Director

Interdenominational Statement

Southwest Christian School is an independent, interdenominational institution. We hold to the inerrancy of scripture and believe that all who have placed their faith and trust in Jesus Christ are saved. During the admission process, applicants and parents will be asked to share information regarding their church membership as well as their family faith traditions. This very important information helps us to get to know applicants. It also assists parents in understanding the faith partnership we share as students move through our Christ-centered education process.

Admission Testing

Southwest Christian School requires that all applicants in grades K-12 be tested for admission. Group testing dates are scheduled in March. Tests taken after March must be scheduled with the Admissions Office. Testing Fee: \$100.00 (non-refundable).

Recommendations

Southwest Christian School requires the following recommendations from current teachers be submitted for students applying:

Kindergarten Preparatory through 3rd grade - One teacher evaluation from current core teacher.

4th through 12th grades – Two teacher evaluations required from English and Mathematics teachers. One Principal/Counselor evaluation required from the most appropriate administrator.

School Records:

All applicants grades 1-12 must arrange for an official copy of the students' school records to be sent directly to the Admissions Office. Also, the school requires a copy of the following for all applicants:

1. Birth Certificate (all applicants)
2. Updated Immunization Record (all applicants)
3. Most recent Report Card (grades 1-12 applicants only)
4. Standardized test scores

Interview:

For grades K-6, parents and students interview with the Elementary School Principal or appointed representative.

Grades 7-12 parents and students' interview with the grade level Principal or appointed representative.

Notification of Results:

Applicants will be notified by mail of the results once the above criteria have been met. Admission will be based on the criteria and space available.

Probation:

All new students are admitted on a probationary status the first year of enrollment at Southwest Christian School. They will then be re-evaluated each subsequent year for continuing enrollment (see Re-enrollment criteria).

Health Requirements:

Before a student may attend classes at SCS, he/she must submit a medically validated Immunization Record verifying immunization history. Current guidelines used are "Immunization Requirements for Children and Students in Texas Public and Private Schools, 2009". All medications and dosages must be kept current with the school office.

Tuition Schedule 2009-2010 School Year

GRADE LEVEL	*TUITION (DUE 6/1/09)
EARLY CHILDHOOD PROGRAM	
Four year-old Two Day Program (T/TH 8:30-2:30)	\$4,000.00
Four year-old Three Day Program (M/W/F 8:30-2:30)	\$5,850.00
Kindergarten Preparatory Program (M-F 8:30-2:30)	\$8,800.00
KINDERGARTEN	\$8,800.00
ELEMENTARY SCHOOL	
Grades 1-6	\$9,500.00
MIDDLE SCHOOL	
Grades 7-8	\$10,500.00
HIGH SCHOOL	
Grades 9-12	\$10,950.00

***Tuition amount listed is for payment in full by June 1.**

Alternate payment options are:

1. Semi-annual or monthly through automatic withdrawal. Semi-annual payments will be assessed a 10% finance charge on the second installment balance. Monthly payments will be assessed a 10% finance charge on the entire balance.
2. Payment by credit card. MasterCard, American Express or Discover payments can be made through the online portal at www.southwestchristian.org. A convenience fee of 3% will be charged in addition to your total invoice amount, and will appear as a separate transaction on your statement.

Tuition Deposit:

A tuition deposit is due at the time of acceptance and is non-refundable. This deposit will be subtracted from the overall tuition amount and is not a separate fee. Tuition deposits can be made by cash, check, or credit card only, and are due with the original contract in order to guarantee placement.

Tuition Deposit Amounts:

PK4-2 day or 3 day program:	\$150.00
Pre-K 5 day and Kindergarten Prep Program:	10% of tuition
Grades Kindergarten through 12:	10% of tuition

Extended Hours Program:

Before and after school care is available for grades Pre-K through 6, and after school care is available for grades 7 through 12 for an additional fee. Registration for extended hours will be held prior to the start of the 2009/10 school year.

Late Charge Fees

Accounts must be current at the end of each period for grades to be issued. In addition, accounts are subject to a \$50.00 late fee if not paid on or before the due date.

Insufficient/Return Checks

A fee of \$25.00 in addition to the amount of the check will be assessed for each returned check.

Late Entry

Students enrolling after the beginning of the school year will be assessed tuition on a daily pro-rata basis. Evaluation fees will be assessed in full (regardless of entry date).

Business Procedures

Tuition and fee payments are structured so that all balances should be paid in full by May 15th. Procedures regarding unpaid financial obligations after this date are as follows:

1. Senior students may not be allowed to participate in graduation or receive their diploma.
2. Students will not be allowed to re-enroll for the next school year until outstanding tuition is paid.
3. Student transcripts will be held until the tuition is paid in full.

Withdrawal Procedure

The withdrawal process must begin by notification to the Admissions Director. Information will then be forwarded to the Finance Office and a Statement of Account will be prepared. Before the withdrawal process can be completed the following is required:

- **Any tuition balance must be paid to the Finance Director. Withdrawals after June 1st will be expected to honor the full contractual obligation for the entire school year.**
- All textbooks must be returned to the school.
- Any outstanding library books must be returned and late fees paid.
- Any other delinquent fees must be paid.
- All work must be up to date to receive current grades in each subject.
- Credit is given on a semester basis. Withdrawal during a semester will forfeit credit for that semester.

Along with the withdrawal date, the number of days in attendance will be reported. The student withdrawing must have been present at least four weeks of the current nine weeks to have a grade recorded for those nine weeks. The signature of the Finance Director and the Admissions Director will indicate approval to withdraw upon completion of the above. Any family who does not comply with the above procedures when attempting to withdraw from SCS will not receive school records. Likewise, these records cannot be released to the next school in the event of non-compliance with the above. It will take two to three working days for school officials to complete withdrawal procedures. It is best to notify the school in

writing of any plan to withdraw well in advance (at least two weeks) of the anticipated date of withdrawal.

Note: Official school records and report cards will be issued only after all charges have been paid in full and the student is released by the Finance Office and the Admissions Office.

Refund Policy on Withdrawals

If a student withdraws during the school year for any reason, **parents are obligated for the full amount of tuition and fees through the end of the school year. Contracts are binding as of June 1st each year, and tuition will not be refunded.** Registration fees are non-refundable and any unpaid balances are due upon withdrawal.

Financial Aid

Financial aid is available at SCS to qualified students on an as needed basis. Current salary, net worth, and circumstances of the parents or guardian are considered in determining the amount of financial aid. Financial aid is granted on a one-year basis and all applicants must be evaluated each school year. The student's character, leadership, and academic potential are carefully considered. Any student who receives financial aid must maintain a minimum 2.0 grade average and exemplary behavioral standing.

Parents interested in making applications for financial aid should contact the Director of Admissions and apply no later than **April 1**. After the final approval by the Financial Aid Committee, each applicant will be notified in writing of the decision regarding their specific request by May 30th of each year. **The maximum awarded any one student will not exceed ½ of tuition.**

Re-enrollment Criteria

Once enrolled, students will be reviewed or evaluated by the following criteria before approval of re-enrollment for the next school year:

1. Academic performance
2. Behavior and attitude
3. Attendance
4. Financial Status

A tuition deposit of 10% of tuition due is required when applying for re-enrollment. Re-enrollment applications cannot be processed until the tuition deposit is paid in full.

Southwest Christian School Elementary Campus Before and After Care Program 2009-2010

The Before and After Care Program has been designed to meet the needs of parents who require childcare beyond normal school hours. This program is available to all full-day students at the Elementary campus from Pre-K through sixth grade.

Before Care:

Before care begins at 7:00 AM and ends when the children go to their classrooms. A light breakfast is available. Please inform the director about any food allergies.

After Care:

The Early-After Care Program begins at 2:30 for Pre-K, K-Prep and Kindergarten students. The After Care Program begins at 3:30 for all grades first through sixth and ends at 6:00 PM. Snacks are provided.

Early Release Care:

Extended Care is available from Early Dismissal at 11:30 until 6:00 on Early Release days unless noted in School Calendar (Grandparent’s Day, Christmas, Last day). Pre-paid cards may be used for this service.

Fees:

The Before and After Care Program at Southwest Christian School is set up as a pre-paid system. Fees are based on an average rate per month. A registration fee is not required, however, your student must have a registration form on file and a minimum of one pre-paid 10 visit card must be purchased. Pre-paid cards are for drop-in students or students only attending two or three days per week. All other regular users will follow the pre-paid fee schedule below.

As with tuition, these fees may be paid annually, semi-annually or monthly. If paying monthly, fees will be paid through FACTS Tuition Management, Inc. Pre-paid Drop-In Cards are \$100.00 for 10 visits or \$50 for 5 visits, and will be available for purchase at Parent Orientation or can be purchased in the Finance Office or from the Extended Care staff.

Before care counts as one visit and any form of after care as one visit. All students should be picked up no later than 6:00 PM. A fee of \$2.00 per minute will be charged for late pickups.

Before/Early/After Care	\$3000.00 per year (7:00-8:15/2:30-3:30/3:30-6:00)
Before Care Only	\$1200.00 per year (7:00-8:15)
Early After Care Only	\$ 650.00 per year (2:30-3:30)
After Care Only	\$1300.00 per year (3:30-6:00)
Before/Early Care	\$1850.00 per year (7:00-8:15/2:30-3:30)
Before/After Care	\$2500.00 per year (7:00-8:15/3:30-6:00)
Early After Care	\$1950.00 per year (2:15-6:00)

The Before and After Care Program Coordinator is Beverly Oakes. Beverly can be reached at boakes@southwestchristian.org or 817-294-0350 ask for the before and after care extension.

Extended Hours for Preparatory School (Grades 7-12)

School doors open at 7:30 AM. HS students are invited to wait in the cafeteria until the bell rings at 7:45 AM. Students may sign into use the library or meet teachers for tutoring at 7:30 AM The library is open until 4:30 PM.

After School Supervision

All students are expected to be picked up at the end of the school day unless they are in after-school programs and are under the supervision of staff or faculty. Students should be picked up by 4:00 PM. In the event that a student is waiting for a ride home (high school after 4:00, middle school after 4:45) he or she will be sent to the “BEYOND” After Care Program with Mrs. Roberts in the 200 building. He or she can be picked up there.

The “BEYOND” After Care program on the Prep Campus has been designed to meet the needs of parents who require child care beyond traditional school hours. Hours for the “BEYOND” program begin at 4:00 PM and end at 6:00 PM on all full school days. This program can be scheduled for the full year or can be used on a drop-in rate based on space availability. Program fees (non-refundable) are as follows:

5-day Full-year	\$1,200.00
5-day Semester	\$600.00
Daily rate	\$10.00 (A \$100.00 ten-visit, pre-paid card must be purchased.)

Full year and semester payments must be paid in full in advance or can be paid through FACTS Tuition Management, Inc., an automatic withdrawal program set up with the Finance Department. Credit is not given for absences. All students should be picked up no later than 6:00 PM. A fee of \$2.00 per minute will be charged for late pickups.

General Information

Building Entry and Exit

Students, parents, and visitors should enter and exit the school building through the main entrance in the front of the buildings. The administrative offices are immediately inside the front doors. All visitors must go to the office on either campus and present a driver’s license to receive a visitor’s badge.

Parking and Traffic Regulations-Elementary Campus

Drop off and pick up has been relocated to the back of the campus; therefore, cars can enter the campus through the south gate and exit through the north gate. Early childhood and kindergarten students are dropped off at the first drop off point behind the Owen Building, and will need to be in the left lane. The automatic gates open for drop off and close at 8:45 AM. After that everyone must enter through the main gate.

Students in grades 1 through 6 will be dropped off behind the cafeteria on the north side of the Elementary Building. Therefore, cars will need to be in the right traffic lane to proceed past the early childhood and kindergarten drop off area. Approaching the back of the cafeteria, the left lane will be used for drop off of students, and the right lane will be for exiting the campus.

If parents prefer to walk their child in, many parking spots will be available at the back of the building and at the front main entrance. Crosswalks will be clearly marked.

Parking and Traffic Regulations- Preparatory Campus

Enter and exit the Prep Campus from Dirks Road through the gates marked with the SCS sign. Follow that street to the front of the building and go through the appropriate turnaround to drop off your students at the front door. The turnaround is for dropping off and picking up only. If you have business to conduct at the school, **please** park in visitor parking. Do not

park in fire lanes or in reserved parking. All school parents and students are asked to display our SCS diamond decal on their car to enable school personnel to distinguish visitor vehicles.

Student Driver/Vehicle Policy

Students with an authorized driver's license will be permitted to drive vehicles on campus. Student drivers are to observe safe driving practices and rules of courtesy. Faculty and staff will be assigned parking spaces; all others may park on a first-come, first-served basis.

- Under no circumstances are students to park in spaces designated as faculty or staff parking.
- No students will be permitted to drive on campus or leave campus during school hours without authorization. Students must leave cars immediately upon arrival in the morning.
- **No student may return to his car during the day without permission.** Students who create disturbances, drive carelessly, or violate rules regarding vehicles on campus will lose the right to bring a vehicle on campus. Drivers must have their car registered with the school and have a parking decal or rearview mirror tag.
- Drivers will not exceed 15 miles per hour in the parking lot, or 20 mph north of the football field.
- Drivers will never "peel out" or drive in any unsafe manner.
- Drivers are not to drive onto grassy areas.
- Student drivers will park only in parking spaces designated for students.
- Drivers will be responsible for any damages done to other vehicles or the facility.
- No student is to touch another car without permission. (This includes sitting on, leaning on, standing on, sitting in, etc.)
- Students are not to play ball or roughhouse near any vehicles.
- No student is to stand in front of or in general "horse around" in the path of moving vehicles.

