

# Southwest Christian School, Inc.

## Policies and Procedures Family Handbook 2022-2023

*Chisholm Trail Campus (Pre-K - 6th)*  
6801 Dan Danciger Road  
Fort Worth, Texas 76133  
817-294-0350

*Lakeside Campus (7th - 12th)*  
6901 Altamesa Boulevard  
Fort Worth, Texas 76123  
817-294-9596

### **ACCREDITATION**

Southern Association of Colleges and Schools through AdvancED  
1999, 2007, 2012, 2018

### **MEMBERSHIP**

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

*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. Southwest Christian School will not exclude from admission students or families who do not hold a "Biblical" worldview consistent with SCS's Statement of Faith ("We Believe"). While open, honest and respectful dialogue, from differing points of view, is welcomed and encouraged, we are fully committed to sharing Biblical Truth in love and will compromise neither the teaching nor curriculum development along those lines.*



Southwest  
Christian  
School

Dear SCS Families,

At Southwest Christian School we value every member of our community. From the new student to the veteran parent who has guided multiple children through SCS graduations, from the teacher leading a class to the spectator cheering on the sidelines of a game, everyone here deserves our care and respect. For more than half a century, SCS has tried to create a learning community that reflects and honors Christ, a safe place that challenges and motivates students to run the race to which they are called. Over the years, the school has developed policies, protocols, traditions, and processes to help us achieve that goal. That's why it's important to read through this handbook.

SCS is committed to its mission to graduate young men and women equipped as Christian leaders in the world...and *you play a central role in that effort*. How we work together, how we celebrate, disciple, counsel and—yes, sometimes—correct each other, truly matters. We aspire to mentor students and partner with families in a safe, structured environment where students can maximize their opportunities and God-given talents. As you review the handbook and then experience life at SCS, please let us know your questions or concerns.

Each year, graduating seniors have spoken with heartfelt emotion about the supportive people who make SCS special. We hope you find the same kind of welcoming and empathetic community. We deeply desire to build relationships right here on our campuses that make a difference in the lives of our students. Thus, the principles and details outlined in this handbook are designed to help us nurture relationships with each other and with our Heavenly Father. I pray that He will continue to bless and guide our efforts to learn, grow, and serve together at Southwest Christian School.

A handwritten signature in black ink, appearing to read 'B. Johnson' with a long horizontal flourish at the end.

Brian Johnson  
President and Head of School

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## **FRAMEWORK OF COMMUNITY: THE PURPOSE AND LIMITATIONS OF A FAMILY HANDBOOK**

This handbook is intended to serve as a guide to help students and their families come to know Southwest Christian School's programs and opportunities as well as to set forth basic expectations and agreements. Please take the time to familiarize yourself with the contents. We hope the handbook will answer many questions you may have about academics, security, discipline, school rules, safety, athletics and other topics.

Please understand that no set of rules or guidelines can cover every situation that might arise at a school. The rules, policies and procedures set forth in this handbook are intended to apply under normal circumstances. However, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of SCS to deviate from the normal rules and procedures set forth here and to deal with individual circumstances as they arise in the manner deemed most appropriate by the school taking into consideration the best interests of SCS, its faculty, employees, students or overall school community.

The policies may also be revised or updated periodically, even during the school year. You will be advised of any changes as they are made either electronically (email) or by mail. Any student or parent with a question about any handbook policy or statement should feel free to speak with the appropriate division principal or head of school.

## **MISSION AND VALUES: A CHRIST-CENTERED EDUCATION**

### **Mission**

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.

### **Institutional Standards**

In alignment with the mission of Southwest Christian School, our administration, faculty and staff apply three standards to our vocation. We wish to create and sustain a school culture that is distinctively Christian, globally minded, and academically excellent.

### **Interdenominational Statement**

Southwest Christian School is an independent, interdenominational, Prekindergarten through twelfth grade educational institution. We hold to the inerrancy of scripture and believe that all who have placed their faith and trust in Jesus Christ are saved. Faculty and staff at Southwest Christian School teach from a Biblical worldview. We are committed to a Christian partnership between the institution, families, churches, and the broader community. While we are not a covenantal institution, what follows below represents what we believe, what we will espouse in classrooms, and what we will hold as inerrant truth.

We embrace authentic dialogue and intellectual discourse, and it is understood that all constituents agree not to undermine the stated institutional position.

## **Heritage and Beliefs**

Southwest Christian School exists today as the result of God's blessings and the loving sacrifice of many. It began in 1969 with a few Christian ladies at the West Berry (now University) Church of Christ who gave of their time to provide a "mother's day out." Additional grades were added each year until a complete elementary program was available. The school grew larger creating the need for more classrooms and space. As God provided the opportunity to further the ministry of SCS, members of the Altamesa Church of Christ agreed to allow the school to move to their campus.

The demand for Christian education was rising, so junior high and, later, high school grades were added. With space becoming tighter, the Board of Trustees began the move to an independent facility by buying several acres of undeveloped property on Benbrook Lake. Upon completion of a classroom building in 1994, the high school moved to this new campus, while the elementary school remained at Altamesa.

The master plan at that time was to move the entire school to the new campus, but a new opportunity emerged when property on Dan Danciger Road became available for purchase. In 1999, this beautiful campus became the home of the Southwest Christian Elementary and Early Childhood programs.

Today SCS is a fully accredited interdenominational institution with a clear mission: to provide a Christ-centered, college preparatory education equipping young adults as Christian leaders in the world. Faith and learning are fused into the curriculum to reflect a biblical worldview. SCS continues its rich heritage and tradition by requiring **ALL** members of the Board of Trustees, faculty, and staff to be actively involved in his/her Christian church and to unequivocally support SCS's vision, mission and core values.

The Christian education that we provide is grounded in core Christian values and biblical principles. The affirmations that follow are not intended to be comprehensive, but do illustrate certain distinctive beliefs that are reflected at SCS. The basis for these Christian values and biblical principles is the Word of God as affirmed in the following belief statement:

## **SCS Statement of Faith**

### **WE BELIEVE**

...the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:16, 2 Peter 1:21)

...there is one God, eternally existent in three persons-Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)



...in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of God (Mark 16:19), His personal return in power and glory. (Acts 1:11, Revelation 19:11)

...in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; that we are justified on the single ground of faith in the shed blood of Christ and that, only by God's grace and through faith alone, we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)

...in the resurrection of both the saved and the lost-the saved to the resurrection of life, and the lost to the resurrection of condemnation. (John 5:28-29)

...in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28), who is the way, the truth, and the life. (John 14:6)

...in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)

...the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25) and that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18, 7:2-5; Hebrews 13:4)

...God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

## **Core Values**

Our core values are built on the framework of three pillars which guide the mission of southwest Christian school: distinctively Christian, academically excellent, and globally-minded. These three pillars support the values and principles which form the very heart of who we are and what we do.

### **DISTINCTIVELY CHRISTIAN**

*Dedication to being known as those who know, love and follow Jesus Christ.*

1. Encouraging a personal relationship with God the Father through Jesus Christ;
2. Promoting and modeling habits for spiritual growth;
3. Emphasizing the importance of prayer; and
4. Integrating Biblical truth and wisdom throughout all our programs.

**ACADEMICALLY EXCELLENT**

*Desire for excellence in the pursuit of knowledge as the basis for wisdom, derived from objective truth that is taught from a Biblical worldview.*

1. Providing the tools for successfully pursuing a lifetime of learning;
2. Inspiring intellectual curiosity, critical thinking and creative passion;
3. Cultivating a lifestyle of integrity, honesty and reliability; and
4. Developing servant-leadership skills and personal habits of self-discipline.

**GLOBALLY MINDED**

*Commitment to honor and respect others, evidenced by humility to serve others in local, national and global communities.*

1. Valuing all humanity as being created in the image of God;
2. Encouraging community service and a missions mindset;
3. Engaging cultural diversity with respect and understanding; and
4. Finding unity among denominational differences.

## SCHOOL LEADERSHIP AND CONTACT INFORMATION

### Board of Trustees

Charlotte Buell  
Brad Burke  
Michael Cawood, Chairman  
Noble Crawford, Jr.  
Joseph DeWoody  
Dan DuBose  
Carey Geesbreght, Vice Chair  
Annette Harrell  
Cindy Hayes  
Matt Holster  
Daley Miller

Paul Stumbo, Vice Chair  
Karie Vargas  
Brandon Waits  
Sarah Webb  
David Amend, Emeritus  
Robert Bullock, Emeritus  
Mark Creighton, Emeritus  
Sheri Jones, Emeritus  
Garner Roberts, Emeritus  
Dub Stocker III, Emeritus

### School Leadership Team

Mr. Brian E. M. Johnson, President & Head of School	817-294-9596 x 202
Mr. Craig Smith, Associate Head of School	817-294-0350 x 135
Dr. Joey Richards, Associate Head of School	817-294-9596 x 214
Mr. Jonathan Cameron, Director of Finance	817-294-0350 x 118
Mrs. Heather Porter, Director of Human Resources	817-294-0350 x 120
Dr. Somer Yocom, High School Principal	817-294-9596 x 208
Mr. Coby Bird, Middle School Principal	817-294-9596 x 210
Mr. Justin Kirk, Elementary School Principal	817-294-0350 x 114
Mr. Jeromy Flowers, Director of Kingdom Diversity	817-294-0350 x 211
Mr. Tracy Howard, Director of Athletics	817-294-9596 x 228
Mr. Chris Swinney, Director of Spiritual Life	817-294-9596 x 275
Mrs. Cyndi Woodward, Director of Fine Arts	817-294-9596 x 215

### Chisholm Trail Campus (CTC):

Principal  
Assistant to the Principal  
Coordinator Early Learning (Pre-K)  
Associate Principal  
School Counselor  
Nurse  
Data Services Specialist  
Office Assistant/Receptionist  
Director of Technology & Modern Learning  
Technology Manager  
Extended Care/Lunch Coordinator

### 817-294-0350

x 114 Mr. Justin Kirk  
x 102 Mrs. Merideth Tullous  
x 158 Mrs. Teresa Morris  
x 122 Mrs. Ashley Howard  
x 105 Mrs. Stephanie Mills  
x 113 Mrs. Sara Stokes  
x 121 Mrs. Jennifer Stavenhagen  
x 100 Mrs. Allison Booth  
x 233 Mr. Shaun Reed  
x 106 Mrs. Kristy McAlister  
x 111 Mrs. Molly Stavenhagen

## **Lakeside Campus (LSC):**

President & Head of School  
Executive Assistant to the Head of School  
High School Principal  
High School Administrative Assistant  
High School Assistant Principal  
Middle School Principal /  
Director of Leadership & Student Engagement  
Middle School Administrative Assistant  
Director of Kingdom Diversity/  
Barnabas Program  
Director of Spiritual Life  
Director of Curriculum and Instruction  
Director of Fine Arts  
Director of Technology and Modern Learning  
Director of Facilities  
Director of College Counseling  
College Counselor  
School Counselor  
Registrar/Student Services Associate  
Attendance/Receptionist  
Nurse  
Director of Enrollment Management  
Director of Athletics  
Associate Director of Athletics  
Athletics Operations Coordinator  
English Department Chair  
Mathematics Department Chair  
Science Department Chair  
Social Studies Department Chair  
World Language Department Chair

