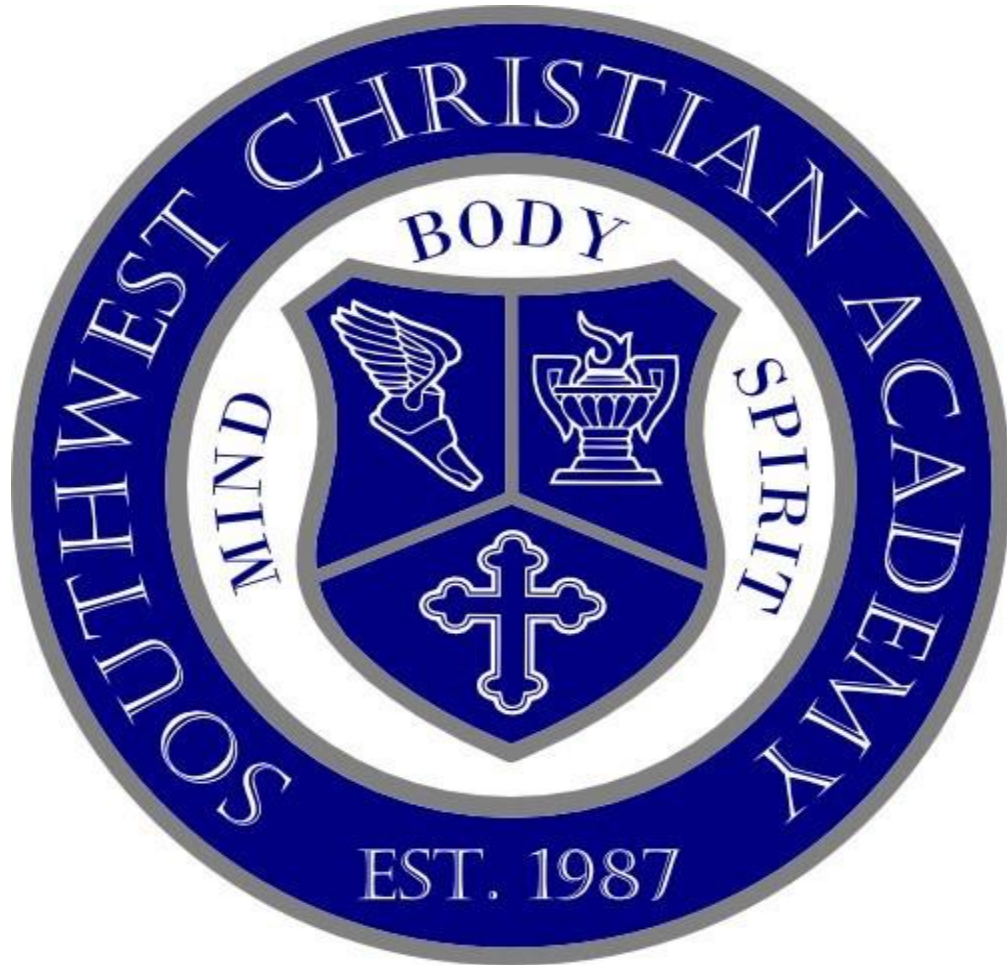


PARENT/STUDENT HANDBOOK ACADEMY AND PRESCHOOL



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Southwest Christian Academy
11301 Geyer Springs Rd., Little Rock, AR 72209
(501) 565-3276
www.swchristian.com

SOUTHWEST CHRISTIAN ACADEMY
PARENT/STUDENT HANDBOOK
PRESCHOOL/CHILDCARE CENTER
11301 GEYER SPRINGS ROAD
LITTLE ROCK, AR. 72209
Office: 501-565-3276
Fax: 866-394-4967
www.swchristian.com

JAMES STEWART
Administrator

SHARON STEWART
Superintendent

SCOTT WALTHALL, HIGH
SCHOOL PRINCIPAL

AUTUMN MENZIES, MIDDLE
SCHOOL PRINCIPAL

ALEX DAVIDSON, ELEMENTARY
PRINCIPAL

KRISTEN STEWART, PRESCHOOL
DIRECTOR

TABLE OF CONTENTS

TITLE IX.....	3
GREETING TO PARENTS.....	4
1. HISTORY.....	4
2. MISSION STATEMENT.....	5
3. PHILOSOPHY OF EDUCATION.....	5
.....	1
5. GOALS FOR STUDENTS	1
6. AFFILIATION	1
4. OUR STATEMENT OF FAITH	1
5. NON-DISCRIMINATORY POLICY	2.9
6. ADMISSIONS POLICY.....	2
10. PROCEDURE	2
11. PARENT-TEACHER CONFERENCES	5
12. FINANCIAL OBLIGATION POLICY	6
13. PRESCHOOL FEES (PK2-PK4)	6
14. ACADEMY ELEMENTARY AND SECONDARY FEES INFORMATION (K-12)	7
15. ATTENDANCE	8.16
16. SCHOOL PERSONNEL AND STAFF	9
17. CHAPEL	10
18. LOST AND FOUND	10
19. CAFETERIA/LUNCH	10
20. BAD WEATHER/CANCELLATIONS	11
21. PHONES, CELL PHONES AND MESSAGES FOR STUDENTS	11
22. STUDENT EVALUATION AND ACADEMIC INFORMATION	11
23. OUR CURRICULUM	14
24. INSURANCE	16
25. DISCIPLINE POLICY	16
26. SCHOOL RULES	22
27. DRESS CODE POLICY FOR STUDENTS GRADES PK-12	29
28. ATHLETIC POLICY	31
29. SCHOOL COMPUTERS AND INTERNET ACCEPTABLE USE POLICY	34

30. GRADUATION REQUIREMENTS
35

TITLE IX: Southwest Christian Academy is a nonprofit organization which admits students of any race, color, and national or ethnic origin. As required by Title IX of the Education Amendments of 1972, SCA does not discriminate on the basis of sex in its

educational program or activities or employment, except where necessitated by specific tenants held by the institution and its controlling body.

GREETING TO PARENTS

We are happy that you have chosen Southwest Christian Academy to help prepare your child spiritually, academically, socially and physically. We are blessed to be able to offer a comprehensive educational program for your preschool, kindergarten, child care, elementary, middle school and high school students. We are very fortunate to have a staff of dedicated teachers and caregivers and the facilities to fulfill our goal of total care and education for our students.

We are a fully accredited private K-12 Christian school (ANSAA) and a Level 3 Better Beginnings preschool program. Our PK2-12 program includes a short daily chapel program and regular instruction in the Bible. We respect varying denominations. We are deeply concerned with the training of the entire personality and feel that the foundation of all learning is best achieved when based on knowledge of the Bible.

We welcome you to our school and hope that your experiences will be most fulfilling and satisfying. We want to partner with you in bringing up your child. If we can be of assistance to you and your family in any way, please let us know. We appreciate your support as we teach your children in all areas of their development.

Sharon Stewart, Superintendent

James Stewart, Administrator

1. HISTORY

- 1.1. Southwest Christian Academy is a fully accredited private Christian school for grades K-12 and licensed daycare/preschool facility and Better Beginnings Level 3 program for children ages 18 months to 4 years of age.

- 1.2. Southwest Christian Academy is an independent, interdenominational, educational institution dedicated to academic excellence and the care and development of the total child.
- 1.3. Southwest Christian Academy began June 1, 1987, with 27 students for summer daycare and leased Charity Community Church's facility at 11111 Geyer Springs Road, Little Rock, AR. As the student body grew, three portable buildings were purchased by the school to accommodate the increased enrollment. New facilities were completed on the adjacent lot, north of Charity Community Church to house approximately 200 students. The new facility is 15,600 square feet and contains a gym, administrative offices, kitchen, and classrooms. The modular buildings were for grades 7-12. Five new classrooms were added to the main facility in 1997.
- 1.4. In January of 2000, grades 5-12 occupied their new classroom building. Plans to build a new athletic facility plus classrooms were made during 2000-2001. In October of 2001, the new athletic/classroom facility was completed. 1.5. The football field was added in 2004 and the baseball field was completed in 2016.
- 1.6. We continue to develop our facilities, as God provides the resources, so that we may better serve our families.

2. MISSION STATEMENT

To partner with families to prepare students spiritually, intellectually, emotionally, physically and socially so they are equipped to glorify God by doing His will.

3. PHILOSOPHY OF EDUCATION

- 3.1. The educational philosophy of Southwest Christian Academy is based on the belief that all truth comes from God, which is revealed through the Bible, the only inspired, infallible, and authoritative Word of God. Therefore, all knowledge must be based on the Bible. God created mankind to glorify Himself but because of Man's sin, a gulf was created between God and Man. God gave his son, Jesus Christ, as a way to reconcile man to God. Accepting this gift of salvation is the only way Man can fulfill God's purpose, that is, to glorify God.
- 3.2. The purpose of education is seen as the way to this end. Salvation is a free gift that must be received by faith and "Faith cometh by hearing, and hearing by the Word". Education based on God's Word can bring students into a relationship with Him and can develop them spiritually, intellectually, emotionally, physically, and socially. SCA endeavors to prepare students to know and do God's will.