Field Trips

A parent must sign a Consent Form and an Appointment of Agent form before any SCS student may participate in a field trip. Parents must supply names of three persons to contact in case of an emergency situation. Only one (1) of each form per child per year will be required. Advance notice with information specific to each trip will be sent home prior to any school travel.

Prep: Due to the logistical problems inherent in planning, scheduling, and supervising field trips, extra people (parents, siblings, and visitors) will not be permitted to accompany the school groups on these trips. Please do not request exceptions.

Elem: Students will ride school buses for all field trips. Parents are invited to come on many field trips; however, due to supervision responsibilities, siblings are not allowed. Parents attending elementary field trips must drive their own cars due to space issues on the buses. You may transport your own child to and from field trips if you prefer. You may not transport any child besides your own unless that child's parent is riding with you.

Travel

Any student who travels while representing Southwest Christian School competitively or while participating in a field trip will be subject to the following regulations and procedures:

- Written parental permission must be granted for such travel. (*See section entitled “Field Trips” for additional information.*)
- The purchase of all meals will be the responsibility of each individual student.
- School personnel will arrange housing for overnight trips. In the event that housing in homes is not available or practical, motel expenses will be the responsibility of each student.
- The school will arrange transportation for class field trips.
- Parent volunteers may be required for student transportation to athletic competitions. Whenever possible, all vehicles will be driven by school personnel, parent volunteers or drivers appointed by a selected transportation company.
- Students must return with the group unless advance arrangements are made with the sponsor for the student to return with his/her parents.
- All policies relating to student conduct are applicable while traveling with the school.

Scheduled Trips

Scheduled trips are planned to coincide with academic studies. Additional funds are needed to cover expenses for such events and are not included in the regular tuition or fees. The parents of those students involved must supply these funds. Classes will not be held for students who do not participate in these events. Students/parents must make an appointment with the principal well in advance to review any request for being excused from a school trip.

- 4th graders are scheduled to travel to Austin and San Antonio
- 5th graders go to the Space Center in Houston and Galveston
- 6th graders go to Mo Ranch in Hunt, Texas, for Leadership Training
- 7th graders go to Williamsburg, VA
- 8th graders go to Orlando, Florida-Epcot Center
- High school students participate in minimester trips

School Facilities and Property

The school’s physical facilities and property (buildings, grounds, equipment, and vehicles) are private property controlled by the corporation and acquired solely to further the school mission and objectives of SCS. Use of the physical facilities and property for purposes not consistent with the mission is not authorized and exposes the corporation to liability and expense not contemplated.

School facilities may be available for rent by outside groups on a select basis. All users must meet certain requirements as outlined in SCS’s Facilities Use Policy and complete a Facilities Use Agreement. For information, please contact the Assistant Principal’s office at the Preparatory Campus or the Finance Office at the Elementary Campus.

Activities and Events Calendar

The official school Activities and Events Calendar will be maintained in the administrative office at the appropriate campus. All requests for calendar reservations should be addressed through the proper supervisor (Principal, PTO President, Athletic Director, etc.). This will ensure that activities are not scheduled in conflict.

Telephone Usage

The SCS phone system is for business purposes only. It is not for student use except in cases of extreme emergency and then by permission only. A student must obtain permission from his or her teacher before requesting to use the school telephone. School phones should not be used for long-distance calls except for operational purposes by authorized school personnel.

Messages and Parent Communication

Only urgent, emergency messages may be relayed to students or staff through the school office. Students will not be permitted to leave classes for a message unless it is a genuine emergency. Students may not use the telephone without a pass from their teacher and use of the telephone is limited to emergencies only.

Written Communication

Written communication from school, such as notes, newsletters, certificates, report cards, progress reports, etc., will be sent home with the student to his/her legal guardian. The school does not assume responsibility for duplicate or additional copies for other interested parties. Such information must be obtained from the student's legal guardian. Prep Campus communication with parents will be via e-mail.

Campus Visitors

All visitors must go to the office on either campus and present a driver's license to receive a visitor's badge. SCS campuses are considered "closed" campuses to visitors; however, the following exceptions apply once a visitor badge has been obtained:

- Students may be visited by parents during the day. Parents must visit the office first to obtain a visitor's badge.
- Lunchtime visitors on the Prep Campus may include SCS graduates and youth ministers; however, these visitors are not allowed in the hallways or classrooms during the school day.

For liability and security reasons, no other visitors will be allowed on campus. Please contact the principal if you have a visitor request outside of these guidelines.

Conferences and School Visitation

We are delighted to have parents and patrons visit the school. Arrangements can be made through the office. Parent-teacher conferences are also encouraged. Parents may arrange for conferences on an individual basis by either contacting the teacher or coach with whom they wish to meet or by group conferences which may be arranged by the principal or counselor.

Emergency Information

Because the school must occasionally contact parents due to an emergency or illness, it is imperative that the parents update their information in ParentsWeb with any family information changes (name, address, home, cell, or office phone number, email addresses etc.). Parents must provide the school with emergency contact information, input via ParentsWeb, for emergency situations, should a parent be unavailable.

Lunch Program- Elementary Campus

Menus are published weekly in the SCS Eagle Notes, and are provided by the catering company monthly.

Lunch Program – Preparatory Campus

The foyer located in the Multi-Purpose Gymnasium serves as the Prep Campus lunchroom. The students may either bring their lunches from home or purchase lunches from the lunchroom. Hot lunches are provided by a catering service. All students are asked to remove their lunch items from the table and to clean up when they finish their meal. Student lunches are paid for through ParentsWeb.

SCS is a closed campus. Only on special, approved occasions will the students be permitted to eat off campus or have special food brought into the school. Lunches are to be eaten within the lunchroom. The only exception will be when meetings of student organizations are held with the faculty advisor present. Students are not allowed to order food and have it delivered to the school without administrative approval.

Food/Drink/Gum

Students are not permitted to bring food or drink into the classroom except on designated days during lunch. Gum or candy is not permitted in academic buildings. Small pieces of hard candy, such as peppermints, are allowed if the teacher permits them.

Concessions

The principal will appoint (when needed) concessionaires for all SCS activities. The principal must approve all concession products to be sold, and holds the authority to prohibit the sale of items he/she feels are detrimental to the good of the school. Under no circumstances will the sale of tobacco or alcoholic beverages be allowed on school property.

Volunteer Policy

SCS enjoys an extremely successful volunteer base with a large majority of the parents representing their children in service to various school programs. New parents may refer to the Volunteer Information Form found in the Parent Orientation folder. You will be given a chance to serve in the area in which you express an interest on this form. We also request that SCS volunteers sign in at the school office each day and receive a background clearance and volunteer badge to wear while serving our school.

For the protection of our students, every volunteer is required to undergo a criminal background check prior to volunteering. These screenings must be repeated every year unless there is a significant change in the information provided on the original form.

School Supplies (Elementary Campus Only)

The PTO offers an opportunity to currently enrolled elementary students to obtain their school supplies prepackaged for the following year. Orders and payments for these supplies are taken in March or April for delivery in August.

Official school supply lists for each grade are supplied to all students before Parent Orientation and the beginning of school. If you did not order your school supplies through PTO, this is the list you will follow in buying the correct supplies. The school does not stock school supplies for resale; therefore, each student must have all of the supplies on the official list before the first day of school.

School Pictures

Individual school pictures, in uniform, will be taken each year and are scheduled in the fall. The purchase of these pictures is optional.

Pets

No pets may be brought to school property unless permission has been granted in advance.

Fire and other Safety Drills

Fire Drills, Lock-down Drills, and Severe Weather Drills will be conducted periodically. Students setting off false alarms (regardless of reason and/or result) will be assessed a minimum charge of \$200.00.

Lockers

Each preparatory school student at SCS will be assigned a locker and is for his/her use only. Students at the Prep Campus may request a lock to be furnished by the school for use on this locker. No other type of lock will be permitted. Only the student and the administration know the combination of the lock. The administration reserves the right to examine the contents of any student's locker at any time. Lockers should be kept neat and clean at all times. Any damage which occurs to the locker will be assessed to the assigned student unless resolutions of the problem can be found. Students have no cause for complaint if items are lost from an unlocked locker.

Note: Lost locks must be replaced at a cost of \$15.00 each.

Backpacks

Due to fire safety regulations, students are required to keep their backpacks in their lockers during the school day. Students are encouraged to consider the size of their lockers when making backpack selections.

Lost and Found

Lost and Found items will be kept in containers in the library for a period of one month. Unclaimed items will be discarded, donated to charity, or sold.

Emergency Situations

(See paragraph entitled "Emergency Information" for additional information.)

The first priority in an emergency situation, such as injury to a student, is to address the medical and/or emotional needs of the student. The school will be promptly notified and parents (or those listed as Emergency Contacts) will be advised of this situation.

Medication

SCS staff members will not administer medication of any kind to students unless requested in writing by a parent, guardian or physician. The proper form for this written request can be obtained in the school office. Please note that the school does not stock medication. Please send Tylenol, aspirin or any other medication to be administered to a student with his/her name on the bottle along with the completed medication form. Prescription medication sent must be in the original prescription bottle with correct information regarding dosage and student name corresponding to that medication. **The school nurse/first aid assistant will**

administer all medications. Students are not allowed to carry medication in their belongings or keep in their lockers.

Hearing and Vision Screening

The Vision and Hearing Screening Program, Chapter 36 of the Texas Health and Safety Code, requires that all children enrolled for the first time in any public, private, parochial, or denomination school, or who meet certain grade criteria, must be screened or have a professional examination for possible vision and hearing problems.

Those who must be screened are all students who are 4-years old by September 1, kindergartners, 1st, 3rd, 5th and 7th graders, along with any first-time entrants to the school.

In addition to these groups, the Department of State Health Services also recommends that the following children be given vision screening:

1. transfer students without current vision screening records;
2. students returning from an absence resulting from some communicable disease;
3. students referred by teachers, parents, or other;
4. students who repeat a grade and who have not been screened in the last year.

If a student does not pass one of the screenings he/she will be re-screened. If the student fails the re-screening, referral letters will be sent home to the parents and a copy placed in the nurse's office. The school nurse will follow-up with referrals through written and verbal contacts to ensure care has been obtained.

2009 - 2010 Texas Minimum Vaccine Requirements for Students Grades K - 12

The following summarizes the vaccine requirements incorporated in Title 25 Health Services, §§97.61-97.72 of the Texas Administrative Code (TAC).

Health Requirements GRADES K-12

Before a student may attend classes at Southwest Christian School, he/she must submit a medically validated Immunization Record verifying immunization history as follows:

2009 – 2010 Texas Minimum State Vaccine Requirements for Students

This chart summarizes the vaccine requirements incorporated in Title 25 Health Services, §§97.61-97.72 of the Texas Administrative Code (TAC).

This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services is granted authority to set immunization requirements by the Education Code, Chapter 38, Health & Safety, Subchapter A, General Provisions.

IMMUNIZATION REQUIREMENTS

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public Elementary or secondary school in Texas.

IMMUNIZATION REQUIREMENTS

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public Elementary or secondary school in Texas.

Vaccines	Kindergarten	7 th Grade	8 th - 12 th Grade
Diphtheria, Tetanus, and Pertussis ¹ (DTaP/DTP/DT/Td/Tdap)	5 doses or 4 doses ²	3 doses ³ 1 Tdap/Td booster ⁴	3 doses ³ 1 Tdap/Td booster within last 10 years ⁵
Polio ^{1, 6}	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses
Measles, Mumps, and Rubella ^{1, 7, 11} (MMR)	2 doses	2 doses ⁷	2 doses ⁷
Hepatitis B ^{1, 8, 11}	3 doses	3 doses	3 doses
Varicella ^{1, 9, 11, 12}	2 doses	2 doses	1 dose ⁹
Meningococcal ¹		1 dose	
Hepatitis A ^{1, 10, 11}	2 doses		

Footnotes 1 Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement. 2 Five doses of a diphtheria-tetanus-pertussis containing vaccine, one of which must have been received on or after the 4th birthday; however, 4 doses meet the requirement if the 4th dose was given on or after the 4th birthday. 3 Three doses, including one dose on or after the 4th birthday. 4 Students will be required to have a booster dose of Tdap only if it has been five years since their last dose of tetanus-containing vaccine. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists. 5 Students will be required to have a booster dose of Tdap if it has been ten years since their previous dose of tetanus-containing vaccine. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists. 6 Four doses of polio vaccine one of which must have been received on or after the 4th birthday; however, 3 doses meet the requirement if the 3rd dose was given on or after the 4th birthday. 7 Two doses of MMR vaccine with the 1st dose on or after the 1st birthday. For the 2009 - 2010 school year, 7th - 12th grade students are required to have two doses of a measles-containing vaccine, and one dose each of mumps and rubella vaccine. Refer to the phase-in schedule to determine when the 2-dose MMR requirement goes into effect for 7th - 12th grade. 8 Two doses of adult hepatitis B vaccine (Recombivax®) are acceptable for individuals 11 - 15 years of age. Dosage and type of vaccine **must** be clearly documented. (Two 10 mcg/1.0 ml of Recombivax®) 9 Two doses received on or after the 1st birthday. Refer to the phase-in schedule to determine when the 2-dose Varicella requirement goes into effect for 8th-12th grade. 10 Two doses with the 1st dose received on or after the 1st birthday. 11 Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in lieu of vaccine. 12 Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine."

School Spirit Information

Alma Mater

(To the tune of *My Country 'Tis of Thee*)

Our Father, will Thou bless
And lead in righteousness
Our Christian School.