## **817-294-9596**

x 202 Mr. Brian Johnson  
x 203 Mrs. Kendra Lemon  
x 208 Dr. Somer Yocom  
x 201 Mrs. Brooke Shirley  
x 209 Mr. David Durnil  
x 210 Mr. Coby Bird  
  
x 213 Mrs. Cindy Grinstead  
x 211 Mr. Jeromy Flowers  
  
x 275 Mr. Chris Swinney  
x 205 Dr. Lori Massey  
x 215 Mrs. Cyndi Woodward  
x 233 Mr. Shaun Reed  
x 225 Mr. Rusty Beam  
x 206 Mrs. Cara Lemaster  
x 256 Mrs. Michelle Hooten  
x 207 Ms. Nicole Caylor  
x 271 Mrs. Kristin Pope  
x 200 Ms. Tanya Short  
x 204 Mrs. Carrie Auten  
x 252 Mrs. T.J. Wilson  
x 228 Mr. Tracy Howard  
x 223 Mrs. Jennifer Cline  
x 227 Mrs. Jamie Pritchett  
x 251 Ms. Carrie Wylie  
x 270 Mrs. Jane Hamstra  
x 263 Mrs. Katie Labadie  
x 243 Mrs. Heather Rodgers  
x 255 Mrs. Stormy Powell

## **School Email Addresses**

The standard email address format for faculty and staff is as follows:

[firstname.lastname@southwestchristian.org](mailto:firstname.lastname@southwestchristian.org)

# A SUPPORTIVE LEARNING COMMUNITY

## **Enrollment and Withdrawal**

Enrollment information is available on the SCS website at southwestchristian.org under the Admission tab. All enrollment matters are centralized through the offices of Enrollment Management on both the Chisholm Trail and Lakeside campuses. To begin the process of admission or withdrawal, please contact the Director of Enrollment Management at the appropriate campus.

## **Staying Informed**

*SCS Weekly*, our e-newsletter, is your one-stop source for ongoing news and events at SCS all year long. Read it and stay informed on important news.

## **Attendance**

Southwest Christian School views student engagement as key to fulfilling our mission of preparing Christian leaders in the world, and a necessary prerequisite to a student's engagement is their presence. As such, we have established the following attendance policies we believe will best support the fulfillment of our mission.

### ***Specific Attendance Policies for the Chisholm Trail Campus***

**Pre-K and Chisholm Trail Campus students should not be at school earlier than 8:00 a.m. unless enrolled in the Before School Care Program.** The teachers on duty will unlock and open doors at 8:00 a.m. Students are not to be in locker areas or classrooms before that time. Doors will be locked at 8:15 a.m. Any students arriving after that time will need to enter through the front entrance. Note: Students may NOT be dropped off at the front entrance. This entrance is for parking and walking in only.

Students in grades K-6 are dismissed at 3:45 p.m. School policy requires that dismissed students not enrolled in afterschool programs are to be picked up by 4:15 p.m., no later than 30 minutes after their class is out. Our faculty and support staff workloads do not allow us to insure proper care of your child outside of school hours. At 4:15 p.m., the student will be sent/taken to after school care and charged at the drop-in rate.

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 be addressed. Tardiness to school for any reason requires a tardy pass to class. Parents are encouraged to avoid subjecting students to discipline which results from tardiness. Any student arriving for school after 8:15 a.m. should be accompanied by a 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 8:15 a.m. only the main front entrance will be open.

## **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 to the Chisholm Trail Campus reception and attendance office at [allison.booth@southwestchristian.org](mailto:allison.booth@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 the 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 Chisholm Trail Campus this written excuse is presented to the classroom teacher who in turn submits it with the attendance records to the school office.

## **School Notification of Parents Regarding Absences**

Parents will be notified of each absence via FACTS. 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 action steps moving forward, including best placement for the following year.

## ***Specific Attendance Policies for the Lakeside Campus***

Southwest Christian School views student engagement as key to fulfilling our mission of preparing Christian leaders in the world, and a necessary prerequisite to a student's engagement is their presence. Parents, guardians, and students need to give very thoughtful consideration as to what warrants an absence, tardy, and early dismissal. We have established the following attendance policies and protocols that we believe will best support the fulfillment of our mission and ensure the security of our students. We greatly appreciate your understanding and cooperation in adhering to our attendance policies and protocols.

The Lakeside Campus Attendance Clerk is Tanya Short; she is located in the Drury Building office and can be reached at ext. 200 or via email at [attendance@southwestchristian.org](mailto:attendance@southwestchristian.org).

## **Absences**

- Attendance is recorded by teachers and coaches within the first five minutes of class.
- 16 or more minutes missed from class is considered absent.
- When a student is absent, contact from a guardian in writing is required. The date of absence and an explanation of absence is required.
- A demerit is issued for every *unexcused absence* recorded per class.
- If a student is marked *unexcused absent* in one or more classes for the day, an email notification is generated from FACTS and automatically sent to you at 5:00 P.M. that school day. It is the parent's responsibility to rectify this absence within 24 hours of notification and send a written explanation by the following day.
- If your student's attendance has been recorded incorrectly, please refer to his or her attendance records in the FACTS family portal.

Here you will find what class was marked and you may then contact the teacher for clarification. Adjustments will be made to a student's attendance once the attendance clerk has teacher authorization.

- Students are allowed a maximum of 10 absences per class per semester and both excused and unexcused absences count toward this total. If a student exceeds the allowed 10 absences, credit for the missed class is deducted, and parents must meet with administration to determine the action steps moving forward, including best placement for the following year.
- Students must make up any missed school work whether an absence is considered excused or unexcused. Teachers will make every effort to facilitate a student's successful return to class while encouraging student self-responsibility.

### **Excused Absence**

The following will constitute an excused absence:

- **Medical appointments and illnesses** that are verified by a physician's office note or parent in writing. Parents are requested not to arrange appointments with doctors, therapists, counselors, etc., during school hours.
- **Absences due to being in the nurse's office or the athletic trainer** only if the illness is verified in writing by the proper office authority.
- **Serious illness or death in the family** with parent notification in writing.
- **Official school-related events** as approved by the principal. Students are expected to report to school at the regular time in the morning following the school event unless the arrival back to campus is after 1:00 A.M.
- **Early dismissal in order to travel out of town to a school event** when prior approval is given by coaches, teachers, sponsors, or the principal.
- **Activities that are deemed educationally beneficial** to the student as approved by the principal no less than one week prior to the absence in writing.
- **College visits** with written notification from that college's administration office which includes the student's name and date visited.
- **Scheduled family trips.** Although, parents are requested to not take trips of any kind while school is in session, as any absence affects the learning process. However, when trips are necessary, we require the following action:
  1. Notify the principal and obtain permission no less than one week prior to departure.
  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.

### **Unexcused Absence**

An unexcused absence is the class time or day/s missed for any other reason than those listed in the above section "Excused Absence." However, exceptions may be made for unusual circumstances beyond the student's control but are at the discretion of the administration and must be approved in advance when possible.

## Early Dismissals

- Students that must leave school during the day may be dismissed one of two ways:
  - **In-person by parent/ guardian** with the attendance clerk located in the Drury Building office, or by
  - providing the attendance clerk with **written notice from a parent/guardian at the beginning of that school day**. The dismissal time (*that is the time the guardian expects to arrive on campus for pick-up*) and explanation for dismissal are required.
- Students are called out of class 5-10 minutes prior to the requested dismissal time.
- Students must be dismissed from class by SCS faculty or staff.
- Once dismissed from class students must go, in person, to check out with the attendance clerk in the Drury Building office. Students will be required to sign the "Student Check-Out Log".
- Parents/ guardians and STUDENT DRIVERS must follow the same above protocol to gain early dismissal.
- Receipt of a written dismissal request does not guarantee the absence is excused. Please refer to the above "Excused Absence" list for clarification.
- Once dismissed, if the student returns to school on the same school day, he/she may do so through the Drury Building office and will be required to sign the "Student Check-In Log." He/she will receive an "Admissions Form" in order to gain entry back into the current class.

## Tardiness

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 to school or to individual classes will be addressed. Parents are encouraged to avoid subjecting students to discipline which results from parental tardiness.

- Attendance is recorded by teachers and coaches within the first five minutes of class.
- A student is considered tardy if they enter class any time after the bell and up to 15 minutes.
- When your child is tardy to school, contact from a parent/guardian in writing is required. Without written notification, a student is considered *unexcused* tardy.
- When arriving on campus late (including between classes or during lunchtime), students must check in and will be required to sign the "Student Check-In Log". Upon signing in, an "Admissions Form" will be given to the student in order to gain entry to his/ her class.
- Middle school students should complete the check in process in the Drury Building office and high school students should complete this process in the Hawkins Building office.
- If a student is detained in class or by other school personnel, he/she is responsible for securing a written notice in the form of a "Hall Pass" from that person to give to the teacher of the next class.
- A demerit is issued for every *unexcused tardy*. Upon receiving **seven** demerits the student will serve one day of Saturday School.



### **Reporting Absences/ Tardies**

When your child is absent, a parent/guardian must inform the attendance clerk in writing. Emails may be sent to [attendance@southwestchristian.org](mailto:attendance@southwestchristian.org) and should include the **student's first and last name in the subject field, with the date of absence/ tardy and explanation in the body.** The attendance clerk, Tanya Short, may be reached at (817) 294-9596 ext. 200.

### **Missing Assignments, Projects & Tests**

**NOTE: Make-up work must be completed and turned in whether the student's absence is excused or unexcused.**

Students may check FACTS first for assignments missed then, if questions remain, contact the teacher via voicemail or email for any missing work. Students are given two (2) days to make up daily assignments for each day absent. Long-term projects and major assignments are due by the assigned due date and should be turned in prior to the planned absence or immediately upon return for unexpected absence. Students are responsible to schedule a makeup date for tests missed on the day they return to class and should be completed within one week. **See Assignments in the Academic Policies section for further explanation.**

## **STUDENT SUPPORT AND GUIDANCE**

SCS recognizes the challenges facing students of every age and strives to provide the structure and support that each child needs to excel. Every member of SCS's faculty and staff stands ready and eager to guide students through their spiritual, academic, social, and emotional growth. On the Chisholm Trail Campus, students will find support through their teachers, a professional counselor, a nurse and other caring mentors. There is also a broad network on the Lakeside Campus to serve students and families as they navigate middle and high school transitions. In addition to their teachers, Lakeside students can turn to school counselors, college counselors, deans, the Barnabas Program Coordinator, Connect leaders, and others. Students and families wishing to discuss intercultural communication and diversity may also wish to engage the Director of Kingdom Diversity.