4. OBJECTIVES

4.1. The administration of the school will endeavor to provide:

1. a safe, orderly and wholesome environment that is conducive to learning.
2. a well-qualified, Christian staff committed to Christian ministry and education.
3. the best educational curriculum and tools possible to facilitate learning.
4. Christian leadership and will minister and witness to students, parents, and fellow staff members by word and Christian example.
5. The administrators will endeavor to stay in God's will by putting Him first and the children and families they serve next when making decisions affecting the school.

- 4.2. Teachers of the school will work towards the following:
- 4.2.1. Teachers will work with students, parents, school and community to provide an atmosphere of mutual respect and trust.
 - 4.2.2. Teachers will challenge students to learn by providing well-organized, interesting, and "fun" learning experiences
 - 4.2.3. Teachers will uphold Biblical standards in their personal lives and they will support school policies and practices by word and action.
 - 4.2.4. Teachers will minister and witness to students, parents, and fellow staff members by word and Christian example.

4.2.5. 4.3. Students are expected to strive towards the following goals:

- 4.3.1. Students will behave in a respectful manner, obeying rules of conduct set forth by Christian standards, using the Bible, God's infallible word, as the basis for all rules.
- 4.3.2. Students will succeed academically, spiritually, and physically by mastering the precepts set forth by Christian curriculum and by a Christian staff.

4.4. **Parents are asked to do the following:**

- 4.1.1. **Parents will become actively involved in his or her children's education and development by knowing the staff, visiting the school often, and supporting the programs and goals set by teachers and staff of Southwest Christian Academy. Parents will solve issues and concerns by speaking to the following, in this order: teacher, principal, superintendent. Differences will not be aired on social media or to other school families, but with those who have the ability to help. Parents agree by signing this page that they will support school policy and will not undermine the authority of the school.**

Signature/Date Parent

4.1.2. GOALS FOR STUDENTS

The following are the aims of Southwest Christian Academy and are presented here so that you, the parent, can clearly see our major goals for your child. We want your child to:

- 5.1. Make the adjustment to school life as pleasantly and positively as possible.
- 5.2. Develop a feeling of security and responsibility as a member of a group and be able to function positively within that group.
- 5.3. Become aware of and interested in the world about them.
- 5.4. Learn how to plan, think, reason, and increase their power of observation.
- 5.5. Develop, increase and enrich vocabulary and communication.
- 5.6. Develop interest and skill in the use of equipment and materials.
- 5.7. Develop power of concentration and increase attention span.
- 5.8. Learn to listen and follow simple directions.
- 5.9. Establish and develop habits of cooperation, fair play and sportsmanship.
- 5.10. Grow in Christian character and exalt Jesus Christ as model in all areas of behavior.
- 5.11. Develop self-discipline.
- 5.12. Develop a love for learning.
- 5.13. Become a school and community leader and a patriot.
- 5.14. Develop personal confidence and a positive self-image.

5. AFFILIATION

- 5.1. Southwest Christian Academy is accredited by the ARKANSAS NON-PUBLIC SCHOOLS ACCREDITING ASSOCIATION, INC. and is recognized by National Federation of Non-Public Schools State Accrediting Association.
- 5.2. SCA's preschool and childcare center is licensed by the State of Arkansas, Department of Human Services, Little Rock, Arkansas and has achieved level 3 of "Better Beginnings program" of Arkansas.

6. OUR STATEMENT OF FAITH

- 6.1. We believe the Bible to be the inspired, the only infallible, authoritative inerrant Word of God. (II Timothy 3:15, II Peter 1:21)
- 6.2. We believe there is one God, eternally existent in three persons--Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
- 6.3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 7:26, 4:15); His miracles (John 2:11); His vicarious and atoning death (I Cor. 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Cor.15:4); His ascension to the right hand of the Father (Mark 16:19) and His personal return in power and glory (Acts 1:11, Rev. 19:11).
- 6.4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith, 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)
- 6.5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)
- 6.6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Cor. 12:12-13)
- 6.7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life. (Romans 8:13-14, I Cor. 3:16, I Cor. 6:19-20)

7. NON-DISCRIMINATORY POLICY

- 7.1. Southwest Christian Academy does not discriminate on the basis of an individual's race, color, sex, national or ethnic background, however, exception is made where necessitated by specific tenants held by the institution and its controlling body.

8. ADMISSIONS POLICY

- 8.1. It is and will be the policy and practice of Southwest Christian Academy not to discriminate on the basis of race, color, sex, national or ethnic origin in the admission of students.

9. PROCEDURE

- 9.1. Requirements for New Students
- 9.2. 10.1.1. *Satisfactory completion of all application forms and fees. (no exceptions)
- 10.1.2. *Copy of most recent report card/transcript (Student must have a B average if transferring from public school) (Grades 1 – 12 only.)

- 10.1.3. *Copy of most recent two years standardized test scores (Grades 1-12 only.) Including any additional special testing information, including psychological, special education testing and IEPs, if applicable. A limit of 20% of students with individual educational plans will be accepted in each class.
- 10.1.4. *Copy of birth certificate and up-to-date copy of current immunization record.
- 10.1.6. If your child is in the custody of one parent, please indicate. A copy of all legal documents must be kept in the student's file.
- 10.1.7. Proper age for admittance to preschool class by August 1, 2017. K5 students must be 5 years old on or before August 1.
- 10.1.8. A recommendation from the last school/ child care facility attended including behavior and payment history. (Students suspended or expelled from other facilities are not eligible for admission.)
- 10.1.9. Signature on the "SCA Handbook Verification Form" and parent cooperation and support.
- 10.1.6. I understand that as a parent, it is my responsibility to support the school, its administration and its teachers/coac
- 10.1.7. A reference from a teacher, parent or student presently enrolled at SCA is recommended.
- 10.1.8. hes in decisions that they make regarding students. I also understand that parents must go through the proper channels in conferencing with teachers or administration and when doing so, must behave in an appropriate manner. Any misbehavior on the part of a parent in dealing with the teacher/administration/office staff could result in immediate dismissal of the parent's children from SCA. Non-support by parents is also grounds for dismissal of a student.
- 10.1.9. Parents are encouraged to join and volunteer in the Parent-Teacher Fellowship to support the teachers and school programs.
- 10.1.10. A satisfactory personal interview with the administrator for all parents and students is required. All of the items marked above with an asterisk (*) are required prior to interview. (Grades PK2--12)
- 10.1.11. All students must obey SCA's dress code in all areas.
- 10.1.12. **For Preschool students: Bottles and pacifiers are not allowed in the preschool.
- 10.1.13. **For Preschool students: Children must be toilet trained before being accepted into the 3-year-old class.

9.3. Requirements for Returning Students

- 9.3.1. Satisfactory completion of all application forms and fees. Incomplete forms will cause application to be delayed until completed.
- 9.3.2. Satisfactory academic work, conduct and work habits. (Students must have a C average.)

9.3.3. Students who have been suspended or expelled may not be re-admitted. 10.2.4.

Current immunization records on file.

10.2.5. If your child is in the custody of one parent, please indicate. A copy of all legal documents must be kept in the student's file.

10.2.6. Parent cooperation and support. 10.2.7. All financial obligations satisfied – all accounts must be zero.

10.2.8. I understand that as a parent, it is my responsibility to support the school, its administration and its teachers in decisions that they make regarding students. I also understand that parents must go through the proper channels in conferencing with teachers or administration and when doing so, must behave in an appropriate manner. Any misbehavior on the part of a parent in dealing with the teacher or administration could result in immediate dismissal of the parent's children from SCA. Non-support by parents is also grounds for dismissal of a student.

10.2.9. For Preschool: Children will not be moved up to the 3-year-old class until they are fully potty trained.

9.4. GENERAL POLICIES GOVERNING ALL ADMISSIONS

9.4.1. Final acceptance of students and grade level will be determined by the administrator and/or board. A student is expected to meet academic standards and abide by the regulations and customs of SCA in attitude, as well as in action.

9.4.2. The school reserves the right to dismiss a student who is considered detrimental to the best interest of the school. The school further reserves the right to refuse readmission to any student at the beginning of any semester.

Applicants must have a good conduct record. Students will not be admitted to SCA if they have been expelled from another school. Suspensions are examined on a case-by-case basis.

9.4.2.1. Historically, students at Southwest Christian Academy score higher than the 50th percentile on standardized tests. Therefore, new applicants should have standardized test scores above the 50th percentile.

9.4.2.2. Each class population is held to a limit of not more than 20% of students with special needs, such as Attention Deficit Disorder, Hyperactivity or other learning or behavior problems.

9.4.2.3. Applicants and parents must agree to support the policies of SCA, and a financial commitment must be signed. Students must "want" to attend SCA.