Grant that each one may be
Striving continuously
To praise and honor Thee.
God bless our school.

Fight Song

E-A-G-L-E-S
Go Eagles
Blue –Green –White
Eagles Victory Tonight
Fight- Fight- Fight

Repeat

School Colors

Black, Blue, Green, and White

School Flower

Carnation

Mascot

Eagle

Motto

“Train up a child in the way he should go
and when he is old, he will not
depart from it.”

Proverbs 22:6

Academic Policies

Curriculum

All students completing the Southwest Christian School balanced curriculum will have mastered the skills of effective oral and written English communication, college preparatory training in science and mathematics, and a minimum of three years of world language. Students will have acquired practice in analyzing facts from a Christian world view in order to reach conclusions and build a solid foundation for understanding the social, political, economic, and physiological issues of their lives. Through participation in fine arts experiences, students will have been prepared for a lifetime of continued engagement with the arts. Counselors, parents, teachers, and administration are contributors in these decisions.

High school classes offer advanced levels of study in each of the major content areas. Students are encouraged to select courses that will support their goals and best prepare them for the colleges of their choice. The Southwest Christian School Curriculum Guide provides details on course selections.

Student Performance Evaluation and Grading System

Southwest Christian School recognizes and supports the essential role of parents in the academic progress and success of their children. Parents are provided with formal academic and behavior reports and conferencing opportunities throughout the year.

Progress Reports/Work Ethic (Elementary) Reports

Progress Reports are emailed on the Preparatory Campus at the mid-point of each quarter. Students on the Elementary Campus receive Progress/Work Ethic Reports at the mid-point of each quarter via e-mail. The purpose of Progress Reports/Work Ethic Reports is to provide parents with updates on student academic and behavior performance.

Report Cards

Report cards are issued quarterly. They are sent out one week after grades close. Prep Campus report cards will be emailed and posted on RenWeb. *All financial accounts must be current at the end of each reporting period for grades to be issued.*

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled twice during the academic year. Conferences can include such topics as work habits, potential, achievement, class expectations, grade level adjustment, and social adjustment. Additional Parent-Teacher conferences can be scheduled by the teacher or parents as needed. Parents with concerns or questions are encouraged to contact teachers to schedule an appointment.

Principal and Assistant Principal Conferences

The school administrators fulfill a vital role in the daily operations of the school including the support of and supervision of students and teachers. At the same time, administrators want to be available to parents as needed. Please feel free to schedule conferences with administrators through the office assistants.

Academic Probation

A student who receives two or more failing grades at the end of the semester will be placed on academic probation. Parents will receive notification by mail and a conference with the classroom teachers is recommended. Continued failure will result in a review by administration, teachers, and parents to determine the next steps and interventions for the student.

ELEMENTARY EVALUATION CODE
Grades 1 through 6

ACADEMICS Code I	ACADEMICS Code II	BEHAVIOR/WORK ETHIC Code III
A – Superior (90- 100)	E – Exceeds Standards	E - Exceeds Standards
B – Very good (80-89)	S – Meets Standards	S - Meets Standards
C - Average; good (70- 79)	N – Needs Improvement	N – Needs Improvement to
F – Unsatisfactory (0 –69)	to meet standards	meet standards

Note: Preschool and Kindergarten students will be graded on a different scale. Their respective teacher will discuss these systems.

Class Assignments and Scheduling of Elementary School Students

The assignment of students to classes and/or teacher will be at the discretion of the professional staff of Southwest Christian School. Parents are not allowed to request class or teacher assignments for their child. The administration must have the authority to balance classes based on gender, academic ability, age (in younger students), number of students new to SCS, and facility requirements (size of room, for example). Every effort will be made to place each student in the setting that is best for that student. Our goal is excellence for ALL students.

Library- Elementary Campus

The Elementary SCS Library is open from 8:15 AM – 4:00 PM each day. Literature appreciation and library science skills are taught in weekly scheduled classes in the library. A full time librarian is available to assist students in selecting literature, research, and checking out books.

Students in grades 1 through 6 have a flexible check out system and can check out up to five books at a time. The books are due two weeks from the day they were checked out. Kindergarten students check out two books weekly on a scheduled day. Students receive a reminder notice the day before their books are due. The late fee for an overdue book is \$.10 a day per book excluding weekends and holidays. The fee for a lost book is the price of the book that was lost and a \$5.00 handling fee. If a student, parent, or teacher has a question about the contents of a library book, guidelines for challenging a book are explained in the Southwest Christian Library Collection policy. This policy also explains the sections and purchasing guidelines for the school library.

At the start of each year, every student is given a reading assessment called *The Standardized Test for Assessment of Reading* (S.T.A.R.) to determine his/her level of reading development. This information is used to determine the student’s yearly goal in the Accelerated Reader

program. From the A.R. list, which contains hundreds of book titles, students select books on their reading level to read. They then take a computerized test to measure reading comprehension and accuracy. They are awarded points based on reading difficulty and percentages correct, and use their points for prizes and awards. The student's progress is monitored throughout the year until he/she reaches his/her yearly goal.

PREPARATORY EVALUATION CODE

Grades 7 through 12

ACADEMICS

A- Superior (90- 100)

B – Very good (80-89)

C- Average; good (70 –79)

F – Unsatisfactory (0 –69)

CONDUCT

E- Excellent

S – Satisfactory

N – Needs Improvement

U – Unsatisfactory

- Students in grades 7 & 8 will receive credit yearly. The semester final test or final paper will count 10 percent of the semester grade. The yearly average will be computed by adding the two semester grades and dividing by two (2). Middle School students taking classes which receive High School credit will have semester finals which count 20 percent.
- Students in grades 9-12 will receive credits and grade points by semester average. Each semester of work satisfactorily completed will count ½ unit or credit. These units will be recorded on report cards and transcripts by semester. Semester finals count 20 percent of the semester grade. Each semester of work failed (F) in a required course must be repeated prior to the next academic year.

An overall grade point average (G.P.A.) is calculated at the end of each semester. Based on the average of grades earned in all SCS subjects, the overall G.P.A. will determine student privileges and exam exemptions.

Middle School Promotion Policy

- A student fails if he fails two (2) core subjects
- A student fails if he fails one (1) core subject and (2) elective subjects.
- The principal and the teacher(s) concerned will review all failures.

It is not always possible to determine retention for a subject in grades 7 & 8 until the final grades are calculated. A middle school student who fails a subject will be required to make up the subject in summer school.

Preparatory School Transcripts

Transcripts are the official records of each student and contain vital information about all courses taken including 1st and 2nd semester grades for each course, credits earned for graduation, summer courses taken, and test scores from all standardized tests completed. Students must complete a transcript request form available through the registrar. (It is the student's responsibility to send all summer course work to SCS.) *No transcripts will be sent until all financial obligations to SCS have been settled.*

Semester Exam Exemption Policy

Those **seniors** with a semester class average of 90 or above with no more than two absences may be exempt from the **second** semester exam, subject to the teacher's discretion. The final exam will be determined by averaging the third and fourth quarter grades. All other students will be required to take both semester exams. Semester exams will count one-fifth of the total semester grade. Dual credit courses require a final, even if the student is taking the class as Honors only.

Seniors are permitted three college visits, the absences for which will not count against final exam exemptions.

Homework

Homework may be assigned at any grade level, kindergarten through twelve. Homework assignments reflect the aims and goals of a teacher. Homework is not "busy work" nor used as a means of punishment. In general, the amount of work assigned to a student to be prepared outside of class increases as the student grows in self-direction and independence. Parents should supervise student's homework, but each student must do his/her own work.

Homework is designed to serve one or more of the following purposes:

- Opportunity to practice skills learned at school or for remedial purposes.
- Preparation for upcoming lessons.
- Development of study and research skills.
- Pursuit of a special interest acquired at school.
- As enrichment and securing of additional information.

Our desire to work with the home in the achievement of educational excellence is an ongoing commitment by each staff member at SCS.

In grades 7-12, students will have a minimum of two daily or homework grades per week.

Note: In addition to homework assignments, all students in grades kindergarten through 6 are required to read, or be read to, for a minimum of fifteen or twenty minutes per night on any five of the seven nights per week. This must be documented in written form by the parent and returned on a weekly basis to the student's homeroom teacher.

Make-up Work

Students must take the initiative in making up missed class work. Students who have missed classes will be responsible for turning in assignments due on that day. In case of an excused absence, a student shall be permitted to make up work missed, including tests. Students have one day for each day absent to turn in make-up work. Homework assignments are posted on RenWeb. Any written assignments or tests not complete will count against the grade average. **All assignments must be completed whether accepted for credit or not.** At the Preparatory Campus level, students having an excused absence are expected to submit make-up work during the second class period following the student's return to school. However, a student who has an UNEXCUSED ABSENCE will still be required to complete assignments but will not receive credit. (*See section entitled "Attendance" for additional information regarding excused and unexcused absences.*)

Note: Students who are excused from class for athletic or school related activities are responsible for all missed work and tests.

ACADEMIC HONORS

Elementary School Academic Awards

Nine Weeks Honor Roll

Academic Honor Roll: All A's or A's and B's in the academic areas of the report card and E or S in all enrichment subjects.

End of Year Awards:

Special recognition will be given to qualified students at the end of each school year.

The categories are:

- A and A/B Honor Roll
- Excellent Citizenship
- Perfect Attendance
- Student Council Representative
- Spelling Bee Participant
- Six Hour/Six Flags Reading Program
- Accelerated Reader – Met AR Goal
- DI Participant
- Safety patrol participant
- Academic Meet Participant
- Science Fair Participant
- Duke Talent Search
- Enrichment Recognition

Elementary Graduation Ceremonies

Graduation ceremonies are held for kindergarten and sixth grade on the Elementary Campus.

Preparatory School Academic Honors and Awards

1st Semester Awards

President's List for students who earned all A's for the first semester.

Principal's List for students who earned all A's and B's for the first semester.

A Honor Roll for students who earned all A's for the 1st and 2nd quarters.

A/B Honor Roll for students who earned all A's and B's for the 1st and 2nd quarters.

2nd Semester Awards

President's List for students who earned all A's for the second semester.

Principal's List for students who earned all A's and B's for the second semester.

A Honor Roll for students who earned all A's for the 3rd and 4th quarters.

A/B Honor Roll for students who earned all A's and B's for the 3rd and 4th quarters.

Outstanding Student Award

Students from each class are selected by teachers each year for demonstrating high academic average and exceptional class participation. These students are recognized at a special ceremony at the close of the school year.

Christian Service Award – High School Seniors only

High school seniors who have volunteered a minimum of twenty-five hours each year that they have been in attendance at Southwest Christian School will be eligible for the SCS Christian Servant Recognition Award at graduation.

Academic Honor Societies

National Honor Society

The purpose of this organization is to create enthusiasm for scholarship, promote leadership, develop character, stimulate a desire to render service, and encourage exemplary citizenship. To be eligible for membership, the candidate must be a member of the sophomore, junior, or senior class. He or she must have been in attendance at the school the equivalent of one semester and must have at least a 3.70 G.P.A. (excluding P.E. & athletics) and an outstanding discipline record. Selection for membership in the National Honor Society is by a majority vote of the Faculty Council and is based on the five tenets of the National Honor Society. Students nominated to NHS will be provided with an application that must be completed entirely within the time frames. Incomplete applications will be seen as disinterest in membership and will be disqualified from final consideration. Membership is NEVER considered on the basis of scholarship alone. Induction takes place during the second semester. Once selected, members have the responsibility to continue to demonstrate the above-mentioned qualities. Further, members will be provided opportunities to participate in various service projects throughout the year. Members who resign or are dismissed for failing to maintain the NHS standards to which they were initially selected are never again eligible for membership or its benefits. The decision of the Faculty Council is final.

National Junior Honor Society

The purpose of this organization is to create enthusiasm for scholarship, promote leadership, develop character, stimulate a desire to render service, and encourage exemplary citizenship. To be eligible for membership, the candidate must be a member of the 7th, 8th, or 9th grade class, been enrolled in the school the equivalent of one semester, and have a cumulative scholastic average of at least 94 percent (excluding athletics). Students taking elected high school courses will receive an additional point per elected course after the cumulative scores are calculated. Selection for membership in the NJHS is by majority vote of the Faculty Council and is based on the five tenets of the National Junior Honor Society. Induction takes place during the second semester. Once selected, members have the responsibility to continue to demonstrate the above-mentioned qualities. Members who resign or are dismissed for failing to maintain the NJHS standards to which they were initially selected are never again eligible for membership or its benefits. The decision of the Faculty Council is final.

General Information – NHS & NJHS

- Selection for membership is by a Faculty Council appointed annually by the principal. Membership is an honor accorded by the Faculty. Students may not apply for membership without a nomination from the NHS Advisory Board.
- Induction and ongoing membership is based upon first semester grades.
- Students selected for membership are expected to continue to demonstrate the qualities of scholarship, leadership, character, and service. A member who fails to maintain the academic standard, earns an N or U in citizenship, fails to attend the monthly meetings, or in any other way discredits his/her membership, will be subject to a probationary status of at least one grading period. During this time, the member must make up any deficiencies stipulated in the terms of probation. A student placed on probation for any reason receives a hand-delivered letter and a copy is mailed to the parents.
- While on probation for any reason, the NHS/NJHS member may attend meetings. Participation in chapter activities is at the advisor's discretion. If the terms of the probation are fulfilled, the member is then returned to membership in good standing. A letter to this effect is hand-delivered to the student and a copy is mailed to the parents. For further information regarding probation and dismissal procedures, please contact the chapter advisor.
- A member of the NHS or NJHS who transfers to this school will automatically be accepted for membership in this chapter upon presentation of a letter signed by his/her principal certifying membership. The responsibility lies with the student to initiate this procedure. In order to maintain membership, a transfer student must meet the requirements set by the SCS chapter.
- The selection process, criteria, and requirements of the SCS NHS/NJHS are governed by and are in direct compliance with the constitution set forth by the National Council.