### **Conduct Guidelines and Expectations – Both Campuses**

Southwest Christian School aspires to create an environment that honors Christ, that stewards our resources well, and that is conducive to learning and free of unnecessary distraction in and out of the classroom. As such, all students are expected to abide by all guidelines and expectations at all times while enrolled to maintain a learning environment that allows all to thrive.

#### ***General Rules of Conduct***

Attending SCS is a privilege, and students' behavior, both on and off campus, should be consistent with the school's mission and values. Any illegal or inappropriate behavior may result in disciplinary action.

1. All school rules apply on all trips and at all school-sponsored events on school campus and away from campus.
2. Knives, firearms, or any other implements designed, intended, or deemed able 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.
3. The use and/or possession of tobacco, electronic cigarettes, intoxicants, drugs, or drug paraphernalia including vape devices or vaping paraphernalia is prohibited. The use or the possession of any of these will result in a drug test at the student's expense and suspension or dismissal from school.
4. Technology use must be in compliance with the letter and spirit of the SCS Acceptable Use Policy (see below).
5. The use of obscene language or gestures, profanity, or vulgarity is prohibited, including on personal social media.
6. Gambling in any form is prohibited.
7. Students are expected to conduct themselves in an orderly and respectful manner in the halls and on school grounds.
8. All of the above additionally applies to a student's behavior within social media, personal electronic devices, and online websites.
9. Students are prohibited from recording any content within restrooms or locker rooms without immediately reporting it to administration.
10. Public displays of affection on campus will not be allowed. Students will follow a "keep your hands to yourself" policy, which also includes no roughhousing, tripping, pushing, hitting, physical intimidation, etc.
11. Any students found to have defaced or destroyed property will be assessed the full cost of repairs or replacement, as determined by the school, and be subject to disciplinary action.
12. 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 or other discipline.
13. Students are required to be 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. Students are not to be in unsupervised portions of campus or vehicles without faculty permission.

### ***Uniforms***

See [Uniform Guide 2022-23](#) for specific items that are acceptable within the uniform policy. *Please note that the uniform guide describes acceptable items that may be purchased and worn in the state that they are described. Any additions (ornamentation/decoration, etc.) to the uniform items must be pre-approved in writing by either the appropriate principal or assistant principal.* The uniform guide also outlines grooming expectations. If a student is out of uniform, a change of clothes from home may be requested at the discretion of administrators, and a demerit will be issued.

### ***Out of School and Off-Campus Behavior***

Students should be aware that certain activities, even outside of school hours or off school property, may result in loss of school privileges and other disciplinary action up to and including suspension or expulsion.

Students may be subject to discipline for misconduct which is, or may be, disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of other students, employees, or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, during non-school hours, on social media, or on breaks from school. Such conduct will be evaluated at the sole discretion of the school, and the school reserves the right to deviate from the regular disciplinary process as may be deemed necessary under the circumstances. Some examples of such outside conduct that may have disciplinary ramifications at school include any violation of law; underage purchase, use or possession of alcohol or a controlled substance; and the use or misuse of social media, computers, or computer websites (personal, at home or at school), which do, or could, impact the welfare of any member of the school community or the reputation or functioning of the school.

### ***Acceptable Use of Technology***

SCS promotes the use of a wide variety of technologies, both on and off campus, to fulfill its mission and equipping Christian leaders in the world. Recognizing the tremendous responsibility that access to such technologies places on students and their families, SCS strives to educate both students and family members about the opportunities and risks associated with such activities. Students on both campuses who misuse the SCS technologies, network, or social media in ways detrimental to the school's values and expectations may face disciplinary action. All students must read and sign the school's [Acceptable Use Policy](#) provided by their respective campuses indicating the student's commitment to accepting this responsibility.

### ***Confidentiality***

Southwest Christian School is committed to protecting confidential or personally identifiable information about students, faculty, staff, donors, trustees and all family members to the full extent that they may each wish to protect such. Contact information available on databases maintained by the school may not be used for any purposes not specifically related to the operations or business of Southwest Christian School, nor shared with any entity or person outside the SCS community.

### ***Sexual Conduct***

SCS subscribes to the scripturally-based teaching that sexual intimacy is one of God's gifts, intended to be enjoyed within the bounds of marriage between a man and a woman. Outside of marriage, such intimacy is a lapse of Christian conduct. Violation of this policy can result in disciplinary action, including dismissal from school.

### ***Harassment, Hazing, and Threats***

SCS 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 safety or security.
- Unsolicited gestures or comments.
- ***Instances of harassment and/or bullying are not limited to in-person interactions, but include digital and written communications as well.***

### **Registering a Harassment 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 a school employee or to the Safe Schools service and to a parent. A conference will be scheduled to determine the best course of action.

## **SAFE, SUPPORTED, AND HEALTHY STUDENTS**

### **Discipline: A Systematic Approach for Supporting Wise Choices**

A primary goal of Southwest Christian School is to create a sense of community that is welcoming and inclusive of all students and families. Like all communities, there are norms and standards of behavior, communication, and dress, and from time to time, actions need to be taken to ensure that all members of the community are treated consistently and fairly. This effort promotes both physical and emotional safety. Southwest Christian School strives to know and love each student, and as such, it is the policy of the school to approach discipline as a process of restoring community standards and rebuilding trust and relationship. All disciplinary actions are considered in context and according to the guidelines established below. The objective of discipline is to instruct and grow the student in understanding and stature, never merely to punish.

### ***Discipline Practices on the Chisholm Trail Campus***

The Chisholm Trail Campus uses the Capturing Kids' Hearts 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, a telephone call or an e-mail notification sent through FACTS. Written referral notices are to be signed by the parent and returned to the school. Campus administrators may assign a 30 minute Reflect and Regroup time during lunch on Tuesdays or Thursdays. A personal goal for going forward is the key focus.

### ***Discipline and Conduct on the Lakeside Campus***

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.

Disciplinary action will be administered as uniformly and consistently as possible, with the understanding 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.

### **Demerit System**

We recognize that students will make mistakes. The demerit system establishes procedures to curb inappropriate behavior and to avoid undue punishment of occasional errors. A demerit is simply a warning and does not have a consequence until a student accumulates **seven**. The system is not intended to replace or alter a teacher's authority. Serious or chronic behavioral infractions are punishable by immediate consequences, such as suspensions, and thus are not subject to the demerit system.

Students found to be in violation of certain school rules will be assigned demerits for their misbehavior. Demerits are cumulative per semester. Parents are notified when a student receives a demerit via FACTS. Upon receiving **seven** demerits the student will serve one day of Saturday School.

Demerit slips will be filled out and submitted to the Drury building office for the following infractions:

- Unexcused tardy to class.
- Dress code violations.
  - If skirt length is deemed unacceptable, the student will be required to wear leggings. Pairs of leggings can be provided for a cost of \$12 and will be billed via FACTS. Second through fourth offenses will receive a demerit. Leggings are not pants and must be worn with skirts or shorts that meet the required uniform guide.
  - If short length is deemed unacceptable, the parent will need to bring a change of clothes.

- Regular uniform rather than chapel wear.
- Inappropriate behavior, including unauthorized electronic device usage.
- Unauthorized use of cellphones (per specific policies under “Communication” section).

Demerits are cumulative and will be reset to zero after the completion of Saturday School. The following actions are taken as demerits accumulate within a semester:

<u>Demerit</u>	<u>Action</u>
1-6	Email notification to parent
7	Completion of Saturday School results in five demerits removed

Dress code infractions significant enough to prevent classroom attendance will require parents to bring the appropriate school attire needed to attend class.

### **Classroom and Chapel Conduct**

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 desktop, 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. In chapel, students are expected to be attentive, sit upright, and avoid distracting others. No devices are allowed in chapel.

### **Classroom Discipline**

- All infractions and demerits are entered into FACTS under student discipline.
- In the case of a severe or frequent disruption, the teacher may bypass other consequences, issue a demerit, or send a discipline write-up to the principal.

### **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. One area of classroom behavior that deserves special attention is academic honesty. To plagiarize is to use the words or ideas of another person as if they were your own words or ideas, or to use a translator for world language assignments. Administrators will work with faculty and students to determine appropriate disciplinary measures which may include loss of credit, additional assignments, and suspension. Subsequent offenses will be judged individually, but may include penalties up to and including suspension and removal from school.

**Important Note:** Students registered for dual credit classes will lose eligibility for college credit in the event the student is found to have cheated or plagiarized.

Plagiarism and cheating are considered serious offenses in our behavior code and any first offense will be handled according to the guidelines listed below. Subsequent offenses will be judged individually, but may include penalties up to and including suspension and removal from school.

**Middle School protocols for a *first offense* can include:**

- Parents are contacted by teacher.
- Student receives a zero on the assignment.
- Student will submit an alternative assignment at the discretion of the teacher.
- Student meets with the teacher and principal.
- Student is assigned at least one Saturday School.

**High School protocols for a *first offense* can include:**

- Parents are contacted by teacher.
- Student receives a zero on the assignment.
- Student will submit an alternative assignment at the discretion of the teacher.
- Student meets with the teacher and principal.
- Student may be assigned one day of In-School Suspension.

**Additionally, incidents of academic dishonesty may result in a change of a student's membership in the National Honor Society, service on the Executive or Class Council, as well as school-sponsored leadership positions.**

**Locker Room Conduct**

SCS understands the necessity for limited supervision in locker rooms in order to provide appropriate privacy for students; therefore, a considerable amount of trust and self-governance must be extended to, and practiced by, students using such facilities. Locker rooms are for the exclusive purposes of storing personal and school-issued belongings (of which the student is solely responsible) essential to school activities, and for changing clothes associated with school sponsored activities. Socializing, recording content, studying, waiting for classes to begin or end, making phone calls, loitering, or any other activity unrelated to the explicit purposes listed above are forbidden.

**Lockers and Personal Belongings**

- Locks are to be secured on athletic lockers anytime a student is not physically present with his or her personal belongings.
- Tampering with or attempting to gain access to another student's locker or personal belongings, regardless as to whether or not they are secured, is strictly prohibited.

Students utilizing locker rooms are subject to the following guidelines in addition to the code of conduct outlined in this handbook:

- Using any device to take a photo or video of any kind is strictly prohibited.

- Bullying, aggressive behavior, unwanted/unsolicited physical contact or advances, crude or lewd language, or derogatory comments towards others will not be tolerated. Such acts are contrary to the school's code of conduct, and more stringent expectations of conduct will be applied to locker rooms.

Violation of the above-mentioned conduct agreements will result in disciplinary action. Responses may include termination of locker room access or removal from athletics or PE; egregious infractions may lead to other steps, including dismissal.

In the event a student witnesses the violation of the school's policy on locker room conduct, or any other activity that causes a concern, it is expected that the student reports it immediately to a school official such as a principal, coach or teacher, as well as to his or her parents. When appropriate, a conference will then be held to determine the best course of action to address the concern.

### **Search and Privacy**

A search of a student's locker, vehicle that is parked on campus, and/or any other item in a student's possession may occur when any member of the faculty or school administration has reason to believe that a disciplinary infraction or the existence of physical or other potential harm to the student or others will be discovered.