- 9.4.2.4. A copy of the last semester's grades, health record, birth certificate and a registration fee must be submitted with the application. An interview is required before final acceptance is made.
- 9.4.2.5. All new students are admitted on academic and disciplinary probation for one year. Students may be refused re-admission at the end of the second semester if a "C" average is not attained.
- 9.4.2.6. Pre-K, kindergarten and first grade applicants must be the appropriate age on or before August 1.
- 9.4.2.7. I give permission for SCA to use my child's photograph and /or name in school publications, including but not limited to newsletters, newspapers, television releases, school website, school social media, and promotional materials.
- 9.4.2.8. I give permission for my child to use the internet in classroom settings to search for information on acceptable user sites.
- 9.4.2.9. Priority admission procedures:

First, to all current students at SCA.

Second, to all students whose parents are on staff at SCA

Third, to students who already have siblings enrolled at SCA.

Fourth, to those students on the waiting list

Fifth, to all other qualified students.
- 9.4.2.10. From the waiting list the priority procedure is:

First, to school employees children

Second, to siblings of enrolled students

Third, to all others on the waiting list

Fourth, to walk-ins
- 9.4.2.11. After the pre-registration period has ended, students are admitted according to the date the application form and registration fee are received.

10. PARENT-TEACHER CONFERENCES

- 10.1. The academy dismisses two half-days per academic year in order to offer formal parent/ teacher conferences. (See your school calendar.) You will be reminded of this time by your child's teacher. A sign-up schedule will be made available to all parents wishing to confer with teachers. Of course, teachers and administration are always available to parents throughout the year.

- 10.2. Please call the office if you wish your child's teacher to call you back on break. You may schedule a conference for a mutually convenient time with her/him whenever necessary. We encourage parents to communicate with his/her child's teacher often.
- 10.3. PARENTS ARE DISCOURAGED FROM COMING TO THE SCHOOL WITHOUT NOTICE FOR CONFERENCES OR FROM STOPPING A TEACHER ON DUTY TO DISCUSS DETAILED INFORMATION FOR LONG PERIODS OF TIME. Obviously, if your child's teacher is talking with you, her students cannot have her full attention. Please be considerate and call for an appointment.

11. FINANCIAL OBLIGATION POLICY

- 11.1. Southwest Christian exists to serve its students and their families and to provide academic, spiritual, and physical education in an encouraging Christian environment. While this mission is clearly the reason for the school's existence, SCA operates within the business world and enters into a financial agreement to ensure quality and fiscal responsibility.
- 11.2. Parents of students withdrawing from preschool or day care programs are required to give two (2) weeks, written notice or must pay two weeks of tuition. Parents of students withdrawing from SCA kindergarten, elementary, middle school and secondary school will be responsible for the entire month's tuition if the student attended school during any part of the month. After signing a contract for the school year in the Academy (grades K-12) and the student withdraws for any reason, there will be a 15% fee charged for the remainder of the contract. If the student's tuition was paid in full, the 15% will be taken out of the refund, if there is one.
- 11.3. **Records cannot be released to transferring schools or to parents until all financial obligations are satisfied.**

12. PRESCHOOL FEES (PK2-PK4)

- 12.1. **REGISTRATION:** Registration fees cover only a few supplies and are nonrefundable. All students are required yearly to pay registration fees.
- 12.2. **BOOK FEE:** Book fees will vary, depending on the age of the student and is nonrefundable, should the parent withdraw.
- 12.3. **PRESCHOOL STUDENT TUITION:** Preschool students are considered "full-time students" and their weekly tuition is due by bank draft or debit/credit card, Tuesday of each week, in advance, or bi-monthly, or monthly. Tuition must be paid by bank draft or with a credit/debit card on file, unless unusual circumstances. Full-time students may attend between the hours of 6:30 a.m. and 6:00 p.m., Monday through Friday. This fee includes breakfast, lunch, and afternoon snack, also. Preschool students must arrive no later than 10:00 a.m. each day so efficient plans for lunch, nap, classtime are appropriate.
- 12.4. If payment is not received by Tuesday evening 6:00 p.m., a late charge of \$2.00 will be applied to the student's account for every day that payment is not made. If there is no attempt to pay on schedule, the child's name will be dropped from the class roll and the child will not be permitted to enter class. Accounts are subject to this policy after 2 weeks of non-payment. Children left after 6:00 p.m. will be charged a \$1 a

minute beginning at 6:00. For example, if a parent arrives at 6:15 p.m., the cost will be \$15.00 that is due at that time. **If the parent arrived at 6:30 p.m. the cost would be \$30.00, and so on. If the parent is late 3 times, they will be asked to find an alternative childcare center.**

12.5.

12.6. **PRESCHOOL VACATION/SICK-DAY/ABSENCES:** Remember, tuition is paid on the position of the student, not necessarily the time spent at school. Parents who choose not to bring his/her child for any reason are still responsible for full fees. Full time students are eligible for a week's vacation after 52 consecutive weeks of enrollment provided their account is up to date. They are also eligible for up to 5 days a year of sick day credit, provided a doctor or prescription receipt is presented to the office.

12.7. If tuition is not paid on schedule, nor appointment sought with the Accounts Receivable Supervisor, the child's name will be dropped from the class roll.

12.8. **PARENTS ARE RESPONSIBLE FOR FULL PAYMENT EACH WEEK. HOLIDAYS, TEACHER'S CONFERENCE/RETREAT, ETC. ARE INCLUDED WHEN PAYING TUITION. ACADEMY (K-6th grade) AFTER-SCHOOL CARE TUITION DOES NOT INCLUDE SNOW DAYS, HOLIDAYS, SPRING BREAK, ETC. AND IS BASED ON 41 WEEKS. ELEMENTARY STUDENTS STAYING FOR CHILDCARE ON DAYS THE ACADEMY IS CLOSED MUST PAY CHILDCARE FEES.**

13. ACADEMY ELEMENTARY, MIDDLE SCHOOL AND SECONDARY FEES INFORMATION (K-12)

13.1. **REGISTRATION FEE:** For grades K-12, registration fees apply to all new and returning students and should be paid when registering to reserve a position. Registration fees are non-refundable.

13.2. **TUITION FEES:** All tuition fees are paid by the AUTOMATIC BANK DRAFT PROGRAM OR BY A DEBIT CARD THAT IS CHARGED ACCORDING TO THE TERMS OF THE CONTRACT. All academy students, K-12, must use the Automatic Draft Program or Debit Card for the payment of tuition fees or may pay in full for the entire year. Parents must sign a contract for a 10-month tuition payment plan. The first payment is due on July 1 and the last one on May 1. If the Automatic Bank Draft is returned by the bank for insufficient funds the parent will be charged a \$25 service charge. Also, if a draft is discontinued during the year for any reason, full payment of the balance is due at that time.

13.3. **BOOK/ACADEMIC FEE/MAINTENANCE FEES:** These fees cover books, standardized test, and maintenance expenses. Amounts will vary, depending on the grade of the student. Book fees are due by June 1 and a late fee of \$10 will be charged after that date.

13.4. The Maintenance Fee is required annually by each family. The Academic Fee is paid annually by each student, grades K-12.

13.5. Grades 9-12 use ebooks almost exclusively for their textbooks in most classes. Students bring their own iPad or laptop that is capable of being used to download books and apps for use in high school. There is a technology and book fee to cover wifi use and the cost of electronic books (ebooks).

14. ATTENDANCE

Every child choosing to enroll at Southwest Christian Academy who is age 5 through 16, both inclusive, must comply with the compulsory attendance laws. Kindergarten students must be 5 by August 1. Since SCA exists to prepare students to achieve their maximum potential, students are required to attend full days so they are able to take full advantage of all programs provided by the school. **Early release for work is not a part of SCA's educational curriculum.**

- 14.1. Days missed from school can never be made up completely, even though assignments are completed. Class discussion and interaction are extremely valuable and impossible to duplicate; therefore, absences for any reason may result in lower grades. It is vital that regular attendance be an important concern for each academy student and parent.
- 14.2. Truancy is the unlawful absence from school for K-12. **Preschool children are not required to attend school until kindergarten but attendance is encouraged so preschool students can take full advantage of the curriculum.** The parent or guardian is legally responsible for ensuring that children who are subject to the compulsory attendance law do attend school on a regular basis. The school administration is expected to seek enforcement of laws relating to compulsory school attendance. **Only those absences due to personal illness, doctor's appointments which cannot be scheduled after school, death in the immediate family, or school activities, such as field trips, academic meets, will be considered excused.** Extraordinary or emergency absences other than these may be approved on an individual basis by administrator IN ADVANCE. Arrangements must be made by the student with the teacher for work to be done in advance. ***A minimum of one week's notice (7 days) should be given for extraordinary absences.*** These excused absences will be approved only in extreme emergencies. Absences that are not excused or approved in advance will be unexcused, and the student will not be permitted to make up work and will receive an "F" on assignments missed. **A zero will be recorded for a daily grade for any day/class missed that is unexcused.**
- 14.3. For re-admittance after an absence of any kind, a note from the parent or guardian must accompany the student, stating the reason for the absence. Otherwise, the absence is considered unexcused. In cases of excessive excused absences (6 absences within a 9-week period) a statement from a doctor may be required.
- 14.4. A student who has more than five days of unexcused absences during one semester may not receive credit for courses attempted.
- 14.5. A student who has an excused or approved absence will be responsible for all assignments in advance or the make-up of all work missed. Students who miss a day when tests are scheduled are expected to take the test the day they return if they were in class when the test was announced. Work missed, including tests, during an extended absence (2 or more days) should be completed within a period of time equal to the time missed (i.e., if two days are missed, the student has two days to complete make-up work.) The student should check with the teacher to be sure they have met the teacher's expectation for all assignments missed. Where possible, arrangements should be made with the teachers in advance of the absence. **It is the student's responsibility to see that all missed assignments are completed and on time.** In middle school and high school, students turning in projects and papers

late will receive credit as follows: One day late, 80 %; two days late, 50%; third day late, 0% credit but still must turn in the assignment.