Graduation Ceremony

Southwest Christian School conducts graduation ceremonies at the close of the school year honoring high school graduates.

Graduation with Honors

The *Valedictorian* and *Salutatorian* are determined by averaging all seniors' grades in courses receiving credit in grades 9, 10, 11, and 12 to find the top two scores. Only grades earned at SCS are used in these calculations. Grades are averaged to the 1000th place, if necessary. If the top-two graduates tie to the thousandths place, there are co-valedictorians and no salutatorian. The cut-off for these grades is the third nine weeks-grading period of the senior year. The valedictorian and salutatorian must have attended Southwest Christian School their sophomore through senior year.

Class Rank

Because of its selective admissions practices and highly competitive program, Southwest Christian School does not rank its students academically. Given the size and makeup of the student body, slight variations in G.P.A. can make significant differences in class rank.

GRADUATION PLANS AND REQUIREMENTS:

For the class of 2012, the **Recommended Program** requires 30.5 units.

- **English Language Arts** **4.0**
Four credits to be earned in grades 9-12, consisting of English I, II, III, and IV. College courses may substitute for English III and IV. Students who have taken English I in middle school must still earn four credits in English/language arts in high school.
- **Mathematics** **4.0**
Three credits to be earned in grades 9-12. Students must complete Algebra I, Geometry, and Algebra II. If students have completed Algebra I in middle school, they must still earn three credits in mathematics in high school.
- **Social Studies** **5.0**
Five credits, consisting of World Geography (one credit, 8th grade), World History, (one credit), U. S. History (one credit), U.S. Government (one-half credit), and Economics (one-half credit). Advanced World Cultures (one-half credit) and History of Ancient World (one-half credit).
- **Science** **4.0**
Four credits to be earned in grades 9-12. Students must complete Biology I, Chemistry I, Physics, and elective. The other credit can be earned from the school's science offerings. IPC may count as an elective but not as a Science credit.
- **World Language** **3.0**
Three credits with at least two credits in the same language.
- **Bible** **4.0**
Four credits to be earned in grades 9-12, consisting of Bible I, Bible II, Bible III and Bible IV.
- **Physical Education** **1.5**
One and one-half credits. Participation in sports can be substituted for two semesters (one credit) of P.E.
- **Health Education** **.5**
One-half credit in health.
- **Speech** **.5**
One-half credit in Speech Communication.
- **Technology Applications** **1.0**
One credit in BCIS
- **Fine Arts** **2.0**
Two credit courses selected from the Fine Arts offerings.

- **Elective Credits**

1.0

Electives must come from SCS approved courses in language arts, science, social studies, mathematics, world language, fine arts or technology applications. Students may choose the remaining credits from courses among the listed disciplines.

Any student who wishes to take classes beyond the minimum requirements is encouraged to do so. Students have the option of taking these classes without having an impact on their GPA by taking them for non-credit. Students should meet with their Guidance Counselor to further discuss this option.

Transfer students' credits will be considered on an individual basis.

HIGH SCHOOL COURSE OFFERINGS

ENGLISH:

English I
 English I H
 English II, English II H
 English III
 English III /Dual Credit
 English IV
 English IV/Dual Credit

MATHEMATICS:

Algebra I
 Geometry
 Geometry H
 Algebra II
 Algebra II H
 Pre-Calculus
 Pre-Calculus/Dual Credit
 Calculus /Dual Credit
 Statistics
 College Algebra/Dual Credit

SCIENCE:

Biology
 Biology Pre-AP
 Chemistry
 Chemistry Pre-AP
 Anatomy/Physiology
 -Reg and H
 Physics-Reg. and H
 Biology II AP
 Chemistry II AP
 Microbiology/Forensics
 Environmental Science

SOCIAL SCIENCE:

World Geography (8th grade)
 Honors World History
 U.S. History/Dual Credit
 Honors Psychology
 U.S. History
 Economics-R/H
 U.S. Government-R/H
 Advanced World Cultures-R/H
 Senior Seminar-Eastern
 Civilizations
 History of Ancient World

WORLD LANGUAGE:

Spanish I
 Spanish II-R/H
 Spanish III-R/H
 Spanish Dual Credit (IV/V)
 French I
 French II
 French III
 Chinese I
 Chinese II
 Chinese III-H

BIBLE:

Bible I
 Bible II
 Bible III-R/H/Dual Credit
 Bible IV
 Bible IV Dual Credit

FINE ARTS:

Theater Arts
 Advanced Acting
 Theater Production
 Choir
 History of Film &
 Theatre
 Studio Art-R/Pre-AP
 Studio-AP
 Yearbook
 Band
 Praise Band

INFORMATION TECH.

BCIS I & II
 Web Mastery
 Digital Imaging

PHYSICAL

EDUCATION:
 Physical Education
 Health
 Dance

OTHER COURSES:

Speech
SAT Prep

To count toward graduation, all course credits must be earned while a student is at Southwest Christian School or another approved institution. Any high school courses taken during the eighth grade year (such as Algebra I) will be considered as high school credits. These courses will be included on the high school transcript; however, the grades earned will not be included in the cumulative high school grade point average.

Honors and Advanced Level Courses

These courses permit students to explore a given subject in greater depth than in regular college-prep courses. The workload is heavier, the course material is dealt with on a more sophisticated level, and the pace is brisk. Students are expected to bring to advanced level courses a strong record in the subject area and a high level of commitment. In most cases, students are required to purchase their own textbooks and are taught to use these materials in the same manner that will be expected in college. Because more is expected of students, a quality point will be added to the GPA in all advanced level courses.

Advanced Placement courses are designed to replace the freshman courses in college. Successful completion of the Advanced Placement examinations, administered at the end of the academic year, can give students advanced standing in college and exempt them from introductory courses at the college they attend.

Southwest Christian School offers college credit in classes designated as “dual credit” to qualifying students. This option is offered in partnership with Texas Wesleyan University. Students who register for dual credit classes are officially registered as students at the University and will receive a transcript when they are finished. Students who meet the dual credit requirements can earn college credits for each class while meeting the high school requirements for graduation. A quality point will be added to the G.P.A. for all dual credit courses. There is an additional charge for these classes. Students should research their target colleges and universities to verify the schools’ policies regarding dual credit.

Dropping and Adding Courses

During the registration process, every effort is made to place students in courses and sections that are appropriate for them. In unusual situations, a student may not be properly placed or may change his or her academic plans thus necessitating a change of courses. A student who wishes to drop or add a course must consult with the counselor. A course cannot be dropped after the tenth week for fall semester classes, or the tenth week of the spring semester.

Physical Education

Southwest Christian School offers supervised athletics classes. P.E. is required for all students unless a note from a physician is presented stating the reason for non-participation. Students must dress out regardless of participation. (*For additional information, see section titled “Physical Education Dress Code”.*) All students must meet the minimum P.E. requirements for graduation. Please see Guidance for details about off campus credit.

Correspondence Courses

When the school schedule does not accommodate a student's need to take a required course in the regular school day, he/she may have the option of completing the course by correspondence. Information regarding correspondence courses is available through the Guidance Office.

Credit by Exam

Credit by Exam is available for credit recovery ONLY. Information regarding this option is available through the Guidance Office.

Library – Prep Campus

The SCS Prep Campus Library is open from 7:30 AM. – 4:30 PM. each school day including all lunch periods. Students are encouraged to use this resource for academic purposes as well as recreational reading. Prep Campus students have access to the Library at “point of need” when a valid pass by a teacher is issued, as well as when teachers schedule their classes for unit research in the Library. Students will be allowed to check out up to five books for a two-week period. Items may be renewed as long as no other Library user has placed a “hold” on the item. Reference materials such as encyclopedias **MAY NOT BE CHECKED OUT**, but are provided for in-Library use only. Students may check out certain types of reference materials for a 24-hour period. Faculty members also have limited check-out privileges for some types of reference materials. Ask the Librarian for further clarification. Use of the Library constitutes an agreement to abide by these and all other Library policies.

We no longer assess fines for overdue materials. We do ask; however, that materials are returned in a timely manner. Lost library materials will be subject to the replacement cost of the item plus a \$5.00 processing fee. Lost items returned before the replacement is purchased will be eligible for a full refund.

To be able to use the computers in the Library – or any computer on Campus – a student must have a valid Acceptable Use Policy (AUP) on file. Forms are available in the Library or from the computer teacher. Upon completion of the form with signatures of the student and parent/guardian, the AUP should be turned in to the appropriate department or person who will then activate the account and provide a username and password. The School may require additional documentation for use of technology.

This year we are continuing the policy of 50 free copies (printouts as well as photocopies) each semester for each student. After the 50 free copies, a nominal .10 per page will apply. The Library assumes no responsibility for the quality of the photocopies. Patrons using the photocopier are liable for any copyright infringement. The Library assumes no responsibility in this area.

The policy on “challenged materials” for the SCS Libraries is as follows:

- *Any faculty or staff member, parent, or student may challenge library resource materials on the basis of appropriateness. The proper form may be obtained from the Librarian.*
- *Upon receipt of a signed formal request for reconsideration, the Principal shall appoint a Reconsideration Committee of five persons consisting of the Librarian and four other members which shall review the challenged item(s). The decision of the Committee is binding.*

- *Additional information on “challenged materials” may be found in the Board-approved “Collection Development Policy” of the Southwest Christian School Library.*

For further information concerning the policies of and services offered by the SCS Prep Campus Library, please refer to the “Library Information Guide” for the current school year. A copy of this document, as well as other relevant Library information, can be found on the SCS web site at <http://www.southwestchristian.org> under the Library tab. A print copy is also on file in the SCS Prep Campus Library. Additionally, a copy of the Board-approved “Collection Development Policy” and the Library’s Mission Statement, applicable to both the Elementary and the Prep Campus Libraries, are available in the respective Libraries.

TEXTBOOKS

Required Purchase Textbooks:

As a service to parents, Southwest Christian School has contracted with Barnes and Noble for all books that parents are required to purchase. Families also have the option to buy or sell used books at our Book Swap site. The link is on the website.

Southwest Christian School is committed to preparing students for the rigors and expectations of the college experience. In this effort, students registering for Advanced Placement (AP) classes or Dual Credit classes are required to purchase their own textbooks which are used in the same manner as textbooks in college.

As we prepare our students to be Christian leaders, we recognize the importance of students developing personal libraries of Christian textbooks and resource materials. Through the course of Bible study, students will be required to buy some textbooks that can be used for personal notation, reflective study, and future reference. These books are noted on Varsitybooks.com as well as in the course syllabi. The NIV translation of the Bible is used in class.

Southwest Christian Textbooks

Most textbooks and workbooks are issued to all students as a part of the tuition structure. In some cases, fees may be assessed. It is the responsibility of each student to properly care for these materials. Students must provide their own book covers (NO ADHESIVE COVERS or stretch fabric covers ALLOWED) and are expected to keep books covered at all times. Students must not write in books or turn down the pages. Any student who loses or abuses a textbook or workbook will be required to pay for damages and/or replacement.

Damages are to be assessed as follows:

- | | |
|----------------------------|-------------------------------|
| • Pencil marks | up to 50 cents per page |
| • Ink marks | up to \$1.00 per page |
| • Torn pages | up to \$1.00 per page |
| • Missing page(s) | full price of replacement |
| • Broken binding | half the price of replacement |
| • Writing on ends of books | up to \$5.00 |
| • Scratched book cover | up to \$5.00 |

Note: no report cards will be sent home if money is owed on damaged textbooks at the end of the year.

Southwest Christian School

ACCEPTABLE USE POLICY AND AGREEMENT

2009-2010

Southwest Christian School provides an exciting opportunity to enhance, support, and expand learning through the use of computers and electronic information resources. Electronic information resources are defined as computer equipment, including any desktop or laptop computers or other hardware owned by SCS; the computer network; e-mail accounts; and any computer software licensed to SCS; and stored data.

Computers and the use of electronic information resources are an important part of the educational process and curriculum. With this opportunity comes the responsibility for appropriate use. We want to encourage responsible behavior by our students and give administrators enforceable rules for the acceptable use of school computers and resources. This policy governs the use of SCS computers and electronic information resources and defines students' proper conduct and responsibilities while using this technology.

We request that you and your student carefully read this document prior to signing.

COMPUTER USER ACCOUNTS

Student Accounts – Each student will be given an individual network account upon the return of this Acceptable Use Policy and Agreement signed by the student and parent. No student will be permitted to use an SCS computer until an Acceptable Use Policy and Agreement is on file.

Students are to keep their network account and password confidential; sharing account information and/or password is prohibited. Under no circumstances is a student allowed to use another student's computer account.

- a. Students may occasionally be required to update account information and/or password to continue network access. You must notify the school of any changes in your account information.
- b. Any student that feels their password has been compromised should notify a teacher or school administrator and request a password reset.
- c. The person in whose name an account is issued is responsible at all times for its proper use.

NETWORK GUIDELINES AND POLICY

Students must be aware of the finite capacity of the school network and must cooperate with the Technology Director to conserve resources and assure equitable access for all users. The network has limited bandwidth to serve a growing number of users.