In addition, in the school's ongoing efforts to ensure compliance with our rules and that students engage in appropriate behavior, and to maintain a substance free and safe school environment, the school may choose to conduct a random search of any area of the school premises as well as any item of a student's personal belongings – including their vehicle by use of trained dogs - or items in a student's possession at any time and without prior notice.

### **Potential Disciplinary Actions**

#### ***Letter of Notice***

When a student's actions violate expectations but do not rise to the level that requires a formal probation, SCS will sometimes notify the family in writing. The school's chief objective here is to communicate expectations clearly and to provide the family with a summary of proactive steps moving forward. While some notices reflect previous conferences, others may be a first communication. For instance, on the Lakeside Campus, the SCS data system generates an automatic response to excessive demerits or absences, a notice that invites parents to contact the school to coordinate an improvement plan moving forward. A letter of notice is not a disciplinary action *per se* but a service to the student and family, and circumstances may preclude its use or applicability: it is not required in advance of disciplinary responses up to and including dismissal.

#### ***Saturday School***

Saturday School will be served on designated Saturdays from 7:30 a.m. to 11:30 a.m.



Students who are required to attend will be notified in advance, by referral, as to the appropriate room location to report. A \$10 fee will be billed through FACTS. Students who are tardy will not be admitted and will be reassigned an additional Saturday School assignment after the current one is made up. Students are required to bring study materials and homework to work on during this time. If 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. If a student is unable to make Saturday School due to illness, the student or a parent must contact an administrator by email prior to 7:30 a.m. on the scheduled Saturday. If no such notification occurs, a second Saturday School will be assigned. *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.*

### ***Probation***

Students who violate school rules or expectations may be placed on probation, since continued behaviors contrary to the letter or spirit of SCS guidelines may result in suspension, dismissal, or denial of re-enrollment. The administration will work with parents and the student to design an individualized conduct / academic plan to help the student restore his or her path toward success at SCS. The notice of probation will provide the student and his or her family with specific information about the duration and scope of that probation, which can be general in nature or focused on a specific activity.

### ***In-School Suspension***

In-school suspension (ISS) will be a predetermined day(s) and the student will report to the administrator's office at 8:20 a.m. and will spend the day(s) in a supervised study hall. During that time the student will be given specific instructions regarding work and behavior.

The student should bring any snacks they would want during the day and plenty of study/reading materials. ISS may also result in the assignment of up to two hours of community service per day suspended for middle school students and up to four hours of community service per day suspended for high school students. The student is required to have administration pre-approve fulfillment of the community service requirement prior to service, assign a completion date, and approve documentation upon completion. Failure to complete community service requirements may result in additional suspension. Service completed to satisfy disciplinary consequences may not be used to fulfill Christian Service requirements. *On the day of in-school suspension, the student is ineligible for extra-curricular activities, including before/after school and evening events. Students may resume extracurricular activities the day following in-school suspension.*

### ***Out-of-School Suspension***

The principal or his/her designee is authorized to suspend a student for up to ten days out of school. When a student is suspended, parents may be 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 extracurricular events for the entire 24-hour period of the assigned day(s). Students may resume extracurricular activities upon completion of out-of-school suspension.*

It is the responsibility of students to acquire, complete, and turn in assignments on time during assigned school suspensions to avoid late work consequences. Assignments turned in late will be subject to the late work policy.

Out-of-school (OSS) suspension may also result in the assignment of up to two hours of community service per day suspended for middle school students and up to four hours of community service per day suspended for high school students. The student is required to have administration pre-approve fulfillment of the community service requirement prior to service, assign a completion date, and approve documentation upon completion. Community service completed to satisfy disciplinary consequences may not be used to fulfill Christian Service requirements. Failure to complete community service requirements may result in additional consequences, including a lengthening of the suspension.

### ***Dismissal***

The head of school may dismiss or refuse re-enrollment of any student whose continued attendance at SCS is deemed detrimental to the best interests of the students or the school. The head of school, at his sole discretion, may take this action based on an egregious act, a series of incidents, or an accumulation of information. Dismissal may or may not be subsequent to any previous disciplinary action.

### ***Disclosure to College Admissions Offices***

Following the policies and preferences of individual colleges, SCS may inform colleges of disciplinary matters which result in out-of-school suspensions. Changes in school enrollment (withdrawal or expulsion) must be reported, per NACAC policy. Additionally, recommendation letters may be revoked should circumstances around a student's academic performance or behavior change.

## **STUDENT HEALTH POLICIES AND PROTOCOLS**

### **Nurse's Clinic**

The SCS Nurse's Clinic supports the school's mission statement by promoting the physical and emotional health of students and staff. The clinic promotes health through education, disease prevention, early case findings, referral for intervention, and remediation of specific health problems. School health services are vital to the provision of first aid and triage for illness and injuries, direct services for students with special needs, and health counseling and education for students, staff, and parents.

The Nurse's Clinic is open, on the Chisholm Trail Campus, from 7:45 a.m. to 4:15 p.m. and on the Lakeside Campus, from 8:00 a.m. to 3:30 p.m. As discussed below, students should not be sent to school ill or expected to take morning medication dosages at school. Any prescription medication **MUST** be administered through the nurse's office and, for the safety of all students, should never be in a student's possession at school. For illnesses and

accidents that occur outside of school hours or off campus, students should see their primary care doctor.

## **Medical Records**

Parents and students agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of Southwest Christian School, as determined by the head of school or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of Southwest Christian School.

Southwest Christian School will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of Southwest Christian School to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of Southwest Christian School who have a need to know medical and/or psychological information necessary to serve the best interests of the student and/or the community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

## **Immunizations**

Students are required to have the immunization record on file and up to date by the beginning of each school year. Students whose records remain missing or incomplete **four weeks** after the start of school will not be allowed to continue attending classes until the record is complete and on file. Students who need updated immunizations during the school year will have **four weeks** to receive them. The student will not be allowed to attend classes until the record is updated and on file. Please consult with the school nurse or your doctor if you are unaware of your child's immunization due dates. Students who have an exemption from immunizations need to turn the ORIGINAL affidavit into the school nurse to keep on file. Photocopies will NOT be accepted.

## **Illness**

Please keep your student at home when he/she:

- has a temperature of 100 degrees or higher
- is vomiting or has diarrhea
- has a rash of unknown origin
- has red, runny eyes or wakes with eyes matted shut
- has thick yellow or green discharge from nose

Your student may return when he or she:

- is fever free for 24 hours without the use of Tylenol or Ibuprofen
- is free of diarrhea and vomiting for 24 hours

- has been treated by a healthcare professional regarding rashes, ear pain, nasal discharge or eyes and that healthcare professional provides SCS instructions allowing for a return to class

**Please Note:**

- Students with fever greater than 100, vomiting and diarrhea will be sent home from school.
- Be alert to symptoms such as: upset stomach, runny nose, fever, or sore throat as they may indicate serious illness.
- A student who acquires head lice may not return to school until he or she has received treatment and is free of all lice and eggs.
- If a child is sent home with symptoms of a possible contagious condition and the child's physician states that the condition is not of a contagious nature, the child may return to school with a written statement from the doctor.

**Medication Administration Policy**

“Medication” is defined as prescription or nonprescription drugs and includes but is not limited to analgesics, antipyretics, antacids, antibiotic ointment, antihistamines, decongestants, and cough/cold preparations.

The school nurse or other designated personnel shall administer all medication to the student as in a manner compliant with current legislation guidelines. If the school nurse is not available to administer medication, an authorized person who has been trained according to state guidelines may administer medication to students. **Any prescription medication MUST be administered through the nurse's office and, for the safety of all students, should never be in a student's possession at school. Possession of prescription medication in backpacks, purses, or other personal belongings could result in suspension or dismissal from school.**

Employees authorized by the Nurse's Clinic Policy to administer medication to students shall include principals, classroom teachers, educational assistants, or any classified personnel employed by the school.

Whenever possible, it is best for all medication to be given at home. Usually, medication dosages can be arranged so that a child will not need to take more than one dose during school hours. The initial dose of a medication is to be administered at home, doctor's office or hospital. Sample prescription medication must be labeled with the child's name and accompanied by a signed physician's order.

Medications will not be supplied by the school and will only be administered if brought from home with specific written directions from the parent or doctor (see online Medication Form.) A few standard over-the-counter medications will be available (Tylenol, Advil, Tums) in the rare occurrence that a student might need medication not provided by home and will be given at the school nurse's discretion. Medicine not taken home at the end of the school year will be discarded.

It is the basic responsibility of the child to remember his or her medication. The child's teacher or the nurse can remind the child until a routine can be established. If the child misses two (2) or more scheduled doses of medication, the parents will be notified and appropriate action taken as directed.

Parents of students with special circumstances or chronic illnesses should discuss the child's health routine with the school nurse so that the school can provide sufficient support for the child's health and well-being.

### **Medication Permit/Physician Orders**

All medication should be given outside of school hours, if possible. Only medication that is required to enable a student to stay in school may be given at school. The initial dose of medication must be administered at home, doctor's office, or hospital. If necessary, medication can be given at school under the following conditions:

1. All medication (prescription and over-the-counter) must be:
  1. provided by the parent.
  2. transported by an adult if it is a controlled substance such as Ritalin. (The medicine will be counted upon its arrival in the nurse's office.)
  3. in its original, properly labeled container. (The pharmacy can supply two labeled bottles for this purpose – one for school and one for home. An extra bottle is required if medication is to be administered on a field trip.  
**Medication sent in baggies or non-properly labeled containers will not be accepted or given.)**
  4. accompanied by a specific written request signed by the parent/guardian.
  5. [The prescription medication form must be] complete with a physician signature. (A copy of the prescription with the physician signature may also be used.)
  6. placed in a locked cabinet in the nurse's office. (Exception: a student whose doctor considers them sufficiently responsible and has signed a request for them to carry an inhaler or anaphylaxis medication on their person. In either case, the student must demonstrate to the nurse competent use of the devices. For asthma medication, it is recommended that another inhaler be kept locked in the nurse's office. The school nurse will inform the principal and other appropriate staff members. If a student allows another person to use his or her medication, the privilege will be revoked.)
  7. administered by a school nurse or by a designated non-health professional.
2. Southwest Christian School can assume no responsibility for loss or negligent behavior when the student carries his/her conventional or alternative medication or dietary supplement without the knowledge of the nurse. Non-compliance may subject the student to disciplinary action.
3. Only authorized school personnel may administer topical medication to a student as part of first aid protocol.
4. The school nurse must be consulted if the student requires long-term medication (including asthma and anaphylactic allergy), any healthcare procedure, or

monitoring. In the event of a life-threatening allergic reaction, SCS will follow emergency procedures as outlined in the Anaphylaxis Protocol.

### **Emergency Information**

The school may occasionally contact parents due to an emergency or illness, and it is imperative that parents maintain up-to-date information in FACTS with any family information changes (name, address, home, cellphone, or office phone number, email addresses, etc.). Parents must also provide the school with emergency contact information, input via FACTS, for emergency situations, should a parent be unavailable.