- 14.6. **Preschool children (PK2-PK4)** must arrive at school by 10:00 a.m., unless preapproved for such things as a doctor's appointment. It is very difficult for children to come in late and be expected to go down for nap at 12:30 p.m. Also, preschool students will want to take advantage of the preschool chapel and formal classes, which occur in the mornings.
- 14.7. All students, PK2-12th grade, will be released directly to the parent or guardian at any time parent or guardian calls in person and signs the child out. After the student has been signed out, the office will issue a dismissal slip to be given to the teacher which lets him/her know that the office is aware of the student being checked out. If parent or guardian wishes to allow someone else to pick up a child, he/she must notify the office in advance. This is for the student's protection. Divorced parents should have a copy of the custody order in their child's file that tells who has custody and any direction for release by the school. The school cannot deny parental access to a child without a copy of the court order on file. Someone other than the parent or guardian who wishes to check out a student must make arrangements by having the child's parent or guardian notify the office. Children in our care program will be signed out only by parents or a guardian on their attendance sheets. Identification may be requested.
- 14.8. Tardy Policy for K-12th grade students: When a student is tardy to school, he/she will report to the office for a Tardy Permit. Tardy students will not be admitted to class without the permit. Students are considered tardy if they arrive in class after 8:00 a.m. Six days of tardy equal 1 absence. Six unexcused absences may cause a student not to receive credit for the semester. Grades 5-12 receive 1 behavior document after 3 morning tardies. Promptness is important to the smooth, orderly beginning of each school day.
- 14.9. After three (3) tardies in one nine-week period, academy K-8 students may miss part of their recess/break. High school students will serve "D" Hall if late to class and teacher marks them tardy in Renweb at that time. The third morning tardy will result in "D" Hall.
- 14.10. K-12 students who come to school later than 10:30 a.m. or leave before 1 p.m. will be marked absent 1/2 day. students who miss more than six (6) days unexcused in any class during a semester may not receive credit for that class.
- 14.11. K-4th grade academy students are to be picked up by 3:15 p.m. or must report to after-school care. Fifth and 6th grade students must be picked up by 3:35 p.m. 7-12th grade students remaining on campus after 3:35 p.m. must wait inside the cafeteria. All other areas are off limits to them. Students may not enter building #2 in the morning until the bell rings at 8:00 a.m.

15. SCHOOL PERSONNEL AND STAFF

- 15.1. SCA administration believes that the staff is one of the most important ingredients in providing quality Christian education. Therefore, personnel, whether salaried or volunteer, are chosen from applicants who are evaluated carefully. All personnel possess an educational background that meets or exceeds the standards of our programs. Staff members are sought who are not just teachers or child care givers,

- but Christians endeavoring to dedicate their talents to Southwest Christian Academy's ministry to children and families.
- 15.2. Southwest Christian Academy includes preschool, child care, kindergarten, elementary, middle school, and high school programs. It is a non-profit organization operated as a ministry to promote Christian thought and philosophy in education. Christian education is believed to be a step towards making the American family stronger and providing a safe, nurturing environment in which children can grow and learn.
 - 15.3. Generally, preschool teachers have education and experience exceeding that required by the Department of Human Services, our licensing agency. Elementary, middle school, and high school classroom teachers are required to be degreed and hold or have held a teaching certificate. All administration, faculty, and support staff are evaluated regularly by administration and yearly by the students' parents. Background checks are done on all school employees.

16. CHAPEL

- 16.1. Chapel is held each morning, Monday through Thursday for middle school (5th through 8th grade) students from 8:00-8:30 a.m. Lower Elementary (K-4) chapel is from 8:30-8:50 a.m. Preschool students attend chapel each day, Monday through Thursday, from 9:00-9:30 a.m. High School chapel is from 9:30-10:00 a.m. All class, PK2-12th grade, enjoy Family Chapel each Friday in the gymnasium from 8:45-9:20
- 16.2.
- 16.3. The official beginning of each day begins with the bell at 7:55 a.m. where students meet in their classrooms. Students are tardy if they arrive after 8:00 a.m. The chapel program will consist of songs, skits, Bible stories and applications, special speakers, prayers, and other related activities. One of the purposes of chapel is to promote leadership so students are encouraged to take part in these services.
- 16.4. SCA is non-denominational and therefore does not promote any one particular doctrine. It is the goal for SCA to create an atmosphere where students and faculty are able to worship in their own way.

17. LOST AND FOUND

Students who find articles should turn them in to the office. The article will be left there for a period of time. Should the article go unclaimed, the person turning in the article is entitled to the unclaimed article. Should a person lose something on the grounds of Southwest Christian Academy, they should inquire in the office immediately. This policy is provided to encourage honesty.

19. CAFETERIA/LUNCH

All students will be expected to eat lunch in the rooms provided. Preschool students are provided a hot lunch each day.

The academy students may eat hot lunches or order sandwiches or other meals by filling out a lunch form on Renweb a month in advance and then making payment in the office. Students may not leave campus for lunch except when accompanied by his/her parents or the school sponsor of a group. A student may check out with other parents if permission is provided by

his/her parent before or at the time the student is checked out. **Students who return late from lunch will receive an unexcused tardy which results in "D" hall for grades 5-12.**

18. BAD WEATHER/CANCELLATIONS

Any announcements concerning early dismissal or cancellation of school in case of ice, snow or storms will be announced on local television stations, website, facebook, text, or email. Normally, all three local stations will carry this information. Often, weather conditions prevent decisions before early morning.

19. PHONES, CELL PHONES AND MESSAGES FOR STUDENTS

- 19.1. Students may use the office phone in cases of emergency. If students wish to check out because of illness, they must inform the office and use the school office phone. **Cell phones are not allowed during school hours for students eight grade and below.**
- 19.2. **If cell phones are used by middle school and younger students, they will be confiscated and kept in the principal's office until school is dismissed and the student will receive 5 behavior documents. The second offense, the phone will be placed in the principal's office and the parents of the owner will be required to pick up the phone. The student will receive 5 behavior documents. Students may lose cell phone privilege if they do not follow school policy concerning their use. Cell phones are here to stay and students must learn responsibility and consideration where their use is concerned.**
- 19.3. Parents are welcomed to call the office at any time. Messages will be given to teachers and students between classes or at breaks.
- 19.4. Emergency messages will be delivered with the greatest possible speed through the office. It is difficult for teachers to return calls during the school day. Please allow 24 hours to respond to non-emergency contacts. Texting and email to teachers is acceptable but a quick response may not be possible. If a teacher texts a parent, a response using text during the day is appropriate. Parents and teachers alike should be considerate of each other and be careful not to overuse this media.

20.

21. STUDENT EVALUATION AND ACADEMIC INFORMATION

21.1. PROMOTION/RETENTION

- 21.1.1. Southwest Christian Academy requires a standard level of achievement for students at each grade level as a prerequisite for promotion to the next grade level. Students progress from grade to grade, but exceptions can be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved. Retention of a student in a particular grade level can be done. Prior notification and explanation will be discussed with the student's parent or guardian.
- 21.1.2. On the elementary level, the teacher and principal will evaluate the student's performance, maturity level, learning progress, etc. to determine whether it will be necessary to retain the student. Parents have input in this decision.
- 21.1.3. In order for a student to be promoted from seventh grade (7th) to eighth grade (8), he or she must earn a D- or better in five (5) or more semesters of English, math, science, and social studies. To be promoted from eighth grade (8th) to

ninth grade (9th), a student must earn a D- or better in five (5) or more semesters of English, math, science, and social studies. Classes failed must be repeated in summer school or the equivalent.

- 21.1.4. A student in ninth grade (9th) must have a minimum of four (4) academic units at the beginning of the fall semester to be promoted to tenth grade (10th). A student must have nine (9) academic units at the beginning of the fall semester to be promoted to eleventh grade (11th), and fourteen (14) academic units at the beginning of the fall semester to be promoted to twelfth grade (12th). Parents of students will be notified as soon as it is determined that their child is recommended for retention.
- 21.1.5. Homework will be given to allow students time needed for practice of the skills learned at school and for preparation for class discussion. It is also needed to help students learn to discipline themselves to do independent study. Homework should not be overly burdensome on any student. Elementary students should not be consistently required to spend more than one hour per night while older students should not be consistently required to spend more than two hours per night doing homework.
- 21.1.6. Teachers will avoid giving homework on Wednesday nights and Thursday tests are discouraged. (This is to protect Wednesday night church attendance.) Some exceptions can be made.