- 1) **Acceptable use** – Faculty and staff are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate sections of the network and its resources, and for assuring that students understand that if they misuse the computer network/computers they can lose their privilege to use it. The use of your account must be in support of education and research that is consistent with the educational goals and policies of Southwest Christian School.

- 2) **Unacceptable use** – Violation of any of the items below may result in suspension of computer privileges. This includes but is not limited to:
- a. *Accessing the SCS Computer Network by non-SCS computers (e.g. student laptops)*
 - b. *Use of SCS computers for non-SCS commercial activities*
 - c. *Use of SCS Computers for non- SCS product advertisement or political lobbying*
 - d. *Use of SCS computers to play games except under the direction of an instructor*
 - e. *Use of the SCS Computer Network to download or stream music or video files unless under the direction of an instructor*
 - f. *Posting information that could be disruptive, cause damage, or endanger students or staff*
 - g. *Posting false or defamatory information about a person or organization*
 - h. *Use of the SCS Computers for computer chat room discussions or Instant Messaging*
 - i. *Use of the SCS Computers to access social networking websites, including: www.facebook.com, www.xanga.com , www.myspace.com*

3) **Electronic Mail (E-Mail)** - Students are prohibited from using Southwest Christian School's network or computer resources to access and check personal e-mail accounts (example: @yahoo.com, @aol.com, @gmail.com, etc) except for school related purposes. Students are required to keep an updated e-mail account in RenWeb. Southwest Christian School does provide internet based e-mail account for students called E-Pals. E-Pals provides students with the ability to communicate with each other and share files between school and home. This system is a school-safe communication tool that only permits e-mail communication between other e-Pal users at SCS. Students may obtain an e-Pal email account from the Technology Teacher.

Students should practice e-mail etiquette by being polite, not using obscene or vulgar language and should choose words carefully to avoid misunderstandings. Students should keep in mind that electronic text is devoid of any context clues which convey shades of irony, sarcasm, or harmless humor.

SECURITY

Security is a high priority. If you identify a security problem, you must notify a teacher or school administrator immediately. Do not show or identify the problem to other students. Any user identified as a security risk may be denied access to the school's computer systems.

Use of the network to access proxy servers to circumvent systems set in place by SCS to prevent misuse of computers resources is prohibited. Students who violate this policy are subject to suspension of their computer privileges.

VANDALISM

Vandalism is defined as any attempt to harm or destroy data, computer hardware, Internet, or other networks, degrade or disrupt system performance, or the creation or uploading of computer viruses. This also includes any attempt to hack (access unauthorized data) into SCS computer systems.

Such vandalism may result in cancellation of a student's privileges, suspension, expulsion, or other punishment deemed appropriate by the Southwest Christian School's Administration. Serious violations may be viewed as criminal activity under applicable state and federal law.

INTERNET USAGE POLICY

Southwest Christian School offers Internet access for student use. Users of the Internet are expected to abide by the network guidelines and policy. Each student is automatically given access to the Internet when they receive their network account.

The use of the Internet at SCS is not a right, but a privilege and inappropriate use can result in the suspension of that privilege.

INTERNET WARNING

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. While Southwest Christian School uses a content filtering device, there may be some material or individual communications which are not suitable for school-aged children. Southwest Christian School views information gathered from the Internet in the same manner as the reference materials identified by the school. Specifically, the school supports the resources that will enhance the learning environment with directed guidance from the faculty and staff. However, it is impossible to control all material on a global network and an industrious user may discover inappropriate information. At school, student access to and use of the Internet will be under teacher direction and will be monitored as any other classroom activity. The school, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the school.

Southwest Christian School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for the accuracy or quality of information obtained through the Internet connection.

Exception of Terms and Conditions - All terms and conditions as stated in this document are applicable to all users of the network. These terms and conditions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of Texas and the United States of America.

AFTER READING THE ATTACHED POLICY, PLEASE SIGN THIS PAGE AND RETURN IT TO THE SCHOOL. YOU MAY KEEP THE ATTACHED POLICY FOR FUTURE REFERENCE.

STUDENT AGREEMENT: I understand and will abide by the Acceptable Use Policy and Agreement through Southwest Christian School. I further understand that any violation of the terms and conditions of the Agreement or School Policies may constitute a criminal offense. Violations may result in losing my access privileges and school disciplinary action may be initiated against me.

Student signature: _____

Date: _____

Student name (PRINTED): _____

PARENT OR GUARDIAN (Also required if applicant is under the age of 18)

As the parent or guardian of this student, I have read the Acceptable Use Policy and Agreement for use of the computer network and computers, including the Internet at Southwest Christian School. I understand that this access is designed solely for educational purposes and Southwest Christian School has taken reasonable precautions to supervise Internet usage. However, I also recognize that it is impossible for the school to restrict unsupervised access to all information or materials and I will not hold them responsible for materials acquired on the network. I also accept full responsibility for supervision of my child or ward outside of the school setting and at home. I hereby give permission to establish a network account and an Internet Based Email Account for my child and certify that the information contained on this application is true and correct to the best of my knowledge and belief.

I have read the above and discussed with my student:

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Names (Please Print): _____

Academic Student Services

Guidance Office

The Guidance Office strives to aid each student to utilize his or her abilities to the fullest, to make sound choices, and to develop self-understanding. Counselors will provide academic support and planning, testing information and services. The Guidance Office is also available to operate in a referral capacity for personal or family counseling.

Learning Center

The Learning Center is available for students with diagnosed learning differences who require extra support for successful completion of the curriculum. An additional fee applies for learning center services. Interested parents should contact their student's guidance counselor.

College Counselor and Registrar

The College Counselor serves as a resource for students and families in helping students explore college options, scholarship opportunities, and work through the college application experience. The counselor also oversees academic records and high school transcripts. Parents and students are encouraged to meet with the advisor on a regular basis during the high school years.

College Representative Visits

As a college preparatory school, SCS encourages interaction between students and the officials at the college or university students may choose to attend. For this reason, college representatives are invited to visit SCS to meet and talk with students regarding college opportunities. Every effort is made by the counselors and advisor to arrange these visits so that interruption of class time is minimal.

College Visits

All students are encouraged to visit colleges before making final application or enrollment decisions. High School students are allowed three (3) excused days from school each year to visit college campuses. Prior arrangements with the school to be visited and approval of absences from the Guidance Office should be made at least two weeks in advance. All school work must be completed prior to the visit. Students are encouraged to meet with the College Counselor for assistance in planning the college visit.

Academic Testing

Standardized testing is part of the college entrance requirements. For this reason, the SCS Board of Trustees policy suggests students take the SAT examination (college entrance exam) at least once prior to the completion of the junior year. It is recommended a student retake the test once as a senior. It is recommended students also take the ACT examination. To help students prepare for these important college entrance tests all students in grades kindergarten through seventh grade take the Stanford Achievement Test.

Assessment	Grade Level(s)	Type	Date
OLSAT	7	Achievement/Ability	Spring
Orleans-Hanna Algebra Prognosis Test	7	Diagnostic	Spring
EXPLORE	8-9	Achievement/Interest	Fall
PLAN	10	Preliminary ACT/Interest	Fall
PSAT	9-10-11	Preliminary SAT	Fall
ACCUPLACER	11-12	Diagnostic for Dual Credit Placement	As needed

2009-2010 TEST DATES

Please check out the PSAT, SAT, or ACT web sites or contact the SCS College Counselor for details on these test dates.

Behavior Standards and Expectations

Attendance

School Hours (Official Time)

The official school time for SCS will be that of the Radio Station WBAP, 820 AM.

Early Childhood Hours	8:30 AM – 2:15 AM
Kindergarten Hours	8:30 AM – 2:30 PM
Elementary School Hours-1 st -6 th	8:30 AM – 3:30 PM
Preparatory High School Hours	8:00 AM – 3:25 PM
Preparatory Middle School Hours	8:50 AM – 4:15 PM

Elementary Campus

Preschool and Elementary School students should not be left at school earlier than fifteen minutes before school begins unless enrolled in the Before School Care Program.

The doors will be locked until 8:15 AM. The teacher on duty will open doors at 8:15. Students are not to be in locker areas or classrooms before that time. Doors will be locked at 8:30. Any students arriving after that time will need to enter through the front entrance. (See Tardies)

Students in grades 1-6 are dismissed at 3:30 PM. School policy requires that dismissed students not enrolled in after school programs are to be picked up by 3:45, no later than 15 minutes after their class is out. Our faculty and secretarial workloads do not allow us to insure proper care of your child outside of school hours. At 3:45, the student will be sent to after school care and charged at the drop-in rate.

Preparatory Campus

The school buildings will be open from 7:45 AM to 4:30 PM each school day and students are expected to remain in authorized spaces during the school day. Visitors, other than parents and other authorized personnel, are not allowed on campus during the school day. All visitors must report to the office as soon as they arrive on campus.

School Closings – Inclement Weather Procedure

In the event of severe weather conditions, especially snow or ice storms, Southwest Christian School will announce closings on local channels 5 and 8, along with radio station KLTY.

Attendance

In order to ensure success in school each student must be regular in attendance. Students who arrive late for school or leave early must check in/out through the office with proper authority verified by note or phone. No student is to leave the campus unless given permission by the office. Any student doing so is subject to suspension.

Absences

Note: When your child is absent we must have a note of explanation for our attendance files.

There are times when it is necessary for a student to miss classes due to personal illness, serious illness, death in the family, or school related events. These absences will be

considered excused and the student will be given an opportunity to make up any class work missed; however, it is the responsibility of the student to obtain assignments and make up work must be completed and turned in whether the student's absence is excused or unexcused. As a general guideline, students will have one (1) day to make up daily assignments for each day absent. Students will be responsible for long-term projects/assignments as originally assigned. Teachers will make every effort to facilitate a student's successful return to class while encouraging student self-responsibility. In the case of an unexcused absence, the student will receive a zero.

The following will constitute excused absences:

1. Medical appointments and illness verified by a physician or parent, (absences due to being in the nurse's office will be counted as excused absences only if the illness is verified in writing by the proper office authorities.) Parents are requested not to arrange appointments with doctors, dentists, etc., during school hours unless absolutely necessary.
2. Serious illness in the family.
3. Death in the family.
4. Official school related events as approved by the principal. NOTE: Students are expected to report to school at the regular time on the morning following the school event, unless the arrival back to campus is after 1:00 AM. When it is necessary for students to have an early dismissal in order to travel out of town to a school event, all early dismissals will be restricted to participating students and their siblings and must receive prior approval by coaches, teachers, sponsors, or the principal.
5. Activities that are deemed educationally beneficial to the student as approved by the principal prior to the absences (one week for a trip). Parents are asked to personally contact the principal regarding family trips.

Unexcused Absences

Any reason other than those above are considered unexcused when no reason is given for the absence or when the reason given is not one of the few listed above unless the principal is notified in advance of unusual circumstances beyond the student's control.

Prep Campus: An unexcused absence will result in an assigned zero for each unexcused class/period.

Notes for Absences

When a student cannot attend school, it is the parent's responsibility to notify the office to report an absence. Notification by email is preferred. Elementary: elemattendance@southwestchristian.org Preparatory: attendance@southwestchristian.org. On returning to school, the student must bring a note signed by his/her parent. This excuse needs to state the number of days missed, the dates, the reason for absence, and signature of parent or physician. If the absence is five (5) consecutive days due to illness, the student is required to bring a doctor's release to return to school. On the Elementary Campus this written excuse is presented to the classroom teacher who in turn submits it with the attendance records to the school office. For grades 7 –12 the excuses are turned in to the office prior to the beginning of school. The student will be issued an admit slip back to class.

Prep Campus- Reporting Absences and Requesting Make-up Work

Parents should call the school at the beginning of the school day, 817-294-9596, and **press 2** to report an absence. Parents may also notify the school of absences via email at attendance@southwestchristian.org.

Note: When your child is absent, we must have a note of explanation for our attendance files before the absence can be considered excused. The emailed absence report will accommodate that requirement.

There are times when it is necessary for a student to miss class due to personal illness, serious illness or death in the family, or school related events. These absences will be considered excused and the student will be given an opportunity to make up any class work missed; however, it is the responsibility of the student to obtain assignments.

Students may check RenWeb first for assignments missed, then, if there are questions, contact the teacher via voicemail or email for any missing work. Students have one day for each excused absence to turn in homework, but long-term projects and other major assignments are due on the due date. Students must schedule a make-up date for tests missed on the day they return to class.

Make-up work must be completed and turned in whether the student's absence is excused or unexcused. *Note: In the case of an unexcused absence, all homework will receive a grade of Zero, and the student will receive a Zero for class work on that day.*

For prolonged absences, students or parents are to e-mail, call or send a note to the Guidance Office to request homework/make-up assignments. All assignment requests (make-up work, etc.) must be received in the Guidance Office by 9:00 AM in order to be available by 3:30 PM that day.

Additionally, students should remember that missing eight or more class days, whether the absence is excused or unexcused, may result in loss of credit for the course. (See page 49 of this handbook.)

Student Check Out Policy (Early Dismissal)

Any student leaving school during the regular school day must check out through the appropriate school office. All students must have a written parental permission slip before an early dismissal will be allowed. This written permission slip should be submitted to the office before school begins.

Family Trips

We request that trips of any kind while school is in session be limited since any absence affects the learning process. However, when trips are necessary, we require the following action:

1. Notify school principal and obtain permission at least one week prior to leaving town.
2. Make arrangements for make-up work as approved by the teacher(s) involved.
3. Any major assignments due during the absence must be turned in prior to leaving on the trip.

Note: Non-emergency trips will result in an unexcused absence and will not be approved during major testing periods. SCS suggests that families plan ahead and attempt to schedule trips during student holidays. See section entitled "Loss of Credit" for additional information.