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

### **Student Pregnancy**

Families are asked to contact school administration immediately. The administration will work directly with families as next steps are determined. In this process, communications between the prospective parents, grandparents, pastors, counselors and any outside social agencies deemed appropriate by the families involved will be reviewed. Following these discussions, it will be determined if it is in the best interest of the student to withdraw from SCS or if it is in the best interest of the student to remain at SCS as a non-traditional student.

Non-traditional students have the opportunity to continue academic studies at SCS while transitioning to the responsibilities of parenthood. Support services can include continuing monitored academic programming, academic guidance services, Bible faculty support, and tutorial time before and after school. Graduation requirements can be expedited, and an SCS diploma can be earned.

## **TEACHERS, STUDENTS, AND FAMILIES COMMUNICATING EFFECTIVELY**

### **Regular and Open Communication**

Southwest Christian School recognizes that time is valuable and strives to make the most of the time we have in classrooms, on the fields and courts of play, and in the studio or on the stage. The school also recognizes that each family's and student's time is valuable, and as such, tries to communicate with families regularly but not excessively. SCS encourages the free flow of ideas between all constituents, and strives to create a climate of intellectual exchange. Outlined below are the means, channels, and general principles of how to communicate for specific circumstances.

### ***Parent Organizations***

Several parent organizations serve this community, providing support for the school, students, and families. The Parent-Teacher Organization (PTO) coordinates volunteers, helps build community, and supports numerous events each year. Two other groups focus on supporting specific activities: Booster Club (athletics) and Fine Arts Guild (arts). All three of these can also serve as important resources for information about ongoing activities at SCS. The Dads' Club launched in 2018-2019 as a means to engage fathers in campus events, provide dads with a relaxed group of men with whom to connect, and inform parents about the school. It generally meets monthly during the school year for brief morning discussions and also provides opportunities for recreation and service at other times.

### ***Parent-Teacher Conferences***

Parents may arrange for conferences on an individual basis by contacting the teacher or coach with whom they wish to meet or as a group conference, which may be arranged by the principal or counselor. Additionally, parent-teacher conferences are built into the school calendar for the Chisholm Trail Campus. Conferences can include such topics as work habits, potential, achievement, class expectations, grade level adjustment, and social adjustment.

Southwest Christian School prioritizes the safety and security of our students, faculty, and staff, and desires to steward our resources well. An essential component of keeping our campus safe and well-maintained is knowing who is on campus, where they are, and what they are doing. In that vein, all non-student constituents and guests on campus are expected to abide by all guidelines and expectations as defined in this handbook while on campus.

### ***Progress Reports and Report Cards***

All families will receive a progress report weekly on Sunday evenings. The purpose of the progress report is to provide parents with updates on student academic performance. Report cards are emailed to families at the end of the semester.

### ***Telephone Usage (Students)***

The SCS phone system is for business purposes only. It is not for student use except in cases of 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.

### ***Telephone Usage (Teachers)***

Members of the faculty and staff may not be readily available to speak by phone, and teachers may not be able to speak privately for large portions of the school day. They will endeavor to return phone calls and emails within 24 hours of receiving. Emails and voice messages received on Friday or before a holiday will be returned on the following business day.

## ***Cellphones/Smart Watches/Electronic Devices***

### **Chisholm Trail Campus:**

Using, displaying, or having in audible operational mode, a cellphone, smart watch, handheld gaming device or other telecommunications device at school during the school day is prohibited. Unless allowed by the teacher for academic use, such devices are distracting and disruptive in the learning environment. Electronic devices are not allowed in Before or After Care at the Chisholm Trail Campus. They are also prohibited on class trips. Cellphones must remain in backpacks and in lockers, turned off, until dismissal time. After 3:45 p.m., students may use cellphones if necessary to make arrangements for pick-up. Items will be confiscated and sent to the office. Parents may retrieve confiscated items from the Associate Principal.

### **Lakeside Campus:**

#### **Middle School**

Using, displaying, or having in audible operational mode, a cellphone, smart watch, handheld gaming device or other telecommunications device at school during the school day without teacher permission is prohibited. Such devices are distracting and disruptive in the learning environment. They are also prohibited on class trips. Cellphones must remain in backpacks, turned off, until dismissal time. Students who do not adhere to this policy will have their electronic devices confiscated. Devices may be retrieved from Mrs. Grinstead in the Drury Building office or Mrs. Shirley in the Hawkins Building office. The first cellphone offense will result in a demerit, the second offense will result in a \$25 fine, and third offense and each thereafter will result in Saturday School detention. We ask that parents refrain from calling or sending text messages to students during the school day. Important messages can be forwarded to students through the office.

#### **High School**

- **Cellphones and Smart watches** are permitted to be used by students while outside of school buildings, during passing periods, the lunchroom, or when given permission from a faculty member. Students are not allowed to display or use cellphones during instructional school hours while inside a school building (other than the lunchroom) unless authorized by school personnel. If a phone is displayed during instruction time without permission, it will be confiscated and sent to the principal's designee. Students will not be able to retrieve the phone until the end of the day. The first cellphone offense will result in a demerit, the second offense will result in a \$25 fine, and third offense and each thereafter will result in Saturday School detention. We ask that parents refrain from calling or sending text messages to students during the school day.
- **Headphones/Earbuds** may not be worn inside buildings without permission granted by the teacher for that class period. Headphones/earbuds may be worn outside of buildings and in the cafeteria during lunch. Headphones/earbuds worn inside the building will be collected until the end of the day, and a demerit will be assigned. The first offense will result in a demerit, the second offense will result in a



\$25 fine, and third offense and each thereafter will result in Saturday School detention.

### ***Telephone/Texting and Email Communication with Students on Both Campuses***

Employees are prohibited from sending or responding to private text messages from students. Employees who coach athletics or lead organized groups that meet outside of regular school hours may text student groups with the following guidelines:

- Employees will utilize a communications app such as “Remind.”
- Employees will include an assistant, supervisor, or a colleague on the message.
- If necessary, a student assistant such as a team captain will text a message to the group.
- Under no circumstances should a student expect an employee to respond to a private text message or a personal voicemail.

Employees must use an SCS email address when sending an email to a student. Emails between employees and students must be related to school business and not be personal in nature. Employees who do not have a school email account must send email messages using FACTS.

### ***Social Networking***

Students and faculty are not allowed to connect or communicate over social media while students are enrolled. Alumni over the age of 18 are welcome to connect with faculty. Any school-related exceptions will be handled individually and only after administrative approval.

### ***Educational Collaboration and Grievance Process***

As SCS strives to fulfill its mission, it needs active partnerships among families and the school, and it encourages appropriate dialogue regarding the students’ experiences. Parents and guardians with specific concerns should work with the appropriate classroom teachers and/or coaches to resolve any substantive issue. Those SCS professionals should be in the best position to help and will likely have the most immediate access to relevant information. If, after speaking directly with the teacher/coach involved, parents and guardians remain dissatisfied with the response, they should then see the individual’s supervisor (department chairs, program directors, or principals on the Lakeside Campus; the principal on the Chisholm Trail Campus). If the issue has not been resolved at that level, Chisholm Trail families are invited to see the associate head of school on that campus. The head of school can also serve as a resource and is happy to meet with families who feel their issue has not yet been addressed effectively through those avenues.

### ***The Role of the Board of Trustees***

The Board of Trustees holds high its commitment to the school’s mission and to encouraging and promoting the spiritual, intellectual, physical, and social growth of SCS students, parents, faculty, and staff. Serving as the governing body of the school, its role stretches beyond fiduciary functions: it provides the administration with strategic guidance and oversight. The board delegates the daily operation of the school, including personnel matters, to the head of school and administration.

The board is also solely responsible for evaluation and employment of the head of school. Families with concerns related to the head of school's duty performance or conduct should submit those concerns in writing to the Chairman of the Board for review. The matter will be considered, and a response issued as soon as possible.

## **Safe Environment and Quality Facilities**

Southwest Christian School has been blessed with excellent facilities and locations. It is the desire of SCS to model stewardship and care for what we have received from the Lord. The guidelines below for usage, access, and maintenance of our physical plant are established to guide stewardship behaviors and to ensure that our school remains in excellent shape for years to come.

### **Use of School Facilities and Property**

The school's physical facilities and property (buildings, grounds, equipment, and vehicles) are private property controlled by the school 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 school to liability and expense not contemplated.

Outside groups may rent school facilities on a selective basis. All users must meet certain requirements, outlined in SCS's Facilities Use Policy, and complete a Facilities Use Agreement. For information, please contact the Clay Center for Christian Leadership Director's office at the Lakeside Campus or the Finance Office at the Chisholm Trail Campus.

### ***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's badge has been obtained:

- For the Chisholm Trail Campus, students may be visited by parents during the day, preferably not during instruction time. Parents must visit the office first to obtain a visitor's badge and to hear about any guidelines for their visit.
- For liability and security reasons, other visitors will not be allowed on campus, except by pre-arrangement and permission of the appropriate principal.
- The exception to the above restriction is that lunchtime visitors on the Lakeside Campus may include SCS graduates, parents or siblings of current students, or youth ministers. However, these visitors may not access hallways and classrooms during the school day, except by permission of the appropriate principal.
- Please contact the appropriate principal if you have a visitor request outside of these guidelines.

### ***Volunteers***

All SCS volunteers will sign in at the school office upon arrival and receive a volunteer badge to wear while serving on campus. For the protection of our students, every volunteer is required to undergo a criminal background check prior to volunteering. Background check screenings must be repeated every three years.

### ***School Pictures: A Community Where Members Know Each Other***

In addition to the visitor policies noted above, SCS strives to be a community where our faculty, staff, and students quickly come to know each other. Individual school pictures are taken each year for Lakeside Campus students at the back-to-school fair. Chisholm Trail Campus students' pictures will be taken at the beginning of the school year. Students are in uniform for their pictures. The purchase of these pictures is optional. However, the student photos will be used in creating school ID cards, uploaded onto the student's FACTS account, and included in the yearbook.

### ***Parties (Student Birthday): Facilities Use in Celebrations***

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. On the Chisholm Trail Campus, the homeroom teacher will inform parents if a classroom is a "peanut-free" zone.

### ***Fire and other Safety Drills***

Fire drills, lockdown drills, and severe weather drills will be conducted periodically. Students setting off false alarms (regardless of reason and/or result) will be assessed a charge of not less than \$200, and possibly more.

### ***School Closings and Inclement Weather Procedure***

In the event of inclement weather, SCS families and personnel will be notified via text message regarding campus closings or delayed openings. The home page of the SCS website and social media will also provide details regarding campus closings or delayed openings. Notification will be made in a timely fashion after road and campus safety assessments have been made. Notification will also be available on KLTU Radio, Channel 5 (NBC5) and Channel 8 (WFAA). As always, the well-being of our families and employees is paramount.