21.2. SECURITY

The doors to building 1 are locked at all times. Students and parents are given key cards to use on the front door only. All visitors should come to the front double glass doors and push the doorbell to be admitted by the office staff. All elementary and high school children must be signed out in the school office by authorized persons. Only parents of preschool children can sign their children out straight from the classroom. All who pick up preschool children must be authorized by the child's parent or guardian and must come to the office for verification with a picture ID. If the caregiver does not recognize the person picking up her student, she will not release the child. She will call the office for verification. The office personnel check Renweb to see if the person has been authorized by the parents. If they are not on the list of authorized personnel, the parent can be called to see if the parent gives permission. Parents and visitors should always have their identification on them in case there is a teacher or office person that does not know who they are. All this is for the protection of the children. We never want any child to be picked up by someone not authorized.

21.3. TEXTBOOKS AND SCHOOL PROPERTY

Students purchase their own books. Therefore, students are encouraged to take care of these books, as well as school supplies and school furnishings. Students will be held responsible for damage to school property if damage occurs because of irresponsibility or disobedience to school rules.

21.4. REPORT CARD AND PROGRESS REPORT

Report cards will be emailed to K-12 parents at the end of each nine-week period. Parents of academy students should email confirmation of receipt. Parents who do not have access to email may call the office or come by to receive a copy. Progress

reports are sent to Academy students at the approximate midpoint of each nine weeks to give parents and students ideas of how students are doing academically and behaviorally in time to make adjustments. Academy students receive a behavior and responsibility report along with their grade report card/progress report.

21.5. GRADING PROCEDURES

21.5.1. Any time parents want more information about their child's progress, they are invited to schedule a conference with the teacher through the school office. The best learning situation occurs when the home and school work closely together. Renweb makes academic and behavioral information available at all times.

21.5.2. In order to make grading more consistent, teachers are expected to use the following grading scale. However, all teachers are permitted to use some subjectivity in determining these grades.

A	90% to 100% Superior
B	80% to 89% Above Average
C	70% to 79% Average
D	60% to 69% Below Average
F	0% to 59 % Failing
*I	Incomplete

21.5.3. *An "I" indicates that the student has not done or made up all required work. Work is to be completed within two weeks after report cards are issued, at which time grades will be brought up to date. If any work is not completed by this time, the "I" will become an "F" for the course grade. Students who pass the first nine-week grading period and choose to take an "F" for the second nine-week period rather than do the required work will not be allowed to pass the class for the semester. Students must pass both semesters.

21.5.4. All work must be completed in a timely manner. It is the student's responsibility to turn in all work missed.

21.5.5. Preschool students (PK2-PK4) will receive a progress report card every quarter.

BIBLE PROGRAM

21.5.6. The curriculum will include daily Bible instruction, exalting the Bible as God's divine word. The Bible will be the hub of the curriculum (e.g., in science classes the creation by Jehovah God will be taught vs. creation by spontaneous generation and evolution.) The Bible itself will be used as a text. Workbooks and a variety of visual aids may also be used to reinforce the concepts learned in Bible study.

Students are challenged to commit Scripture to memory each year. The Bible Verse Challenge is usually 15 verses or more that must be recited verbatim at one time. Those accepting and accomplishing the prescribed challenge will receive a trophy at the end of the year. (All students, PK2-12th grade, may participate.)

21.6. TESTING

Students, grades K5 through 12th grade take a standardized test each Spring. Test scores are used for curricular decisions and programming, and students and parents are encouraged to discuss these scores with the teacher and/or principal. High school students are required to take the SAT and ACT (college entrance exams) at least once by the second semester of their senior year.

22. LOCKERS

Lockers are assigned free of charge to students in grades 4-12. Writing, pictures, or stickers should not be put on the outside of the school lockers. Magnets may be used on the inside of lockers, not glue, tape or stickers. Writing on the lockers-- inside or outside--is not permitted. Pictures or materials deemed by the administration to be inconsistent with the school's ideals or improperly displayed will be removed and discipline measures may be taken. All books, clothing, or other personal items must be kept INSIDE lockers, not on top or on the floor in front of the lockers.

22.1. VISITORS DURING SCHOOL HOURS

SCA is a "closed" campus. Students are discouraged from bringing visitors (friends or relatives) to class during school hours. Please do not bring visitors to school without prior approval from an administrator. All visitors should sign in at the office before visiting the campus.

23. OUR CURRICULUM 23.1. A word about "A BEKA"

- 23.1.1. The A Beka Book ministry is an outgrowth of over thirty-five years' experience with the Pensacola Christian Schools, one of the largest Christian schools in America, and Pensacola Christian College, which trains teachers and administrators to serve in Christian schools.
- 23.1.2. The purpose of A Beka Book Publications is to provide Christian schools with God-honoring textbooks and teaching aids to compliment their ministry. The leadership of SCA believes that the God-given ministry of Christian schools is to train students in the Bible, in character, in language, and in subject matter. Since all truth comes from God, it is believed that any teaching of man that is contrary to the clear teaching of the Word of God must be rejected and refuted. Therefore, all teaching materials are chosen by holding them up to the light of Biblical truths. Only those that can stand this test are chosen as part of SCA's program.
- 23.1.3. We primarily use the A Beka Book curriculum and Bob Jones University Press books for all our students, ages 18 months and older. We believe we have designed a total curriculum that will help students achieve an excellent education.
- 23.1.4. **Because the A Beka Book tests are virtually the same each year, they cannot be sent home. Parents may request that the teacher have the student's test folder available in the office at the parent's convenience.**

23.2. PRESCHOOL CURRICULUM

23.1.1. NURSERY: (Two and Three-Year- Old Students)

Alphabet and Phonics
Counting to 30
Health and Manners
Safety and Science
Art, Bible Stories and Verses
Nursery Rhymes and Singing

23.1.2. FOUR-YEAR-OLD PRESCHOOL:

Phonics (alphabet, sounds, blends, words)
Reading and Writing
Numbers counting to 100 and concepts to 20
Poetry and Art
Bible Stories and Verses
Field Trips and Fun Activities

23.1.3. FIVE-YEAR-OLD KINDERGARTEN:

Daily plans include the following:

Phonics (letters sound, special rules, blends, words)
Reading (450 word vocabulary)
Numbers counting and concepts to 100
Writing
Art, Poetry, and Science
Bible Stories and Verses
Field Trips and Fun Activities

23.1.4. This program enables students to get a firm foundation and prepares them to enter our accelerated elementary school. They also have weekly physical education, library, art, and music class. Kindergarten students participate in graduation exercises in May.

23.1.5.

23.3. ELEMENTARY CURRICULUM is a well-rounded program that aims to build solid basic skills in reading, math, history, Bible, and science. Other classes such as music, art, physical education and computer applications are offered to help students discover their talents and interests. Athletic and dramatic opportunities are also provided at the elementary level.

23.4. JUNIOR AND SENIOR HIGH SCHOOL students are offered a fully accredited academic program that includes basic required courses plus high-level math and science. Computer classes, athletics (basketball, volleyball, football, track & field, archery and cheerleading), music (chorus and band), and opportunities to participate in Fall and Spring programs are also an enriching part of the curriculum. God has blessed all with talents and it is the goal of SCA to help students discover and develop those gifts so they may be used to glorify our Heavenly Father.

25. DISCIPLINE POLICY

25.1. The ultimate aim of the discipline policy at SCA is to help students become self-disciplined. It is important to build character and help students to have a positive self-

image while learning to get along with teachers and peers. Children need help in attaining these goals. By setting limits, and being consistent in enforcing those limits, parents/teachers help students towards this end and cause them to feel secure. The teachers are responsible for the day-to-day discipline of their classes. Staff members use as much positive reinforcement as possible. A loving, caring teacher can do much to nurture and build confidence in students.

- 25.2. SCA does not use corporal punishment. PK2-12th grade students are redirected, praised, counseled, suspension/expulsion and more. If all efforts are ineffective, parents are called to help. If it is deemed to the best interest of the school, its students, and teachers, and all efforts have failed to bring about the needed improvement in behavior, the family may be asked to find another school. Of course, if the student does something major that is against the law or is a threat to the safety and welfare of the school community, immediate expulsion is possible.
- 25.3. SCA has a well-structured curriculum that lends itself to good behavior management. The day is planned very carefully to help students succeed in learning, while still allowing them to enjoy being a child. Children generally behave in the manner we expect and the staff and administration of SCA expect students to behave in a respectful, courteous manner. We also limit our expectations according to the student's chronological age. We want them to enjoy school and their childhood at the same time. This is possible!
- 25.4. PRESCHOOL/ELEMENTARY DISCIPLINE PROCEDURES

Children are instructed and consistently reminded of considerate and acceptable behavior. They are warned when misbehavior occurs, reminded of the rule and consequences, and questioned for understanding. If the misbehavior reoccurs, the rule is restated and the children are reminded of their warning and then the consequences are applied. (Children PK2 through elementary may be given time out, depending on their age. The time may not exceed their chronological age.) An example of a possible incident is as follows:

25.5 If a child disrupts class time, the teacher would remind the child that he or she should listen and not disrupt by getting up or talking during class time. They are questioned for understanding. If the child repeats the misbehavior, the teacher again reminds the child of the rule and may "move" his or her clip/color etc. (The discipline program may be different for each class. Some have bunnies that hop from numbered place to place, with 1 being a warning and 4 being an office visit.) This lets the child know what consequences are eminent and that his/her behavior will bring on consequences/rewards.