Loss of Credit

If a student misses more than **eight (8)** days of any given course in a semester, **regardless of whether the absence is excused or unexcused**, no credit will be received for the course unless students make up the seat time. All absences, excused or unexcused, count toward the total of eight days of allowed absences per semester. The only exception in which an absence is not counted is when students are participating in school activities.

The principal should be notified of extenuating circumstances that could result in an extended absence. Examples can include a prolonged illness which is documented by a physician or a lengthy family crisis. In these cases, every attempt will be made to send study assignments home to help the student progress academically and be eligible to take the final exam in each course. These arrangements, once approved by the principal, will be arranged through the Guidance Office.

Notification of Absences (Excused and Unexcused)

1. Parents will be notified of each absence via RenWeb.
2. Elementary Campus: Eight absences per semester is the maximum number allowed. If a student exceeds the allowed absences, the parents must meet with administration to determine the best placement for the following year.

Tardies

The school regards punctuality as essential to the successful operation of the learning environment. Tardiness causes distractions and interruptions for students and teachers. Persistent tardiness either to school or to individual classes will not be tolerated.

Tardiness to school for any reason must be cleared by the student in the school office before a tardy permit will be issued to admit her/him to class. Parents are encouraged to avoid subjecting students to discipline which results from PARENTAL tardiness. If a student is detained in class, or by other school personnel, he/she should secure a written statement from that person to give to the teacher of the next class.

Elementary Campus: Any student arriving for school after 8:30 AM should be accompanied by parent or bring a written excuse signed by the parent explaining the tardiness. If the student does not have a note from a parent, a parent will be contacted. The note must include the following information: date of tardiness, reason for tardiness, and the signature of the parent or guardian. Note: After 8:30, only the main front entrance will be open. Elementary students planning to arrive after 8:30 AM and needing to purchase a lunch must call in a lunch order by 8:45 AM to ensure that they will receive a lunch.

Preparatory Campus: Any high school student arriving for school after 8:00 AM, or middle school student arriving after 9:35 AM, must go to the office for an admit slip. The student should bring an excuse written and signed by the parent or be accompanied by a parent. The note must include the following information: date of tardiness, reason for

tardiness, and the signature of the parent or guardian. **A third tardy (in any class) in the same semester equals one (1) unexcused daily absence for high school students. Middle school students receive a demerit for each unexcused tardy.**

Make-up Work/Late Papers

Parents of absent students are to call or send a note to request homework/make-up assignments that are not posted on RenWeb. All assignment requests (make-up work, etc.) must be received in the Guidance Office by 9:00 AM in order to be available by 3:30 PM that day.

Any written assignment or test not completed will count against the grade average. Late papers due to absence will be marked as a zero. All assignments must be completed whether accepted for credit or not. Students must take the initiative in making up missed class work.

When a student has an unexcused absence, he or she is will receive a zero for that day. However, a student having an excused absence will be allowed time equal to that of the absence, (one day for each day absent) to complete daily assignments. Work missed during periods of UNEXCUSED ABSENCE will not be graded. *(See section entitled “Academics” for additional information regarding excused and unexcused absences.)*

Late Work – Grades 8-12

For High School classes, late work policies are set by the academic department, but the maximum credit for students who are in attendance but fail to turn in homework assignments is 60 percent if the work is turned in no more than one day, ***not one class period***, late. After that, the assignment must be turned in but receives a grade of zero. Failure to turn in late work may result in disciplinary action.

Late work is not accepted for Dual Credit courses.

Late Work -7th Grade

ZAP (Zero Alternative Program) is for 7th grade students and is designed to assist them with their academic transition to middle school. ZAP allows students the opportunity to make up work for reduced credit (up to 70 percent) that would otherwise be a zero for not being turned in on time. When a 7th grade student fails to turn in an assignment he or she is given a ZAP slip allowing the student to make one of three choices:

1. The student can disregard the slip and take a zero.
2. The student can make up the assignment during the same school day, attach the ZAP Slip and turn it in to Mrs. Pippin who will forward it to the appropriate teacher. The assignment will then be graded and recorded accordingly.
3. The student can make up the assignment the same day after school in the Beyond room, attach the ZAP Slip and turn it in to Mrs. Roberts the Beyond instructor. The assignment be forwarded to the appropriate teacher, graded, and recorded accordingly.

While all 7th grade teachers participate in the ZAP Program, it is important to recognize the autonomy of each classroom and respect that a teacher can deem an assignment ineligible for ZAP. ZAP privileges can also be terminated by the principal in cases where it is determined the program is no longer a benefit to a student’s long term academic success.

Elementary School 2009-2010 Uniform Policy

Uniforms must be purchased and monogrammed at Texas School Uniforms, 4744 Bryant Irvin Road, Cityview Shopping Center, 817-292-1900, or Academy Uniforms UTW at 5021 Old Granbury Road, 817-292-5437.

Required Attire

Walking Shorts

Must fit properly, not oversized or baggy
EC-Grade 2 - belts not required

Boys or Girls Colors

Boys Navy blue
Girls Plaid

Jumpers

Hemlines may be no shorter than 3 inches above the top of the knee and no longer than mid calf
modesty shorts must be worn under jumpers

Girls Only K-6 Official Plaid
 /SCS Emblem

Skirts

Hemlines no shorter than 3 inches above the top of the knee and no longer than mid calf
modesty shorts must be worn under jumpers

Girls Only 4-6 Official Plaid

Shirts

Short- or long-sleeved oxford cloth shirt
Short- or long-sleeved polo shirt with monogram
Short- or long-sleeved blouse with Peter Pan collar

Boys/Girls Light blue
Boys Light blue
Girls Light blue

Socks or Tights

Socks must be visible

Tights/Leggings (no lace or embellishments)
Leggings must come below knees

Boys and Girls Solid navy blue
 or white
Girls Only Blue,
 white or black

Shoes

Leather loafers

Athletic shoes
Predominantly one color, no lights, no noises
No “florescent” laces, charms, etc.

Boys and Girls Brown, black or
 navy
Boys and Girls White, brown,
 black, or navy

OPTIONAL ITEMS

Headbands/Bows (No scarves)
sequins, no patterns

Girls Only Official plaid, No
 solid dark green,
 solid navy
 blue or solid white

Skorts or shorts

Hemlines no higher than 3 inches above the top of the knee and no longer than mid calf

Girls Only

Official Plaid

Pants

Must fit properly, not oversized or baggy

Boys and Girls

Navy

EC-Grade 2 – belts not required

Must wear belt if pants have belt loops (3rd -6th)

Boys and Girls

Cardigan Sweater, Pullover or Vest

Cardigan must have SCS emblem on left side

Girls and Boys

Navy

Sweatshirt (with SCS monogram)

Must order from an authorized uniform company and must be worn with uniform shirt underneath

Girls and Boys

Gray

General Guidelines for Elementary Campus

- Dresses and skirts should not exceed 3” above the knee.
- No excessively tight clothing.
- No torn or frayed edges, or holes.
- Solid white or navy socks are required when appropriate; **short socks are acceptable but must be visible.**
- Shirts with tails must be long enough to tuck in front and back and must remain tucked in at all times.
- Hair must be neatly groomed and naturally colored.
- Boys’ hair must be above the collar, no facial hair, no sideburns below the ears, and hair should not hang in eyes.
- Jewelry and makeup should not be distracting, ear piercing allowed for girls only.
- Nail polish, if worn, must be clear or in a light shade of pink.
- Undershirts may be worn under uniform shirts in cold weather. Undershirts must be white, crew-necked shirts.

Elementary Outerwear

- Only the SCS navy blue fleece jacket may be worn inside the building.
- All other outerwear: jackets hooded sweatshirts, etc., may be worn outdoors only.

Middle School Uniform Policy 2009-2010

Boys:

- White short-sleeved polo shirt with SCS monogram.
- White long- or short-sleeved, button-down collared oxford shirt.
- A short-sleeved, plain white t-shirt may be worn under either shirt. No collared or colored undershirts.
- Navy blue pants with SCS monogram and belt.
- Navy blue shorts with SCS monogram and belt.
- SCS approved tie (optional)

Girls:

- White short-sleeved polo shirt with SCS monogram.
- White polo shirts that do not have to be tucked in, with SCS monogram.
- White long- or short-sleeved oxford shirt, button-down collared shirt.
- A short-sleeved, plain white t-shirt may be worn under either shirt. No collared or colored undershirts.
- Navy blue skirt, shorts must be worn under skirts
- Navy blue pants with SCS monogram and belt.
- Navy blue jumper, shorts must be worn under jumper
- Knee-highs consistent with the school colors (dark green, navy, black, white).

High School Uniform Policy 2009-2010

Boys:

- White or green short-sleeved polo shirt with SCS monogram.
- White long- or short-sleeved, button-down collared oxford shirt.
- A short-sleeved, plain white t-shirt may be worn under either shirt. No collared or colored undershirts.
- Khaki pants with SCS tag or monogram and belt.
- Khaki shorts with SCS tag or monogram and belt.

Girls:

- White or green short-sleeved polo shirt with SCS monogram.
- White polo shirts that do not have to be tucked in, with SCS monogram.
- White long- or short-sleeved, button-down collared oxford shirt.
- A short-sleeved, plain white t-shirt may be worn under either shirt. No collared or colored undershirts.
- Khaki pants with SCS monogram and belt.
- Khaki skirt, shorts must be worn under skirt
- Navy blue or khaki jumper, shorts must be worn under skirt or jumper
- Knee-highs – solid colors consistent with the school colors (dark green, navy, black, white).
- Leggings (black, white or gray).

All Prep Campus Students

Outerwear:

- All SCS issued outerwear (athletic, booster club, fine arts, etc.), ***EXCLUDING HOODED SWEATSHIRTS***, are approved.
- Monogrammed SCS sweatshirts or SCS fleece jackets are acceptable outerwear.
- Students must have standard SCS dress under any outerwear.

Spirit Day:

- Blue jeans that are not torn or have frayed edges.
- Any SCS t-shirt.
- Any athletic or school-related sweatshirt or jacket, ***SCS HOODED SWEATSHIRTS*** are approved.

General Rules Applying to All Prep Campus Students

Appearance:

- No flip flops, athletic sandals, or house shoes. Boots are only acceptable if wearing pants.
- Dresses and skirts cannot exceed three inches above the knee.
- No excessively tight clothing.
- No torn or frayed edges.
- No revealing necklines or open backs.
- Undergarments or non-uniform clothing layers must not be visible at any time.
- No bare midriffs.
- Solid white socks are required when appropriate.
- Belts are required with looped pants/shorts.
- Shirts with tails must be long enough to be tucked in and must remain tucked in at all times.
- Knit hemmed shirts that are not longer than the pocket bottom may be worn out.
- Jewelry and makeup should not be distracting; earrings are allowed for girls only.
- No visible tattoos.
- Caps are not allowed except during athletic events and practices at coach's discretion.
- No body piercings.

Grooming:

- Hair must be neatly groomed and naturally colored.
- Boys' hair must be above the collar.
- Boys must be clean shaven. No beards or mustaches are allowed and sideburns must not extend below the ears.
- Boys are not allowed to wear make-up or nail polish.

When Uniforms are Worn

All SCS students are required to wear the designated uniform to school each day unless it is a designated "Out of Uniform" or "Spirit Day". Uniforms will be worn on all school field trips and/or other school trips where SCS students travel away from the SCS campus. If a student does not have on the appropriate dress for a field trip, he or she will not be allowed to participate.

Uniform or Dress Code Violations – Middle and High School

A uniform or dress code infraction is defined as any item(s), style, or type of apparel that does not appear in the section describing SCS required uniforms or dress code. Anyone who violates the rules will be handled on an individual basis and in the following manner:

- When a student is out of uniform, the parents will be notified and will be required to bring the appropriate clothing in order for the student to return to class.
- Subsequent violations can result in suspension.
- If a student does not have on the appropriate dress for a scheduled field trip, he or she forfeits the right to go on the field trip.
- Dress code violations are cumulative. A new count will begin at the end of each quarter.

Physical Education Dress Code: Physical Educational class is a time of great influence on students for developing a sense of propriety in dress. In addition to the shorts and shirts,

students will bring socks, shoes, and sweats (royal blue or Kelly green in color) as described by the instructor/coach involved. All P.E. clothing and equipment must be marked with student's first and last names.

Middle School and High School students may “mix or match” the following items **only**:

Grey Southwest Christian P.E. shirt	Black Southwest Christian Sweat Top
Black Southwest Christian P.E. Short	Black Southwest Christian Sweat Pant

*All girls participating in P.E. are additionally required to wear black bike shorts with an inseam of no less than 4”. P.E. uniforms may be purchased at the establishment of choice.

Game Day Dress Code: Athletes may wear attire approved in advance by sponsors working in concert with the school principal.

SENIOR FRIDAY DRESS CODE – 2nd SEMESTER

(ALSO USED FOR OTHER GRADES WHEN APPROVED TO BE OUT OF UNIFORM)

Senior dress code is an option for seniors on Friday. This option is available in addition to the regular Friday spirit day dress code. The dress code follows *business casual* guidelines and is consistent with regular SCS dress code guidelines regarding skirt length, necklines, and sleeves on shirts.