### ***Drug Free Environment***

Though noted under General Rules of Conduct, please note that SCS is a tobacco, vaping device, electronic cigarette device, drug, and alcohol-free environment, a stipulation applicable to guests, vendors, and renters as well as SCS students and families.

### ***Concessions***

A 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, vaping devices, electronic cigarette devices, or alcoholic beverages be allowed on school property.

### ***Pets***

No pets or other animals may be brought to school property unless specific permission has been granted in advance of the visit.

### ***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.

## ***Specific Facilities Information for the Chisholm Trail Campus***

### **Hours of Operation**

Pre-K Hours	8:15 a.m. – 2:45 p.m.
K-6th Hours	8:15 a.m. – 3:45 p.m.

### **Building Entry and Exit**

Students, parents, and visitors should enter and exit the school building through the main entrance in the front of the building. The administrative offices are immediately inside the front doors.

### **Parking and Traffic**

Chisholm Trail drop off and pick up are located at the back of the campus; therefore, cars can enter the campus through the north gate (stone entrance) and exit through the south gate (black iron gate). The automatic exit gate closes at 8:45 a.m. Pre-K, kindergarten, first and second grade students are dropped off at the second drop off point (behind the Owen Building and playground), and cars will need to be in the right lane.

- Students in grades three through sixth will be dropped off behind the cafeteria on the north side of the Chisholm Trail Campus building. Therefore, cars will need to be in the right traffic lane. Approaching the back of the cafeteria, the right lane will be used for student drop off, and the left lane will be for continuing to the back of the campus for Pre-K, Kindergarten, first and second grade drop-off and exiting the campus.
- If parents prefer to walk their children in, many parking spots will be available at the back of the building and at the front main entrance. Crosswalks will be clearly marked. If you park at the back of the campus, you may reach the front foyer through the Cervas Veranda. After the tardy bell rings at 8:15 a.m., the only entrance to the building is through the front entrance or from the back of the campus through the veranda.
- There are two pick up areas. If you have to pick a child up at 3:45 p.m., (your Pre-K or Kindergarten student determines this pick-up location.) Please know that this area is where you line up and are heading to the gym/farm area for pick up.

## **Food/Drink/Gum**

Students may not bring food or drink into the classroom except on designated days during lunch. Gum or candy is not permitted in academic buildings. Water bottles are allowed. A \$3 fine will be assessed to any CTC or middle school student not following this policy. Small pieces of hard candy, such as peppermints, are allowed if the teacher permits them.

## **Lockers**

Chisholm Trail Campus students in grades first-sixth will be given a locker. No locks are permitted. Contact paper, tape, foam tape and/or other adhesives are prohibited. Lockers are to be used for daily storage of lunch kits, coats, backpacks, and some books. They should not distract the student or others and must be organized, neat and void of uneaten food. Rolling backpacks do not fit in these lockers. A student's locker privilege may be removed at the discretion of the teacher or an administrator.

## **Lunch Program**

Chisholm Trail students have a variety of lunch options each day including the hot meal of the day, salads, baked potato meal and sub sandwich meal. Students are required to order each meal a day before. Those who bring their own lunches may purchase milk or additional snack items.

## ***Specific Facilities Information for the Lakeside Campus***

### **Hours of Operation**

Grades 7-12

8:30 a.m. – 3:30 p.m.

### **Extended Hours for Lakeside Campus**

School doors open at 7:00 a.m. Students are invited to wait in the Snelson Atrium until the bell rings at 8:00 a.m. The library is open until 4:20 p.m.

### **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 within 30 minutes of the dismissal bell. In the event that a student is waiting for a ride home, he or she may wait under supervision in the Geesbreght Commons for pickup.

### **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. High school offices are immediately inside the front doors of the Hawkins Building, while middle school offices are located in the Drury Building.

## **Parent Parking and Traffic**

Drivers should enter and exit the Lakeside Campus from Altamesa Blvd. 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. Please do not park in fire lanes or in reserved parking.

All parents are asked to register vehicles in FACTS and display our SCS Fast Pass decal on the inside of their front windshield (top, left, driver's side) so security personnel can distinguish visitor vehicles. Vehicles that do not have an SCS Fast Pass will be stopped by the security guard, and occupants will be asked to state the nature of their visit to the campus. Use of cellphones while operating a moving vehicle on Southwest Christian School campuses is prohibited.

## **Student Drivers/Vehicles on Campus**

Students with an authorized driver's license will be permitted to drive vehicles on campus once they have obtained an SCS permit. Obtaining a permit includes registering your vehicle with the principal's designee and having your school-issued registration sticker placed on your windshield at all times. Student drivers are to observe safe driving practices and rules of courtesy. SCS makes it a common practice to contract the services of a canine safety unit for random inspections of parking lots and lockers.

By driving onto campus and/or using school parking lots, students are subject to such vehicle searches. If the canine unit identifies a concern with a vehicle, the student will be called to his/her vehicle where an inspection will take place by the canine unit's professionally trained personnel with both the student and school administrator present. Any concerns resulting from the search will be communicated from administration to parents and, if needed, will have a conference to determine next steps. Refusal to cooperate with a requested search will be respected by the administration but will result in consequences consistent with a handbook violation.

- Drivers must have their car registered with the school and have a parking decal.
- Student drivers will park only in parking spaces designated for students. Students are never to park in spaces designated as faculty, staff, guest, or visitor parking.
- No students will be permitted to drive on campus or leave campus during school hours without authorization from the attendance clerk, assistant principal or principal. Regardless of the circumstances, the attendance clerk must be notified when a student is leaving campus during school hours.
- **No student may return to his/her 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 will not exceed 15 mph in the parking lot or 20 mph north of the football field.
- Drivers must never "peel out" or drive in any unsafe manner; for example, students must not allow themselves to be distracted by using cellphones or other electronic devices while operating their vehicles on campus.

- Students in cars must respect the lives and work of others on campus and refrain from disrupting activities and distracting pedestrians or drivers by their actions: horns are only for alerting others to danger.
- Drivers are not to drive onto grassy areas.
- Drivers will be responsible for damage done to other vehicles or the facility.
- Damage to vehicles, even if accidental, must be reported to the school administration.
- No student is to touch another car without permission. (This includes sitting on, leaning on, standing on, sitting in, window painting, etc.)
- Students are not to stand in front of, play ball or roughhouse near vehicles.
- Students should exercise caution when in and around parking lots, driveways, and any other areas where vehicles are present.

## **Lockers**

Lakeside Campus students can request a locker for his/her use. 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. Damage that occurs to the locker may be assessed to the assigned student.

## **Lunch Program**

A variety of healthy lunch options are provided by SAGE Dining Services. All students are asked to remove their lunch items from the table and to clean up when they finish their meal.

SCS is a closed campus. Parents who wish to feed a group of students are asked to seek approval through the administration. Lunch is to be eaten within the dining hall, the amphitheater, or on surrounding porches/balconies. 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. Students who leave campus without permission will be subject to disciplinary action for skipping classes.

## **Fincher Library and Media Center**

The Fincher Library is open from 8:00 a.m. – 4:20 p.m. each school day including all lunch periods. Lakeside 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. Ask the librarian for further clarification. Use of the library constitutes an agreement to abide by these and all other library policies.

- Lost library materials will be subject to the replacement cost of the item plus a \$5 processing fee. Lost items returned before the replacement is purchased will be eligible for a full refund.

## **Printing**

A copier is available in the Snelson, Drury, Hawkins, and Clay Center buildings. The school assumes no responsibility for the quality of the photocopies. Patrons using the copier may be liable for copyright infringement. SCS assumes no responsibility in this area.

## **Academic Excellence**

At Southwest Christian School, instruction is offered, refined, and valued daily in the classrooms, on the stage, on the fields and courts of play, and everywhere in between. We are a community that is focused on being Distinctively Christian, Academically Excellent, and Globally Minded, and none of those superlatives are accomplished without a desire “to know wisdom and instruction.” The policies below reflect our sincere desire to increase and nurture the academic abilities of our students in response to our scriptural mandate.

## **Expeditionary Learning Opportunities**

As we strive to create opportunities for students to learn and lead independently, it is the preference of SCS to supervise expeditionary learning opportunities with faculty and staff to allow maximum opportunity for independent student learning. However, there may be exceptions when we will reach out and ask for parent volunteers who have already submitted and passed the school issued background check form.

A parent will be asked to sign a **Consent Form** and an **Appointment of Agent** form before any SCS student may participate in an expeditionary learning opportunity. Parents must supply names of three persons to contact in case of an emergency situation. 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. Trips that require students to drive or ride with another student will require specific parental permission. Whenever possible, students will ride school buses for all expeditionary learning opportunities.

## ***Field Trips and Scheduled Community-Building Opportunities***

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 or their parents must make an appointment with the principal well in advance to review any request for being excused from a school trip.

- 4th graders will take a one-day day trip in the Fort Worth area to learn more about Texas History and to visit historic sites in Tarrant County.
- 5th graders are scheduled to go for a three-day science trip to Allaso Ranch.
- 6th graders are scheduled to go to Sky Ranch in Van, TX for three days of leadership training.



- 7th graders study colonial U.S. history with a class trip to Boston.
- 8th graders focus on American history, civics, and culture with a class trip to Washington D.C.
- There is an all high school three-day, two-night retreat each fall during the school week.
- High school students may participate in optional minimester trips.

### ***High School Minimester***

The purpose of the minimester is to expand and enrich Southwest Christian’s curriculum by providing our students the opportunity to learn and serve in ways a traditional classroom cannot offer. We feel strongly that equipping our students to be Christian leaders in the world includes hands-on, real-world service and learning opportunities.

Minimester is a required one-week program complete with local, national, and international experiences, and is annually scheduled for the week prior to spring break (though some trips may depart and/or arrive before or after that week). Minimester supports the academic and spiritual mission of Southwest Christian School. While there is great diversity in our annual minimester opportunities, experiences can generally be categorized as service oriented, educationally focused, or cultural immersion.

### ***Student Travel Protocols***

Any student who travels while representing SCS competitively or while participating in an expeditionary learning opportunity will be subject to the following protocols:

- Written parental permission must be granted for such travel.
- 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, hotel/lodging expenses will be the responsibility of each student.
- The school will arrange transportation for class expeditionary learning events.
- Parent volunteers may be required for student transportation to athletic competitions. Whenever possible, 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 SCS.

## **Specific Academic Policies for the Chisholm Trail Campus**

As part of the Texas Private School Accreditation Commission, Southwest Christian School is exempt from Texas licensure. Southwest Christian School is committed to ongoing self-monitoring for compliance and maintains accreditation through Cognia.

## **Class Assignments and Scheduling of Chisholm Trail Campus Students**

The assignment of students to classes and/or teachers will be at the discretion of the professional staff of SCS. The administration must have the authority to balance classes based on gender, age (in younger students), number of students new to SCS, facility requirements (size of room, for example) and other educationally appropriate factors. Every effort will be made to place each student in the setting that is best for him/her. Our goal is excellence for ALL students.