25.5.1.

This hypothetical child may be given "time out." If the child repeats misbehavior, the clip is moved up another place and another time out is given. The third offense may warrant a call to parents. This gives the parent an opportunity to intervene and help his/her child improve behavior. If misbehavior continues, the child will make an official office visit and a formal "office visit" form will be emailed to the parent by the principal. In the most serious cases, parents may be asked to come to the school to discipline the child. Students In elementary classes may receive behavior documents for poor behavior or irresponsibility. Suspension or expulsions are also possible discipline consequences. If a child is unable or unwilling to obey school rules/policy or parents are unwilling to support and cooperate with teacher and principal, the parents will be advised to find another childcare facility, preschool, or academy for their child.

This situation almost never occurs. When parents and school work together, success is usually the outcome.

25.6. GRADES 4-12 DISCIPLINE PROCEDURES

25.6.1. Students in grades four through twelve are sometimes given “Behavior Documents” for misbehavior or lack of responsibility when they commit infractions of school rules. These documents are recorded on Renweb and an email usually is sent automatically to parents. Most infractions, such as talking without permission, no homework, no supplies, being out of seat without permission, etc. are worth a “BD,” Gum chewing, having food or drink outside the gym or foyer area or having cell phone out during school hours may be worth more. (They are worth more because they take time and money to clean up and have been harder to control in the past.) An office visit is generally assigned 5 behavior documents.

25.6.2. At the interim or nine weeks, the BD’s are totaled and a conduct grade is given according to the Behavior/Responsibility Document Grading Scale. For more serious misbehavior, such as skipping school, disrespect to teachers or fellow students, cheating, etc, the students will make an office visit (5 BD’s), or may be in-house suspended (8 BDs), or home suspended (10 BDs). For in-house suspensions, a student attends school in the office. He/she does class work, takes tests, and receives grades but is not allowed to be with peers during class or at lunch. For home suspension, which may be given for up to 5 days at a time, the student stays at home, turns in all assignments, and may receive a zero for all assignments and tests during this time.

25.6.3. **The possession or use of drugs or alcohol, on or off campus, threatening school officials or doing bodily harm to them during school or when school is not in session, is grounds for immediate expulsion. Threatening or doing bodily harm to others students is grounds for immediate expulsion.** Expulsion means the student is dismissed from SCA and can never be readmitted. Students who commit sexual misconduct, smoke or are disrespectful to teachers may be suspended or expelled. Certainly, if the behavior is repeated, expulsion will result. If students use foul language, written or spoken, bully or threaten others, they may be warned or may be suspended or expelled. The principal and the Discipline Committee, ultimately decides all issues about discipline. The policy stated in this handbook is a guideline—not the law. **The decision by the principal and/or the Discipline Committee supersedes these guidelines if it is deemed necessary or advisable.**

25.6.4. **If a student is suspected of drug use, that student may be required to take a drug test (hair follicle), at their expense, before being allowed to return to classes.**

25.6.5. BEHAVIOR DOCUMENTS GRADING SCALE FOR GRADES K-12

Each BD is multiplied by 2.5 and subtracted from 100% to calculate the grade percentage

1. 1 BD=97.5 A
2. 2 BDs=95% A
3. 3 BDs=92.5% A
4. 4 BDs=90% A-

5. 5 BDs=87.5% B
6. 6 BDs=85% B
7. 7 BDs=82.5% B
8. 8 BDs=80% B-
9. 9 BDs=77.5% C
10. 10 BDs=75% C
11. 11 BDs=72.5% C
12. 12 BDs=70% C-
13. 13 BDs=67.5% D
14. 14 BDs=65% D
15. 15 BDs=62.5% D
16. 16 BDs=60% D-
17. 17 BDs or more = F

25.6.6. MERIT DAY

- 25.6.6.1. Students in grades 5-12 are rewarded each nine weeks for exemplary behavior with an excused day off. To qualify for this reward the student must not have more than 1 Behavior Document. Absences may prevent a student from receiving Merit Day. Student may not miss more than 5 days to any class during the nine weeks to be able to receive Merit Day. Merit Day is the ultimate reward and is given only to those with almost perfect behavior and responsibility. The only exception is if a student receives only 1 BD, he/she will be given an opportunity to work it off with the principal and still receive Merit Day.
- 25.6.6.2. **All students not receiving Merit Day must attend school unless they have a doctor's note. A grade will be given in each class that day. Skipping merit day without an excuse will be grounds for an office visit. This strict enforcement of Merit Day is so that this positive reward can be protected. Those not receiving Merit Day must come to school.**

25.7. SUSPENSION AND EXPULSION

State laws permit local school officials to suspend and expel students who are unwilling to behave in an acceptable manner and fail to abide by school policies.

- 25.7.1. A suspended student may return to the school premises when accompanied by a parent or guardian for a student-parent-principal conference. An administrator may suspend a student for up to five (5) days and require a parent conference for considering reinstatement. The administrator may exercise this responsibility in the best interest of the school and the student in line with whatever the situation or circumstances demand. Class work missed during the suspension period may or may not be made up and an "F" may be given for assignments missed. An exception is made for in-school suspension.
- 25.7.2. **Expulsion means the student is dismissed from school permanently. The student may not return to school premises or may not attend school functions for the remainder of the year and the following year.** The Discipline Committee can meet to determine if a student should be allowed to attend school functions after the

designated period of time. If a student withdrew to escape discipline/expulsion, or the administration allowed him/her to withdraw, he/she still may not attend school functions or return to school premises for the remainder of the year and the following year. This includes athletic events, chapel, graduation exercises, etc. After that period of time, the Discipline Committee will decide when or if a student may return to school functions.

25.7.3. Some actions that might warrant a suspension or expulsion from school include, but are not limited to the following:

1. Cutting class
2. Leaving school grounds at any time without permission
3. Fighting
4. Stealing
5. Destruction of school property. (Students will also pay for the damages.)
6. Defiant and hostile attitude
7. Disrespect for authority
8. Insubordination or willful disobedience
9. Profanity, written or spoken
10. Gambling
11. Cheating
12. Use or possession of tobacco products
13. Sale, use or possession of alcoholic beverages or drugs
14. Behavior or circumstances that could cause undue disruption, hardship, and/or inappropriate situations for the school and/or the student.
15. Repeated disobedience after being warned/disciplined.
16. Sexual activity or pregnancy, both boy and girl involved will be expelled.
17. Repeated disobedience of dress code. No tattoos or body piercings are allowed, except girls may have pierced ears.
18. Possession of a weapon of any kind, such as a knife, gun, or any object that can be used as a weapon is not allowed. No fireworks, lighters, lasers, etc. allowed.
19. Threatening students or staff members verbally, written, etc.
20. Bullying or fighting/hitting other students.
21. Continued disobedience to the "no cell phone use" rule during school hours.
22. Use of iPad or any electronic device for anything other than educational applications during school hours
23. Bullying, or cyber bullying
24. Using any electronic device to download questionable pictures, music, email, etc. (When students misuse electronic devices, including cell phones, during school hours, administration or teachers may inspect the device to verify that no questionable emails, messages, pictures, music, etc. are on the device.)
25. Involvement in pornography of any kind, on an electronic device or hard copy, or otherwise.
26. Misusing social media in a way that breaks school policy or brings disgrace to the school or student body. (Displaying pictures of self or others that are distasteful or inappropriate.)
- 27.
28. SCHOOL RULES

Students can better receive education in an environment that is free of conflict, distraction, intimidation and various other influences that result from students' misbehavior. Certain student actions are beyond the definition of acceptable student behavior and are, therefore, prohibited. It is advisable for every student to acquaint him/herself with the school rules and the actions that may cause major discipline. Students should strive to become a positive role model. Requirements and prohibited conduct may include, but are not limited to the following:

- 26.1. Students of all ages must respect the rights and property of others and the authority of all teachers and staff. Hitting, pushing, cursing, threatening, etc. school personnel will result in expulsion.
- 26.2. Gum chewing is NOT permitted. It is damaging to carpets, furniture, upholstery, clothing, hair, etc. Students may not eat or drink in class. Students may receive 5 behavior documents.
- 26.3. FOOD AND NON-ALCOHOLIC BEVERAGES.