- Dress pants with a belt, if there are belt loops
- Denim jeans without holes, tears or fringes (belts required/appropriate fit)
- Business casual shirts or blouses with sleeves
- Business casual skirts or dresses no shorter than 3” above the front and back of the knee
- Guys can wear dress shorts.
- Shirts with a ribbed straight hem do not need to be tucked in. All other shirts must be tucked in.
- No big lettering or logos/no inappropriate sayings
- College shirts and small logos (such as Polo) are acceptable.
- *Please note that Senior Friday dress code does not include leisure wear.*

Discipline and Student Behavior

All students are to understand clearly that in order to maintain high standards of behavior, the school reserves the right to take appropriate disciplinary action in the case of any student guilty of misconduct, whether occurring on or off the school campus. A student who enters SCS becomes identified with the school – *the school is judged by the way students conduct themselves*. A student's conduct must reflect favorably on the student and on the school at all times.

One of the most important lessons education should teach is discipline. While discipline does not appear as a subject, it underlines the whole educational structure and is the training that develops self-control, character, orderliness, and efficiency. The ultimate objective of school discipline is to help prepare and support young people in establishing acceptable standards of self-discipline.

Students are trained to take responsibility for their own conduct. However, there are times when direction and enforcement in the area of school policy are necessary. School administration is charged with the final responsibility to see that students abide by the school's standards. Minor infractions are to be handled by the teacher. School administration handles more serious violations or repeated violations. Before final decisions are made in regard to serious violations, the administration will counsel with those people who have a close relationship with the student such as teachers, counselor, advisor, coaches, and parents. He/she may also consider the opinions of student leaders who have been elected to represent the student body.

Disciplinary action will be administered as uniformly and consistently as possible, while at the same time recognizing that each student and each incident must be assessed individually in regard to background, attitude, and repetition. In cases where a student is responsible for the destruction of materials, equipment, etc., belonging to SCS, replacement cost will be assessed.

Above all other factors, it must be stressed that any student requested to appear before the administration should be prepared to offer, without hesitation, *the fullest possible completely truthful statement.*

Classroom Conduct-Elementary Campus

The Elementary School Campus uses the Love and Logic Program, a philosophy that emphasizes student personal responsibility, fairness, consistency, and Christian principles.

A clearly defined set of classroom rules is established at the beginning of school for each classroom. Students are an integral part of establishing the class plan. The disciplinary consequences and positive reinforcements are determined. These are all clearly posted in the classroom and sent home to parents. Parents return a portion of the form acknowledging that the plan has been read. Discipline plans are reviewed periodically for effectiveness and adjusted as needed. When it becomes necessary for a student to be referred to the principal's office for disciplinary consideration, a parent will receive a copy of the disciplinary referral notice and/or a telephone call. Written referral notices are to be signed by the parent and returned to the school.

Electronic Devices-Using, displaying, or having in audible operational mode, a cellular phone, paging device, mp3 player, handheld gaming device or other telecommunications device at school during the school day is prohibited. Such devices are distracting and disruptive in the learning environment. Electronic devices are not allowed in Before or After Care at the Elementary Campus. They are also prohibited on class trips. **Elementary-Special Rules concerning cell phones:** Cell phones must remain in backpacks and in lockers, turned off, until dismissal time. After 3:30 PM, students may use cell phones if necessary to make arrangements for pick-up. Students are not allowed to display or use them during school hours on either campus. Items will be confiscated and sent to the assistant principal on the Prep Campus and charged a \$25 fine to retrieve each item. On the Elementary Campus, no fee is charged; however, a parent must retrieve each confiscated item.

Classroom Conduct-Preparatory Campus

Students are expected to work with faculty in maintaining a classroom atmosphere conducive to learning. A student shall not disrupt a class by making unnecessary noise, talking without permission, keeping others from doing assigned class work, sleeping, refusing to keep his/her head up off the desk top, refusing to pay proper attention to the teacher, eating food, chewing gum, or being a participant in any action that will distract from a learning atmosphere. A student will be in class on time and have the materials needed for class including the proper textbook, paper, pencil and other items designated by the teacher. When necessary, teachers will refer students to an administrator for disciplinary action.

General Rules of Conduct

1. Attending SCS should be considered a privilege. Every attempt to take advantage of all its benefits should be the priority of every student and to do that, general rules of good conduct and social behavior must be followed. **Good behavior is a must**, both at school and at any school-sponsored function. Ladies and gentlemen are expected to act as such.
2. All school rules apply on all field trips and on all school-sponsored events on the school campus and away from the campus.
3. Knives, firearms, or any other implements designed to be used as weapons are **strictly prohibited** from SCS buildings, grounds, and vehicles parked on campus. Possession of such implements can result in student suspension or expulsion and possible criminal prosecution.
4. The use of tobacco, intoxicants, and drugs is prohibited. The use or the possession of any of these can result in suspension or dismissal from school.
5. **Chewing gum will not be allowed at SCS.** Food and drinks are not allowed in classrooms without special permission. A \$3.00 fine will be assessed to a student not following this policy. Hard candy may be permitted by some teachers.
6. The use of obscenities, profanity or vulgarity will not be allowed.
7. Gambling in any form is prohibited.
8. Students are expected to conduct themselves in an orderly and respectful manner in the halls and on school grounds.
9. Public display of affection on campus will not be allowed. Students will follow a strict "keep your hands to yourself" policy, which includes: no rough housing, no public display of affection, no tripping, pushing, etc.
10. Proper care of all school property is the responsibility of everyone. We must all do our part to keep the buildings attractive and make the utmost use of all the facilities. Any students known to deface or destroy property will be assessed the full cost of repairs and be subject to possible severe disciplinary action.
11. It is expected that students will adhere to general standards of order by cleaning up all areas (i.e., classrooms, grounds, gymnasium, buses, etc.) following student activities. Failure to do so could result in loss of privileges. Sponsors are to supervise clean-up.
12. Since safety is of utmost importance, students are required to be accompanied and supervised by an administrator, teacher, coach, or school endorsed sponsor when utilizing SCS facilities. Students not authorized to be on campus before or after regular school hours will be in violation of school regulations and will be considered trespassing.

Student Harassment and Hazing Policy - SCS at all times is committed to maintaining a learning and working environment free of harassment and intimidation; therefore, harassment of or by a board member, parent, volunteer, administrator, faculty member, staff member, student or guest is strictly forbidden. Harassment can include, but is not limited to the following:

- An unwanted physical advance or verbal approach.
- Unwanted reference to one's physical appearance, religion, race, color, creed, sex, or ethnic origin.
- Unwanted physical contact.
- Implicit or explicit threats against one's academic safety or security.
- Unsolicited gestures or comments.

Registering a Complaint: Any student who believes he or she has been the victim of harassment is encouraged to report and discuss the alleged act immediately to the principal and to a parent. A conference will be scheduled immediately to determine the best course of action.

Academic Integrity

Southwest Christian School is dedicated to graduating young adults who are prepared for college level study and Christian leadership. Students are expected to produce work that reflects honorable behavior and ethical standards. Work that does not meet these criteria is not acceptable. Plagiarism and cheating are considered serious offenses in our behavior code and will be handled according to the guidelines listed below.

Middle School

- *Parents are contacted by teacher*
- Student receives a "0" on the assignment
- Student re-does the assignment for no credit
- Student meets with the teacher and principal
- Student is assigned at least one Saturday School
- Student's citizenship grade drops one level for the affected class

High School

- *Parents are contacted by teacher*
- Student receives a "0" on the assignment
- Student re-does the assignment for no credit
- Student meets with the teacher and principal
- Student is assigned one day of In-School Suspension or two Saturday Schools
- Student's citizenship grade drops one level for the affected class

Additionally, incidents of academic dishonesty may result in a student's probation for membership in the National Honor Society or service on the Student Council.

Plagiarism

For incidents of plagiarism, students must complete a three-page writing assignment on academic dishonesty.

Important Note: Students registered for dual credit classes will lose eligibility for college credit.

Repeated incidences of academic dishonesty may result in expulsion.

Discipline-Merit/Demerit System

We recognize that students may make occasional mistakes. The Merit/Demerit system establishes procedures to curb inappropriate behavior, to reward good behavior, and to avoid undue punishment of occasional mistakes. The detention system is not intended to replace teacher detention or alter teacher authority. Serious or chronic behavior infractions are punishable by immediate suspensions and, therefore, are not applicable to the Merit/Demerit system.

Demerits

Students found to be in violation of school rules will be assigned demerits for their misbehavior. The number of demerits assigned for infractions ranges from one (1) to five (5). Demerits are cumulative. Parents are notified about demerits via RenWeb. Five demerits result in one day of Saturday School and parent notification.

Demerit slips will be filled out and submitted to the Middle School Principal's office for grades 7-8, and the Assistant Principal's office for grades 9-12 for the following infractions:

- Tardy to first period
- Dress Code Violations
- Gum
- Inappropriate Behavior
- Unauthorized Cell Phone Usage

Demerits are cumulative, and will be reset to zero at the beginning of each quarter. Parents are notified by email each time a demerit is received. The following actions are taken as demerits accumulate within a quarter grading period:

<u>Demerit</u>	<u>Action</u>
1	Email notification to Parent
2	Email notification to Parent
3	Email notification to Parent
4	Student conference with Assistant Principal
5	Saturday School (three demerits removed for HS and 4 for MS)

It should be noted that dress code infractions significant enough to prevent classroom attendance will require parents to immediately bring the appropriate school attire needed to attend class.

Classroom Discipline

- The teacher maintains normal classroom discipline by giving conduct lowering infractions when necessary: 0-2=E, 3-5=S, 6-8=N, 9 or more=U.
- All infractions are entered into RenWeb under student discipline. On the 3rd classroom infraction and each one thereafter, the teacher will issue a demerit. Students are notified when they receive a demerit. After a student receives 5 demerits, he/she will be scheduled for Saturday School. Students start with a clean slate each nine weeks. In the case of a severe or frequent disruption, the teacher may bypass the order of consequences and issue a demerit or send a discipline write-up to the principal.
- Other causes for demerits:
 1. Gum (\$3 fine sent to office)
 2. Out of dress code
 3. Tardy
 4. Cell phone on or out during the school day (\$25 fine and phone sent to office)

Merits

Merit points are assigned to reward improved student behavior and/or academic standing. Each merit point earned offsets one previously earned demerit. Students may accumulate merits by being nominated by a classroom teacher or staff member for exemplary behavior.

Potential Disciplinary Actions

Disciplinary Conference: The student will meet with a school official to discuss the violated school policy. The purpose of this meeting is to determine consequences for the behavior and establish a behavior plan for improved behavior.

Lunch, Morning, and Afternoon Work Program (Preparatory Campus only): Students who require repeated disciplinary action will be assigned lunch, morning and/or afternoon work detention to perform various jobs around the school. A Saturday morning work program may be recommended in lieu of an out-of-school suspension. Students will be supervised by a school official on Saturday work programs.

Probation: A student who does not demonstrate improved behavior will be placed on probation with an individualized conduct plan. This plan will be designed by administration, parents, and the student. If probation is broken, suspension or dismissal from school will result.

Saturday School: Saturday School will be served on designated Saturdays from 7:30 AM to 11:30 AM. Students who are required to attend will be notified in advance, by referral, as to the appropriate room location to report. A parent signed referral and \$15.00 is required for admittance. Students who are tardy will not be admitted, and will be reassigned an additional detention after the current one is made up. Students are required to bring study materials and homework to work on during this time. In the event a student does not bring something to work on, the teacher on duty will assign work to be completed by the conclusion of the detention. **During the assigned time of detention, students are ineligible for all SCS co-curricular events. Students are required to wear their SCS uniforms to Saturday School.**

In-School Suspension: ISS will result in assigned zeros for each class period missed and possible loss of credit for missed work. **During the assigned time of detention, students are ineligible for all SCS co-curricular events.**

Out-of-School Suspension: Dismissal from the school premises will result in assigned zeros for each class period missed and possible loss of credit for missed work. The principal or his/her designee is authorized to suspend a student for up to ten (1-10) days. When a student is suspended, the parents are required to attend a conference before the student is admitted back in school. **During the assigned time of detention, students are ineligible for all SCS co-curricular events.**

Dismissal Policy: The President may dismiss or refuse re-admission of any student whose attitude or general deportment seems detrimental to the best interests of the students or the school.

Grievance/Appeals Procedure

In a system as complex as ours, it is important that everyone involved with our school understand the flow of information and authority. This understanding is critical to our ability to solve problems and speak concerns as they develop. If a problem cannot be resolved at the source, the appropriate levels of authority are as follows:

- Teacher
- Assistant Principal
- Principal
- President
- Board Committee

Athletics and Co-curricular Activities

School Activities

Student service organizations comprise a vital part of the total education program at SCS. These organizations provide a needed opportunity for students to show leadership, responsibility, and initiative in a setting designed to encourage independence and mature judgment. Each organization has a faculty advisor who is responsible for working with the students in a manner designed to encourage proper growth in these important areas of development. All activities conducted by students, student organizations, or parents in the name of SCS must have permission granted by the principal. Any fundraising activity must be approved by the president of SCS.

To participate in extra-curricular activities at SCS, students must adhere to guidelines set by Texas Private and Parochial School Athletics Association as well as any additional requirements approved by the Southwest Christian School Board. The scholastic requirements will apply to all students at SCS involved in extracurricular activities. Extracurricular activities are those which are not directly related to the program of studies and which are under the supervision and/or coordination of the school instructional staff. These activities include, but are not restricted to, all athletics, spirit groups, student council, competitive academic teams, drama and music performing groups.

Student Council

SCS students value their participation in the government of the school. Through elected representatives a constitution has been adopted which defines student duties within the total SCS community. The Student Council has responsibilities in many areas of student life, including conducting service projects, sponsoring social functions and cultural events, coordinating club and grade activities, and meeting with the principal on matters of school policy as it affects students. The Student Council is comprised of students from the Elementary, Middle School and High School levels.