## **Homework and Home Reading**

Homework is “work assigned to be completed at home.” It is an extension of work completed in class. Therefore, the student should be able to complete the homework at an independent, non-frustration level. Daily work not finished in class, studying for tests, or working on assigned projects is NOT considered homework.

- May be assigned on Mondays, Tuesdays, and Thursdays for 1st - 4th grade students. Some Fridays may intermittently have assigned homework.
- Can be assigned on Mondays, Tuesdays, Thursdays, and Fridays for fifth and sixth grade students.
- The amount of time considered acceptable for a student to complete at home is equivalent to the number of the grade level multiplied by 10 minutes.

In addition to homework assignments, all students in grades kindergarten through sixth will have required reading assignments per the teacher’s instructions.

### ***Daily Work***

Students will be given the opportunity to “re-do” failing assignments within five instructional days for a maximum of a 70, so students can demonstrate learned concepts and skills. Failing assignments, due to late work point deductions, will not be eligible for “re-dos.” Students will not be able to “re-do” failing quizzes or tests.

### ***Late Work***

Late work is considered assigned work that is not turned in on the day it is due. However, Teachers may choose to use good judgment and grade for extenuating circumstances.

- **For second grade**
  - One day late: 5 points will be deducted from total score of assignment.
  - Two days late: 10 points will be deducted from total score of assignment.
  - Three days late: 15 points will be deducted from total score of assignment.
  - Four or more days late: a 60 will be entered in grade book.
- **For third and fourth grades**
  - One day late: 10 points will be deducted from total score of assignment.
  - Two days late: 20 points will be deducted from total score of assignment.
  - Three days late: 30 points will be deducted from total score of assignment.
  - Four or more days late: a zero (0) will be entered in the grade book.
- **For fifth and sixth grades**

- One day late: 15 points will be deducted from total score of assignment.
- Two days late: 30 points will be deducted from total score of assignment.
- Three days late: 45 points will be deducted from total score of assignment.
- Four or more days late: a zero (0) will be entered in the grade book.

***Make-Up Work for Absences and Extra-Curricular Activities***

Make-up work is work a student needs to complete due to being absent. A student has the same number of days he/she was absent to complete assignments.

For example, if a student is absent on Monday and Tuesday, the student must turn in make-up work by Friday morning; if a student is absent on Wednesday and Thursday, the student must turn in make-up work by Tuesday morning.

If a student is absent due to an extracurricular activity, work is due the following day. The student will be responsible for attending tutorials the next morning to receive instruction if a class was missed. Fifth and sixth grade students will be expected to access FACTS to get the assignments they missed while absent.

**Grading Guidelines**

- Second grade is to be graded as follows:
  - Major Grades 55%
  - Daily Work 45%
- Third through sixth grades will be graded as follows:
  - Tests, Quizzes, Major Projects 50%
  - Daily Work (done in class) 35%
  - Homework, Participation 15%

**Evaluation Codes - Grades 2 through 6**

<b>ACADEMICS Code I</b>	<b>ACADEMICS Code II</b>	<b>BEHAVIOR/WORK ETHIC Code III</b>
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 to Meet Standards	N – Needs Improvement to Meet Standards
F – Unsatisfactory (0-69)		

*Note: Pre-K, kindergarten and first grade students will be evaluated using a different instrument that is more developmentally appropriate. Their respective teachers will discuss these systems.*

**Learning Lab**

The Learning Lab is available for students with diagnosed learning differences and/or ADHD who require extra support for successful completion of the curriculum. An additional fee applies for Learning Lab services. Interested parents should contact their student’s academic counselor.

- Level two students enrolled and receiving accommodations through the Learning Lab will have individualized grading procedures based on student needs as determined cooperatively by the Learning Lab teacher and the classroom teacher.
- Students will have the opportunity to be retaught and reassessed on failing daily work, quizzes, and tests for a maximum grade of 70%.
- Grades will reflect that the student is receiving assistance and accommodations through learning support program. The teacher will note this in the comments section of the report card.

## **Library**

The Chisholm Trail Campus Library is open from 7:45 a.m. – 4:30 p.m. 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, conducting research, and checking out books or other media.

Students in grades first-sixth 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 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 AR list, which contains hundreds of book titles, students select books on their reading level. They then take a computerized test to measure reading comprehension and accuracy. The student's progress is monitored throughout the year until he/she reaches his/her yearly goal.

## **Academic Integrity**

SCS 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.

At the Chisholm Trail Campus, cheating is taken seriously; however, teachers and administrators desire to treat each incident as a teachable moment and ensure that consequences are appropriate to the situation and the age of the child. Consequences which **may** occur:

- Parents are contacted.

- Student re-does the assignment for less than full credit.
- Student receives a zero on the assignment.
- Student meets with the teacher and principal.
- Student's behavior/work ethic grade drops one level.
- In-school suspension

## **Academic Recognition**

Academic Honor Roll is calculated each quarter: 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. Special awards will be given to qualified students at the end of each school year. In May, SCS hosts a Kindergarten Commencement and a Sixth Grade Student Recognition Ceremony.

## ***Specific Academic Policies for the Lakeside Campus***

### **Curriculum**

All students completing the Southwest Christian School balanced curriculum will have mastered the skills of effective oral and written English communication, and college preparatory training in science, mathematics, social studies, biblical studies, fine arts and in a language other than English. Students will have acquired practice in analyzing issues and ideas from a Christian worldview in order to reach conclusions and build a solid foundation for understanding the social, political, economic, and physiological issues of their lives.

### **Student Services**

The Student Services 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 related services. Parents and students are encouraged to meet with an advisor on a regular basis during the high school years. The Student Services Office is also available to operate in a referral capacity for personal or family counseling.

### **Books**

#### ***Required Textbook Purchase***

As a service to parents, Southwest Christian School contracts with MBS Direct for all books that parents are required to purchase.

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 books 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 MBS

Direct as well as in the course syllabi. The ESV Student Study Bible from Crossway Publishers will be used in each Bible class.

### ***Southwest Christian School Textbooks***

Most textbooks 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 using school-issued textbooks must provide their own book covers (no adhesive or stretchy covers) and are expected to keep books covered to prevent wear. Students must not write in books or turn down the pages. Any loss or damages to a school issued textbook will be the responsibility of the student.

## **Assignments**

### ***Homework***

Homework may be assigned at any grade level, kindergarten through grade twelve. Homework assignments reflect the aims and goals of instruction. Homework is neither “busy work,” nor used as a means of punishment. Parents may supervise their child’s homework, but each student must do his/her own work.

### ***Make-Up Work***

Makeup work applies to students who are absent from school. Except in unusual circumstances (and approved by the appropriate principal), if a student was absent on the day an assignment was due, he or she will submit the assignment upon return. If a student was absent when an assignment was given, he or she will have up to two (2) class periods to submit the assignment. For example, if the student was absent on Thursday, the assignment would be due on Wednesday of the following week. For prolonged or chronic illness or injury, special arrangements may be made with Student Services. Any written assignment or test not completed within the prescribed period of time will count as a zero in the student’s grade record. Students must take the initiative in making up and turning in missed class work.

### ***Late Work Policy***

Meeting deadlines is a skill that will help students in high school and beyond. We encourage students to turn in work by the assigned due date to receive full credit. If a student does not have an assignment at the beginning of the class period in which it was due, the student may turn the assignment in at the beginning of the next class period for a point deduction. With the exception of 7th grade, after this point, the assignment will no longer be accepted. It is the student’s responsibility to submit the assignment; the teacher will not ask for the assignment. Students with unexcused absences must follow the late work policy. All high school courses, even if taken in middle school, will follow the high school policy.

Grade level deductions are determined as follows:

- 7th Grade: One class period - 10 points, Two class periods - 20 points
- 8th Grade: One class period - 10 points

- High School: One class period 20 points

Students should communicate with their teacher upon return to school in order to schedule a time to make up a major grade. Major grades should be made up within one week of returning to school if possible.

***Loss of Credit***

If a student misses more than ten instructional days (25%) in any given course in a semester, regardless of whether the absence is excused or unexcused, no credit will be received for the course. All absences, excused or unexcused, count toward the total number of 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 may grant an appeal for excessive absences based on: Prolonged illness, hospitalization, doctor visits/directed bed rest, or severe injury. Unusual, unforeseen, and unavoidable circumstances, such as family emergencies or bereavement will be considered. An application for filing an appeal can be obtained from the principal's assistant.

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 facilitated through the Student Services. In extreme circumstances Student Services personnel may suggest to administration that a student become a non-traditional student.

**Grading System**

**Grades seven through twelve**

<b>ACADEMICS</b>
A – Superior (90-100)
B – Very Good (80-89)
C – Average; good (70-79)
F – Unsatisfactory (0-69)

Students will receive the following feedback through FACTS as it relates to the submission of assignments:

- P (Pending) = The teacher has the assignment and will grade and post to FACTS soon; does not affect a student’s grade average.
- E (Excused) = The student is not required to complete the assignment (usually used for long-term illness or absences); does not affect a student’s grade average.
- M (Missing) = The assignment was not turned in. Because the assignment can still be turned in, the teacher will add a note with the due date. The “M” will average as a zero. When the assignment can no longer be turned in, the teacher will change the M to a zero.

- D (Dropped) = The teacher has chosen to drop an assignment (usually used at the end of a semester); does not negatively affect a student's grade average.
- A (Absent) = The student was absent when an assignment was due and will need to submit the assignment by the next class period following the late work policy. It does not affect a student's grade average. This code will include a note with a due date.
- 0 (Zero) = A student did not turn in an assignment, and it can no longer be submitted.

### **Middle School Credits**

- Students in grades seven and eight 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 twenty (20) percent of the semester grade and will receive credits by semester average. Each semester of satisfactorily completed work will count  $\frac{1}{2}$  unit or credit. These units will be recorded on report cards and transcripts by semester. Each semester of work failed in a required course must be repeated prior to the next academic year. Students enrolled in courses that are also offered in high school must successfully complete the class with an average of 80 or better each semester. Students earning less than 80 each semester will repeat the course in high school.

### **Middle School Promotion**

- A student will not be promoted if he or she fails two (2) core subjects OR if he or she fails one (1) core subject and two (2) elective subjects.
- The principal, academic counselor, and the teacher(s) concerned will review all failures.
- It is not always possible to determine retention for a subject in grades seven and eight 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.

### **High School Credits**

- Students in grades nine through twelve will receive credits and grade points by semester average. Each semester of work satisfactorily completed will count  $\frac{1}{2}$  unit or credit. These units will be recorded on report cards and transcripts by semester. Semester finals count twenty (20) percent of the semester grade. Each semester of work failed in a required course must be repeated prior to the next academic year. Students failing two or more courses will be placed on academic probation for the following academic year.
- An overall grade point average (GPA) is calculated at the end of each semester. Based on the average of grades earned in all SCS subjects that are accrued while in high school, the overall GPA will determine student privileges and exam exemptions.