Students may eat or drink before school starts, during lunch or snack time, and after school. The eating and drinking of personal food and beverage items is not allowed in any classroom. The following are exceptions and clarifications to this rule:

- a. Students may drink water in class if drinking from a clear, resealable water bottle unless computers are in use or otherwise prohibited by the teacher.
 - b. Students may not keep open containers in their lockers.
 - c. Teacher-provided beverages and food may be consumed in class.
 - d. Students in the 7th-12th grade may eat or drink personal food items during first period only when the teacher has given explicit permission.
 - e. Students in the 7th-12th grade may purchase and consume vending machine food and drinks between classes if necessary; however, the items may not be brought into class unless they are taken directly to the trash can for disposal.
 - f. Students must dispose of their own food and beverage trash in proper containers.
- 26.4. Fighting, threatening or hitting, and horseplay are not allowed and will be punished severely. All students have the right to attend school without fear of bodily harm. Throwing rocks is also prohibited.
 - 26.5. All student organizations that meet in the school must have a faculty advisor or sponsor supervising the event.
 - 26.6. No electronic devices are permitted at school except grades 9-12 who use iPads for their textbooks. These devices may only be used for academic applications during school hours. Cell phones are permitted in school by grades 9-12 only but they must be kept out of sight during school hours and turned "off." If phones are used inappropriately, they will be taken and kept by the principal until the end of the day and the student will receive 5 BD's. The second time this occurs the parent will be required to pick up the phone at the end of the day and student will receive 5 BD's.

- The third incident the student may receive in-home suspension and loss of cell phone privilege for the remainder of the semester. All items brought to school are the responsibility of the student bringing them and the school is not responsible for breakage or loss. Students must have a combination lock on their lockers for safe-keeping of electronic devices, calculators and other belongings.
- 26.7. Students may not send questionable photos or videos to others electronically. Social media (videos, photos, snapchats, twitter, etc.) must not contain inappropriate images, words, songs, etc. Possession of or the creation of obscene/occult material (music, drawings, pictures) is not permitted and may result in suspension.
 - 26.8. Students may not photograph or video any school personnel or any student during school hours or otherwise without permission. To do so may warrant suspension or expulsion.
 - 26.9. Use of or possession of smoking or other tobacco products (i.e. cigarettes, electronic cigarettes, cigars, smokeless tobacco, vapors, pipes, lighters, matches, etc.), are not permitted. Students found smoking on or off campus, or using the previously mentioned products, even during summer, may be suspended or expelled. Repeated offense will result in expulsion. (Parents are asked to refrain from smoking on school property and at school functions.)
 - 26.10. Possessing, consuming, offering for sale, or selling alcoholic beverages or using any narcotic drug as defined by Arkansas law, on or off campus, will result in immediate expulsion. This includes times students are not in school or at school events. It also includes summer, spring break, weekends, etc. as long as the student is enrolled at SCA. And, of course, students who participate in these activities are not eligible for admittance as a student at SCA.
26. Students may not have in their possession medication of any kind, such as diet pills or prescription medicines, or over the counter medications such as Tylenol, aspirin, etc. Medications and controlled substances may be used by students who have permission. Students may receive their prescription for a controlled substance, provided that substance remains in the original container and signed in by parent or guardian and kept in the designated, locked area and administered by an authorized school staff member.
- 26.11. In addition, the school reserves the right to conduct random drug screening tests at any time. Random locker checks may be conducted at any time. Backpacks and cars may be searched with just cause. Where applicable, authorities will be notified and full cooperation given.

Students must demonstrate respect for the opposite sex and ARE NOT PERMITTED to engage in public display of affection (holding hands, arm around opposite sex, frontal hugs, etc.). Students sixteen (16) or older may hold hands at school functions, such as ball games. Students may not be alone and unsupervised with the opposite sex.

- 26.12. Behavior that involves indecent and/or immoral acts is prohibited. Any act involving sexual misconduct, including homosexual misconduct or activity, will result in possible expulsion. Violations involving sexual misconduct will be considered the school's business at any time, place or situation where the school's reputation may be damaged. No student who is pregnant, or male student who is the father, may attend SCA. Married students may not attend SCA.

- 26.13. Students are not allowed to engage in wagering or any form of gambling.
- 26.14. Possessing, handling, or transporting a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun, laser or any other object that can be considered a weapon or dangerous instrument is prohibited and may result in suspension or expulsion. These will not be returned, if seized. No toy guns or knives may be brought to school. Weapons may not be kept in vehicles on school property.
- 26.15. Possession or use of fireworks on school grounds or during school activities is prohibited.
- 26.16. Cutting class or leaving school grounds at any time without permission may result in suspension.
- 26.17. Defiant or hostile attitudes or disrespect are unacceptable. Pushing, hitting, fighting, threatening, etc. may result in suspension or expulsion.
- 26.18. Horseplay, shooting spit wads, or any other activity that is contrary to a stable learning environment is prohibited. Pranking, either on or off campus, including rolling teachers' yards, etc. may be grounds for suspension. Students involved in tampering with cars, lockers, belongings of others, or other students' electronics may be grounds for suspension. Any behavior deemed by the school as unacceptable is not permitted.
- 26.19. Students may not loiter in the parking lot or sit in the cars during school hours, at lunch, after school hours, during school functions, or at any time, etc.
- 26.20. Students of grades 7-12, may stay in the cafeteria after school until 6:00 p.m. without charge. They may not stay in any other area of the school without supervision of a school official or their parents. Students who continue to disregard this rule may lose the privilege of staying on campus after school hours.
- 26.21. Student drivers must have a valid driver's license and must not drive recklessly anywhere, but especially in any area of the school. Students are not allowed to drive behind building #1. If student drivers disregard these requirements, they may lose the privilege of driving on school grounds. Students must register all vehicles that they may operate on school grounds in the office.
- 26.22. Vandalism, threats and/or harassment (including bomb threats) directed towards the school, students or school personnel are grounds for suspension or expulsion. Restitution for vandalism is required.
- 26.23. Stealing is grounds for suspension or expulsion. Restitution is required where appropriate.
- 26.24. Cheating, copying homework and plagiarism are not permitted and will result in a zero for the assignment or test and 5 behavior documents. The second offense results in a zero and suspension. The third offense results in expulsion.
- 26.25. Gross disrespect or disobedience directed toward teachers or administration or to overtly challenge those in authority, including school staff personnel, may result in 1-

- 5 days of suspension. Hitting, pushing, or cursing school personnel will result in expulsion and charges may be filed.
- 26.26. Dress code violation may result in a warning and requiring a change of clothing. The second offense will require 5 behavior documents and a change of clothing. The third offense may result in suspension or expulsion.
- 26.27. Tattoos or body piercings are not permitted for girls or boys. Girls may have up to 3 ear rings per ear. Boys may not have body piercings or tattoos. Consequences may include 1-5 days suspension and student may not return until piercing rings or tattoos are removed. Students with tattoos are not admitted. Boys may not wear ear rings to school or to any school function or event. Students always represent the school's student body and must always exemplify adherence to school policies.
- 26.28. Students may not talk without permission or be disruptive during class. Behavior documents or an office visit may be given as a consequence. Teachers may call parents or give time out or take away a privilege. Students must complete all assignments, including homework. A behavior document is given for not having homework when teacher calls for it.
- 26.29. Students may not use foul or crude language or gestures. Students may not call other students names that are degrading and negative, such as stupid, idiot, ugly, etc. or talk to each other disrespectfully. Slang words, such as "freakin," sucks, shut up, pissed, and others, are not acceptable language at school. Behavior documents, an office visit for warning may be given for the first offense. This "No Profanity" rule includes postings on social media, texts and other forms of written expression. All warnings are documented on Renweb. If misbehavior continues, suspension may result. Students will speak to all teachers and adults with respect and will obey those in charge of them at all times. Teachers will treat students respectfully. 26
- 26.30. 30. BULLYING.
- 26.30.1. Bullying is not permitted at any time to any student, and will not be tolerated at SCA.
- 26.30.2. Bullying is defined loosely as making fun of, being cruel to or belittling another student verbally, physically or through social media, etc. Bullying occurs when a person or group is intimidated, frightened, excluded, hurt or discomforted by a pattern of behaviors directed at them by others.
- It is helpful to see bullying not in terms of a defined range of actions, but by the impact any pattern of action has on the victim. The action itself may or may not indicate that bullying is occurring but the response of the recipient does. A one-time incident of inappropriate behavior will be followed up in line with the SCA Discipline Policy but does not constitute bullying for the purposes of this policy.
- 26.30.3. The following actions in an ongoing form may be forms of bullying: *Physical aggression (hitting, pinching, kicking) *Teasing or verbal abuse, including putdowns, insults, name calling or racial/sexual remarks *Unjustified exclusion from activities or friendship groups, *Gossiping or slandering *The setting up of humiliating experiences *Damaging a person's property/possessions or taking them without permission *Threatening gestures, actions or words *Written or electronic (e-mail, camera, video, internet messaging, chat rooms, blogs, cell phones, etc.) messages that contain threats or put downs.

A rule of thumb may be this: If students need to say “just kidding” to another student about something they say or do to them, then it would be advisable not to say or do it.