For the current academic year, SCS will have a High School Student Council (grades 9 through 12), a Middle School Student Council (grades 7 and 8), and Elementary School Student Council. Officers and Representatives will be elected as follows:

- All officer and representative members must maintain a “C” average or above in all subjects
- All officers and representatives must maintain an “E” or “S” at the Elementary Campus, “E” or “S” at the Prep Campus in Citizenship. A “3”, “N” or “U” will result in probation.
- Policies governing campaign and election procedures will be reviewed and communicated annually by the Student Council Sponsor(s).

High School Student Council

PRESIDENT	grade 12
VICE-PRESIDENT	grade 11 or 12
SECRETARY	grade 11 or 12
TREASURER	grade 11 or 12
REPRESENTATIVES	4 from each class
CHAPLAIN	grade 12

Middle School Student Council

PRESIDENT	grade 8
VICE-PRESIDENT	grade 8
SECRETARY	grade 7 or above
TREASURER	grade 7 or above
REPRESENTATIVES	2 from each class, a boy & a girl
CHAPLAIN	grade 8

Elementary School Student Council

PRESIDENT/SECRETARY	grade 6
VICE-PRESIDENT/TREASURER	grade 5
REPRESENTATIVES	2 from each class, a boy and a girl

Other Clubs

Other clubs are chartered to provide additional student service to the school. A club list is available from the school office. School-sponsored clubs are formed through petition and through formation and presentation of a club charter with final approval by the principal.

Yearbook- High School

The yearbook staff is composed of high school students in grades 10-12. The goal of this organization is to produce a yearbook while realizing the importance and significance of this type of detailed work. Students on the yearbook staff are dedicated to producing a superior product and devote many after school hours to this end.

Literary Meet

Elementary School

Students in grades 4 through 6 will be given the opportunity to participate in the annual academic competitions. Expenses to participate or attend this event must be met by the students' parents. Categories for elementary grades are as follows:

Oral Poetry (grades 4-6)	Ready Writing (grade 6)	Science (grade 6)
Oral Bible Reading (grades 4-6)	Written Bible (grades 4-6)	Spelling (grade 4)
Scripture Memory (grade 5)	Music Memory (grades 4-5)	Oral Prose (grade 6)
Vocabulary (grades 5-6)	Picture Memory I&II (4-6)	Written Math (4-6)

Safety Patrol

The Safety Patrol Organization on the Elementary School campus is manned with 4th, 5th and 6th grade students. They serve SCS by working short periods of time each morning and afternoon to protect students arriving and departing the campus. With parental approval, students who have good citizenship and good grades are invited to participate. Work habits and attendance history are also taken into consideration. The Safety Patrol Sponsor will review assignments, responsibilities, and schedule at the beginning of the school year. No student will be allowed to serve without his or her parent's permission.

Parties (Student Birthday) - Elementary School

- Students may celebrate their birthdays at school with cupcakes or cookies to be served by a parent during lunch in the cafeteria. Arrangements must be made through the teacher one week prior to the celebration. When treats are brought to the school, there must be enough to share with the whole class.

Activities and Events Calendar

The official school Activities and Events Calendar will be maintained in the office of the school secretary on each campus, and is available on line at southwestchristian.org. All requests for calendar reservations should be addressed through the proper supervisor (principal, PTO, Athletic Director, etc.). This will ensure that activities are not scheduled in conflict.

Liability

SCS assumes no liability for accidental injury, which may occur during the normal conduct of school activities or during the transportation of students to and from these activities. Responsibility for medical payments will rest with the parent or legal guardian. Southwest Christian School is not responsible for any items belonging to students that are lost or damaged while at SCS or during school trips.

Athletics and Spirit Groups

Statement of Philosophy

SCS takes pride in its athletic teams and programs and encourages student participation, support and total physical effort on the fields of play. While it encourages winning, the school does not place it as the cornerstone of its sports program. SCS students are scholars first and then scholars who know the joy of physical exertion and tough competition.

“...let us run with endurance the race that is set before us, fixing our eyes on Jesus, the author and perfecter of faith...” Hebrews 12:1-2

SCS coaches, players, and parents seek jointly to train and develop themselves to be conformed to the image of Jesus Christ, as revealed in His Word.

Objectives:

- SCS seeks Godly coaches who know and teach Christian goals.
- They lead by example, teach humility in winning, growth in losing, affirm each player's worth not related to his/her ability, instill respect for authority and the ability to receive instruction, encouragement, and criticism, communicate the athletic goals and objectives to both students and parents.
- The SCS athletic program strives to build a strong tradition aspiring to excellence through seeking and encouraging involvement and valuing the participation of every student; focusing on the students' total development: spiritual, academic, social, and physical; applying consistent corrective discipline and instilling the desire to be self-disciplined; keeping competition and winning in a Biblical perspective; encouraging team unity and the building of Christian relationships.
- Through implementation of its goals and objectives, the SCS Athletic Department strives to continually foster a spirit of sportsmanship, encouraging athletes to make a commitment, take responsibility for themselves and be accountable to others, while exhibiting a Christ-like example and attitude.

COACHES' AUTHORITY:

Participation in organized athletics requires commitment that extends beyond the normal school day. Teams will practice and play both before and after regular school hours. Coaches will communicate these schedules to parents and attempt to avoid last minute changes. The coach will set rules, practice, and game policies for all athletic teams. **Please understand** that a certain degree of change is a normal part of these kinds of activities. During home competition, a game administrator will be appointed to assist and supervise officials, spectators, and visiting teams. In the event an administrator is unable to attend, the head coach will act as the chief administrator.

Parent and Fan Support

The greatest asset each SCS athlete has is parental support. We encourage ALL parents to ENTHUSIASTICALLY support our student athletes throughout the year. Students are encouraged to attend as many athletic events as possible and should display good school spirit. Both players and fans should exhibit appropriate behavior and show respect to the opponents and their fans. No negative comments should be directed toward officials/umpires/referees, opposing players, coaches, or fans. Younger students should not be "dropped off" at games and left unsupervised. All SCS athletes grades 9-12 will be honored at an annual Athletic Banquet.

Athletic General Eligibility Requirements

- Any student participating in interscholastic athletic competition for SCS must be enrolled in school and meet the course requirements for his/her respective grade.
- Any student participating in varsity interscholastic athletic competition must be enrolled in grades 9 through 12.
- Any students participating in Middle School interscholastic athletic competition must be enrolled in grades 7 or 8.
- Any students participating in Varsity or Middle School athletic competition may receive no more than one "N" and no "U's" in citizenship on his or her report card.
- No student may fail more than one course and remain eligible. *Eligibility may be reinstated by a progress report with no failing grades and a satisfactory report of citizenship in all courses.
- Grade checks will take place when progress and report cards are issued.
- For additional eligibility requirements, please refer to page 61 "Saturday School" and page 62 "Out-of-School Suspension".

Spirit Groups – Cheerleading and Dance Team

The SCS Spirit Groups are service organizations consisting of a group of girl students selected to represent SCS as student leaders. Spirit Group members are to act as role models at all times both at school and in the community. Spirit Group members must be a good example and positively represent Christ in word and deed in all phases of school and personal life. Spirit Group members will be called upon to serve at a variety of school functions and will be expected to participate in all activities as assigned by the sponsor throughout the entire athletic season and school year.

Spirit Group members are one of the most visible and most important groups that represent SCS. Because of this high visibility, it is imperative that students desiring to be Spirit Group members meet and maintain high standards of academic and personal excellence.

- Members with an “N” or “U” in conduct may, at the discretion of the sponsor and principal, be dismissed from the Cheerleading/Dance squad.

General Eligibility Requirements

- Only girls currently enrolled and registered to attend SCS the following year are eligible to try out for Middle School or Varsity Cheerleading or Dance Team. New students trying out must be enrolled and registered to attend SCS the following year prior to tryouts.
- Girls in grades 6 and 7 may try out for Middle School cheerleading.
- Girls in grades 8 through 11 may try out for Junior Varsity/Varsity cheerleading or Dance Team.
- Rules and regulations for all Spirit Groups will be set by the sponsor and will be given to the participants at the first meeting. Students must observe all rules established by the sponsor. Any Spirit Group member not complying with these rules will be placed on probation and subject to dismissal from the squad.
- Attendance at all practice sessions is mandatory unless excused by the sponsor.
- All Spirit Group members will be expected to purchase uniforms and accessories each year. The sponsor will select uniforms.

PARENT PARTICIPATION

SCS Annual Legacy Fund:

Endowing the future for our children and grandchildren

The future for SCS is a path of continued advancement. With wise stewardship and effective budgeting of our resources, we are able to use charitable donations to fund the future for our children and grandchildren by using those gifts to complete capital projects, to continue to increase faculty opportunities, and to expand and enhance our co-curricular programs. Targeted projects include design and construction of a new building on the Elementary Campus, improved athletic fields, and renovation of existing buildings on both campuses. We are excited to invite your contribution in creating a legacy that will extend to this generation and far beyond.

Gifts to the school are vital to support the mission and traditions that make Southwest Christian School exceptional. The generosity of parents, grandparents, faculty, alumni and friends provides the means for the continued pursuit of excellence in academics, the arts, athletics and faculty development. You can be confident that you will find no better investment than Christian education. Catch the Spirit of Giving-the rewards will last a lifetime.

Auction

The SCS Auction is the social event of the season and an important fundraiser for the school. Every year, hundreds of volunteers work to produce an evening of fun and excitement for SCS friends and families that raises thousands of dollars for the school through a Silent and Live auction and dinner held in the Snelson Building Gymnasium on the Preparatory Campus. Items offered include class projects designed and decorated by the students, tickets to sporting events, jewelry, services, furniture, electronics, exotic trips, and much, much more.

The SCS Auction is always a sell out; make plans early to attend. Invitations will go out to all families the last week in February, but if you would like to reserve your table early contact Beth Patterson, Auction Director.

Parent Teacher Organization

The PTO of our school is strictly a charitable organization with one special interest: our children. The goals of the PTO are to:

- Promote the welfare of each child in the home, school, church, and community.
- Promote a closer relationship between the home and the school.
- Develop a united effort among teachers, administrator, and parents to secure the best possible education in a Christian environment.

Membership is not limited to parents and school staff only. We welcome all grandparents, relatives, friends, and anyone who shares our “special interest”. PTO raises and uses its funds to purchase equipment and supplies that are of immediate necessity to the school,

either in the classroom or in our extracurricular program. All monies from membership dues are used for these purposes. We need your help and support and would be honored with your membership. If you have any questions, or would like more detailed information, please contact us at any time.

Types of PTO Membership

Annual Membership	\$20.00 per family
Faculty Membership W/O Students	\$ 5.00 per teacher
Faculty with students	\$15.00 per teacher
Life Membership (Any terms)	\$200.00 contribution per family
Patron Life Membership	\$500.00 contribution per family

2009-2010 PTO Executive Board

President	Lori Iannelli
1 st VP-Membership	Kathy Gear
2 nd VP-Ways & Means	Laurie Morgan
3 rd VP-Programs	Staci Strickland
4 th VP-Information	Amy Cobble
Secretary	Paige Midgley
Treasurer	Debbie Villicana
Devotional	Shonette Greer
Parliamentarian	Alice McDaniel

Parent Booster Club

The SCS administration and coaching staff prides itself on the school's outstanding Eagle athletic programs. We strive to maintain a quality, yet varied, athletic program that provides unlimited opportunities for young men and women to excel on the playing field. It is our belief that SCS can maximize the student's athletic performance and enjoyment through the provisions of competent and caring coaching staff, updated and extensive playing facilities and training, and a competitive schedule designed to meet the students' needs. The Booster Club of our school is an organization whose main purpose is to help fund and support all athletics sponsored by SCS.

Membership is available for parents, grandparents, relatives, friends, and anyone who wishes to be a part of the athletic program of the school. The Booster Club raises funds to purchase equipment and supplies that are of immediate necessity to the athletic program of the school. All monies from membership dues are used for these purposes. We need your help and support and would be honored with your membership. If you have any questions, or would like more detailed information, please contact us at any time.

Annual School Membership:		\$40.00 per family per year
Corporate Sponsorship:	Platinum	\$2,000.00 per year
	Gold	\$1,000.00 per year
	Green	\$750.00 per year
	Blue	\$500.00 per year

(For more information regarding corporate sponsorship, please contact any of the Booster Club Officers)

Co-President	Todd Benson
Co-President	Gary Rush
Sponsorships	Irma McAfee
Sponsorships/Merchandising	Sherri Aaron
Concessions	Ruthie McLaurin

Reserved Parking Space	\$125.00
All Sports Pass	\$150.00 per person

THE SPORTSMAN'S CREED

“Let the words of my mouth and the meditation of my heart be acceptable in Thy sight, O Lord, my rock and my redeemer.” Psalm 19:14

THE SPECTATOR...never boos a player or official. He appreciates a good play no matter who makes it. He knows the school gets the blame or praise for his conduct. He recognizes the need to be a good sport and a good example to those around him.

THE PLAYER...lives clean, plays hard, wins without boasting, loses without excuses and never quits. He strives to exemplify Christ in all of his actions and undertakings.

THE COACH...inspires in his team a love for the game and a desire to win. He contends that it is better to lose fairly than to win unfairly. He leads his players and the spectators to respect the officials and opposing players. He is the kind of Godly example he wants his players to be.

THE OFFICIAL...knows the rules, is fair and firm in all decisions and calls them as he sees them. He treats players and coaches courteously and demands the same treatment in return. He knows the game is for the players and lets them have the spotlight.

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