## SCS Graduation Requirements - 27 credits

Subject Area	Required Credits	Additional Information
Bible	4	Bible I, II, III, IV (or equivalent)
English	4	English I, II, III, IV (or equivalent). English must be taken all four years of high school.
Mathematics	4	Algebra I, II, Geometry, plus one additional. Math must be taken all four years of high school.
Science	4	Biology, Chemistry, Physics, plus one additional
Social Studies	4	World Geography, World History, US History, Economics*, Government* (*- one semester) Students who enter high school without having taken World Geography will take Advanced World Cultures during their senior year.
World Language	3	At least two in the same language
Physical Education	1	Athletics, Cheer, Dance, or Athletics Alternative
Fine Arts	1	One of the following: Theatre, Theatre Production, Art, Choir, Band, Yearbook
Elective Courses	2	Praise Band, Web Design, Video Production, Multimedia Design, Robotics, Learning Lab, the Art and Science of Teaching, Service Learning, or another subject area class that exceeds the required number of credits

To count toward graduation, all course credits must be earned while a student is at SCS 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.

## GPA Calculation

GPA Calculation for High School		Number Grade	Letter Grade
College Prep	AP, Honors, DC (+1)		
4.00	5.00	100	A+
3.95	4.95	99	
3.90	4.90	98	
3.85	4.85	97	A
3.80	4.80	96	
3.75	4.75	95	
3.70	4.70	94	
3.65	4.65	93	A-
3.60	4.60	92	
3.55	4.55	91	
3.50	4.50	90	B+
3.45	4.45	89	
3.40	4.40	88	
3.35	4.35	87	
3.30	4.30	86	B
3.25	4.25	85	
3.20	4.20	84	
3.15	4.15	83	
3.10	4.10	82	B-
3.05	4.05	81	
3.00	4.00	80	
2.95	3.95	79	C+
2.90	3.90	78	
2.85	3.85	77	
2.80	3.80	76	C
2.70	3.70	75	
2.60	3.60	74	
2.50	3.50	73	
2.40	3.40	72	C-
2.20	3.20	71	
2.00	3.00	70	
0	0	69 or Below	F

## **Special Considerations**

### ***Honors/AP/Dual Credit***

These courses permit students to explore a given subject in greater depth than in a typical high school course. 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 a strong record in the subject area and a high level of commitment to an advanced class. 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. A quality point will be added to the GPA in all advanced level courses.

Advanced Placement courses are designed to help qualified students acquire the skills and habits they will need to be successful in college. Students will improve their writing skills, sharpen problem-solving abilities, and develop time management skills, discipline, and study habits. Students should research their target colleges and universities to verify the school's policies regarding earning college credit for satisfactory AP scores.

Southwest Christian School offers college credit in classes designated as “dual credit” to qualified students. This option is offered in partnership with Colorado Christian University, LeTourneau University, and the University of Texas at Austin. Students who register for dual credit classes are officially registered as students at each respective university. It is recommended that students request official transcripts at the close of each semester to ensure grades are accurately reported. 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 GPA for all dual credit courses. *There is an additional charge for these classes.*

### ***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 dropped after the tenth week of the fall or spring semester will be marked on the transcript as a “withdraw passing” or “withdraw failing” based on the official grade at the date of withdrawal. For students in high school, “withdraw failing” will be calculated in the GPA.

### ***Correspondence Courses/Online 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 through an alternative source. Information regarding alternative credit courses is available through Student Services. Alternative credit courses must be approved prior to enrollment.

### ***Credit by Exam***

Credit by Exam is available for credit recovery ONLY. Information regarding this option is available through Student Services.

### ***Summer School***

Students may attend summer school at an approved institution for credit recovery only.

### ***Incompletes***

A student with an incomplete grade remains eligible for seven days from the time the report card is issued unless the incomplete is replaced with a failing grade prior to the end of the seven-day grace period. Students with an incomplete grade past the grace period become ineligible until work is made up in accordance with applicable eligibility policies. In the event the incomplete is caused by extraordinary circumstances, administration may reinstate eligibility temporarily.

### ***Academic Probation***

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

### ***Non-Traditional Student***

Non-traditional students have the opportunity to continue academically with SCS by taking advantage of the school's curriculum, guidance services, and tutorial time before and after school in an effort to expedite graduation requirements and receive a diploma. Unlike traditional students, non-traditional students do not have access to instructors during the school day or to extra-curricular activities.

### ***Academic Honors: Valedictorian and Salutatorian***

Grade point averages to determine the valedictorian and salutatorian will be calculated based on grades earned in required core courses taken at Southwest Christian School in grades nine through twelve. Fine Arts, P.E., athletics, or other elective courses are not included in the calculation. Grades are averaged to the thousandth place. If the top two graduates tie to the thousandth place, two valedictorians will be named and the third place student will be named salutatorian. The cut-off for grades to be included in the calculation is the end of the second semester of the senior year. Students must have attended SCS from their sophomore through their senior years to be considered for valedictorian or salutatorian.

## **Student Engagement and Christian Leadership**

### **Student Activities**

Student service organizations comprise a vital part of the total education program at SCS. These organizations provide a needed opportunity for students to exercise 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.

### ***Lakeside Campus Selective Organizations***

While middle and high school students will have the opportunity to join numerous clubs and to participate in academic, athletic, and artistic competitions, some of these require candidates for membership to meet specific criteria and/or submit applications. Many also require continued evidence of commitment to the organization's values, and students should refer to each organization's charter and bylaws. Currently, these selective associations at SCS include the following:

- International Thespian Society
- Junior World Affairs Council
- National Arts Honor Society
- National Junior Honor Society
- National Honor Society
- Tri-M Music Honor Society

### **Athletic Activities**

Students can gain important insights, develop God-given talents, and hone leadership skills through participation in SCS's extensive athletic program. Those representing SCS while participating on, or cheering for, a team should strive to do so in a way that demonstrates their values and reflects credit on the school, their families, and Christ. SCS endeavors to provide athletic opportunities that are characterized by a commitment to excellence and a focus on equipping Christian leaders.

### ***Athletic Guidelines***

Please refer to the Athletic Guidelines document for more detailed information regarding athletic policies and procedures. This document can be located at <https://southwestchristian.rankonesport.com> under Southwest Christian online forms. Please also note that an electronic signature is required by both the student and parent.

### ***Athletic Eligibility Requirements - Lakeside Campus***

- Students participating in interscholastic athletic competition for SCS must be enrolled in school and meet the course requirements for their grades.
- Students participating in varsity interscholastic athletic competition must be enrolled in grades nine through twelve.
- Students participating in middle school interscholastic athletic competition must be enrolled in grades seven or eight.
- No student may fail more than one course and remain eligible for co-curricular activities. A student failing two or more courses will be ineligible the Monday following the 9-week grade check.

\*Eligibility may be reinstated two weeks after the 9-week grade check and every one week thereafter as long as the student is not failing more than one course.

## Christian Service

### Graduation Requirement

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 ten (10) hours of service each year in grades nine through twelve.

- Service hours can be earned for each academic school year between May 1 and April 30. Hours earned after April 30 will apply to the next academic year.
- Because we want our students to impact the world beyond our campus, students must serve a minimum of 10 service hours each year. 50% to 100% of those hours can be **Community Based Hours (CBH)**. Community Based Hours (CBH) are hours served in the community led by a non-profit organization or SCS to benefit the community beyond our school (Examples: individual hours served for a non-profit organization, portions of minimesters devoted to service, or service days off campus). There is also an **SCS Based Hours (SBH)** option which consists of hours served that are led by SCS for the benefit of SCS (Examples: concessions at a sporting event, Fine Arts Fashion Show, the yearly auction, etc.). Students are not required to work SBH but can serve in this capacity to add towards their total hours served that year. Still, SBH can only account for 50% or less of their total hours served (Example: A student can only have 10 SBH as long as they have 10 CBH).
- At the end of the academic service year (April 30), an evaluation will occur to determine whether the student has met the requirements for that year. In the event that the student has served more than 50% SBH of the total hours earned, the SBH that put the student over 50% will NOT count and will be removed from the student's final service report.
- Deadlines for submitting service hours are listed below in this section. SCS provides a variety of experiences for students to obtain the Christian service requirement. Students are given the opportunity to determine which method he or she would like to complete to meet this requirement.
- Listed below are methods that a student may obtain their service hours:
  - One method is through the SCS minimester program. The purpose of the minimester is to expand and enrich Southwest Christian's curriculum by providing our students the opportunity to learn and serve in ways a traditional classroom cannot offer. We feel strongly that equipping our students to be Christian leaders in the world includes hands-on, real-world service and learning opportunities. Minimester is a component of each high school student's Bible credit and supports the academic and spiritual mission of Southwest Christian School. While there is great diversity in our annual minimester opportunities, experiences can generally be categorized as

service oriented, educationally focused, or cultural immersion. Minimester hours count as CBH.

- Another method consists of individual service hours served for churches and/or non-profit community organizations ONLY. These hours must be supervised by a church or non-profit employee that is NOT related to the student. Individual church/non-profit hours served count as CBH.
- Service Days are also a method provided for students to obtain their service hours. Service days are led by SCS and take place during a school day. These hours count as CBH being that they are served out in the community with our service partners.
- SBH is the final method of acquiring service hours. There are many SCS events in the year that provide students opportunities to serve. Students who choose to serve SCS must choose activities for an endeavor that they are not already involved with for it to be considered community service. For example, a member of a team cannot earn community service hours for selling tickets to that team's game, or for working the clock, etc.
- A maximum of half of a student's total hours earned each year can be through serving SCS with the remainder of hours earned coming through helping in the community.
- A list of organizations that allow teenage volunteers will also be available through the Bible Department chair.
- Activities for which a student will NOT receive approval include, but are not limited to the following:
  - 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
- Cultural Exchange programs (including mission trips and minimester opportunities) will be given up to eight hours of credit per diem of service (no credit will be given for sleeping, travel, or mere touring activities).
- Service Verification forms will be available to the students in their Bible classes or on the SCS website. 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.
- SCS's Christian Service Board will determine whether or not to accept hours.

The completed forms will be kept on file for each current year of service. In the event that the minimum hours for the year are not met, the student will receive an incomplete for his/her Bible course and have two (2) weeks to complete the hours. Following the extended two weeks, a failing grade for the Bible course will be given. This failure will impact the student's grade point average and will remain on the student's transcript until the hours have been completed and the service verification form has been returned. After the two weeks extended time, the highest grade a student can receive will be a 70 percent.

All deadlines are firm. In order for the community service hours to count, the hours must be submitted by the deadline:

- **Hours served May 1 - August 31 must be turned in by September 9.**
- **Hours served September 1-December 31 must be turned in by January 13.**
- **Hours served January 1 - February 28 must be turned in by March 24.**
- **Hours served March 1 - April 30 must be turned in by May 5.**
- All seniors must have their service hours turned in prior to April 15 to receive credit.
- Recognition for the award ceremony will be based upon information recorded as of April 15.
- May 7 is the final day to turn in Christian Service Hours.