- 26.30.4. All school personnel will be vigilant about identifying, reporting, stopping, disciplining and preventing bullying in their classrooms, lunch periods, between classes, at athletic practices or events, or any other place or event where SCA students are involved.
- 26.30.5. Students witnessing bullying have an obligation to stop it or report it. Students witnessing and doing nothing to stop it will be seen as a participant in the bullying. Cyber bullying will be disciplined severely.
- 26.30.6. Consequences for bullying can be suspension or expulsion. SCA realizes that while bullying may occur, it is never acceptable. SCA seeks to implement a clear framework for dealing with bullying incidents in order to protect its students and help the bully to learn how to relate in a way that is in line with what we stand for as a school.

26.30.7. BULLYING POLICY STATEMENT

SCA 's response to bullying is based on the pattern of relating to one another found in the Bible. God intended for us to live together in a way that acknowledges differences and accepts others because we are all made in God's image. As a result of sin, our relationships with each other are not always the way that God would have them. One aspect of this is outworked in bullying.

The Bible encourages us to work at building relationships as illustrated below.

Bible illustrations:

- "So in everything, do to others as you would have them do to you, for this sums up the Law and the Prophets." (Matthew 7:12)
- "If it is possible, as far as it depends on you, live at peace with everyone" (Romans 12:18)
- "My command is this; Love each other as I have loved you." (John 15:12)
- "Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you" (Colossians 3:13)
- "Therefore encourage one another and build each other up, just as in fact you are doing" (1 Thessalonians 5:11)

Bullying by its nature and the problems it causes must be responded to if we are going to promote and encourage Biblical relationships. Because we live in a fallen world and the effects of this are sometimes worked out in bullying, our policy must deal not only with the bullying itself but also in building strategies for resilient responses to bullying behavior including forgiveness, appropriate reactions, and the promotion and development of positive relationships and a supportive, caring school culture. Our policy is based on the principle that "bullying is not OK at SCA, we look after each other here" and reflects a firm commitment to acknowledge and deal with bullying strongly when it occurs.

The school recognizes the threat posed by the use of technology as a means of bullying students. Cyber bullying occurs where technology such as computers or cell phones, etc. are used systematically to intimidate, frighten, exclude, hurt or discomfort. SCA requires annual conditional computer/technology use agreements to be signed in order to ensure the potential for technology in the school setting to be used for cyber bullying is minimized.

The school accepts the fact that cyber bullying most often occurs outside of school hours and not on school equipment. Where cyber bullying impacts upon relationships in the school setting, the school will work with parents to resolve issues created by or exacerbated by this cyber bullying. The school's position is that parents are responsible to ensure online and electronic communications at home are monitored and to deal with issues outside the school context where there is no impact in the school setting. However, consequences may be received where there is an impact in the school setting, which includes students, employees of the school, etc.

AIMS--The aims of the Southwest Christian Academy's policy on bullying are:

- * To stop the bullying behavior
- * To rebuild relationships based on a Biblical pattern

- * To develop appropriate social skills and attitudes in the victims, perpetrators and bystanders of bullying
- * To promote and reinforce at every opportunity the Christian ethos of care and respect for each individual at SCA
- * To help staff identify bullying when and where it occurs
- * To provide clear procedures to deal with bullying
- * To support and restore those who have experienced bullying

RESPONSIBILITIES--Effective management of bullying involves responsibilities for the following groups:

Students being bullied should report it to administration, staff, parents or another adult.

- Students who are aware of bullying should report it to a teacher.
- Students should take appropriate steps to discourage or prevent bullying.
- Students should be willing to resolve bullying situations, employing forgiveness and some change in behavior.

Parents

- Parents are encouraged to take what their children say seriously and to report bullying concerns to the school. They should not advise their child to just ignore a bully.
- Parents need to accept that the whole story may be quite complex and to trust the school to resolve bullying matters according to the aims of procedures set out.
- Parents not satisfied with the action taken may refer to the discipline committee.

Staff

- Non-teaching staff should refer all allegations of bullying to their Supervisor or the Asst. Principal or the Principal.
- Teaching staff should establish whether an alleged incident is isolated or an ongoing pattern of behavior (bullying).
- Teaching staff is to refer to the relevant Principal all allegations/incidences of bullying. This will be done in a timely manner (within 1 school day of report).

CONSEQUENCES

The most likely consequence for verified bullying will be suspension or expulsion, depending on the severity and circumstances surrounding the incident. Repeated instances of bullying or retaliation will result in expulsion. Other compensation or consequences may also be applied. Bullying falls under the category of "major offenses" and will be dealt with severely.

By signing this Student Handbook, you are signifying that you will abide by SCA's Bullying Policy.

Note: Any other offense of a major nature will result in disciplinary action consistent with the above. Final disposition of any offense will be left to the principal and/or Discipline Committee. Principal and/ or Discipline Committee

may inspect all electronic devices at any time for inappropriate pictures, messages, videos, etc.

27. DRESS CODE POLICY FOR STUDENTS GRADES PK-12

OBJECTIVE

IT IS THE GOAL OF SCA TO TEACH OUR YOUNG PEOPLE TO DRESS IN A WAY THAT WILL GLORIFY GOD. STYLES DO COME AND GO, BUT MODESTY AND MODERATION MUST REMAIN CONSTANT. FACULTY AND STUDENTS ARE ASKED TO DRESS AND ACT IN A WAY THAT WILL ENHANCE THE TESTIMONY OF SCA. STUDENTS IDENTIFIED AS A PART OF THIS BODY ARE REQUESTED TO DRESS IN A WAY THAT WILL GIVE OUTSIDERS A POSITIVE IMPRESSION OF THE SCHOOL. THIS DRESS CODE DESCRIPTION IN NO WAY CAN COVER EVERY INSTANCE BUT IS MEANT TO BE A FRAMEWORK. OUR PRESCHOOL STUDENTS, ESPECIALLY OUR 2 AND 3-YEAR OLDS, ARE HELD TO A LESS STRINGENT VERSION OF THIS DRESS CODE BUT BASICALLY THE SAME SPIRIT OF THE CODE. (If after reading this, students or parents are still unsure about a piece of clothing or hair style, they should show it to the administrator before wearing it.)

Christ is identified with new life, "light" and hope, peace, and faith, which are all positive concepts. Evil is associated with darkness, death, hopelessness, depression, and lack of peace. Any society that is contrary to the positive message of Christ and His "Good News" does not edify or encourage the body of Christ and will not be part of Southwest Christian Academy and its image or testimony. Therefore, students may not dress in occult, bondage, masochistic or gothic styles. Administration will have the last word as far as what looks unacceptable. This does include jewelry, accessories, hair styles and hair color, make up, nail polish, etc. It has nothing to do with personal preference but everything to do with giving the impression of "light" or the positive concepts of Christ. We do not want our students to be identified with any group that might have a negative testimony such as gangs or an occult society. The administration is ultimately responsible to the Lord and the community for SCA's image so it will have the final say as to all dress code questions.

Our younger children look up to our older students, who need to be good role models for them. Therefore, students are asked to dress in a way that will not bring undue attention to themselves, but dress modestly and moderately. While we do not judge the individual, we must set forth guidelines of dress and behavior that will reinforce and support the mission of SCA, which is to help families to prepare our students spiritually, intellectually, emotionally, physically and socially so they are equipped to glorify God by doing His will.

- 27.1. *Academy students may not wear any clothing with "unchristian," sexually suggestive, questionable, unhealthy messages or logos printed on them or that may be deemed offensive. Please no images or words about beer, cigarettes, drugs, suggestive sayings, or inappropriate message shirts. Christian messages are allowed, but pictures or logos may not be questionable. Also, no jewelry, patches, etc. with occult, bondage or questionable symbols are permitted. Spiked jewelry, body-worn chains, and other paraphernalia associated with bondage—a practice that fetishizes the disrespect of and cruelty to other human beings—are not allowed.
- 27.2. *Students may wear neat jeans, long pants, and "knee" shorts in appropriate weather. Knee shorts must be no more than two (2) inches above the knee. Jeans that are ragged with large holes or are dragging the ground are not permitted. Neat, fashionable jeans with intentional slits may be worn if no skin shows above the mid-thigh (shorts area).

- 27.3. Students may wear sweatshirts, t-shirts, sweaters, etc. that are not tight and revealing. Slouchy, oversized clothing are not appropriate for school. No “sagging” or over-sized pants. NO “gang culture” clothing is permitted. Underwear should not be visible at any time. Shirts must be long enough to cover all midriff, back and front areas when arms are raised above the head or students bend over. Sports bras may not be visible at any time.
- 27.4. *Traditional etiquette states that men do not wear hats indoors; however, it has become increasingly acceptable for men to wear baseball caps indoors except during worship services, prayer, pledges, and the singing of the national anthem. It is acceptable for a teacher to prohibit baseball caps in his or her classroom, and hats of any kind are to be removed during chapel, prayer, and pledges. Hoods of hoodies and jackets are not to be worn inside at any time by girls or boys.
- 27.5. *All students are asked to wear modest hairstyles, without stark color streaks, spikes, tails, zips, etc. Wild haircuts/styles or colors are not permitted. Boys may not have hair down in their eyes or have hairstyles that are down beyond their collars. If a boy chooses to grow their hair past their collar, it must always be kept up in a ponytail. Neat, clean, moderate in length hair are the most important watch words for young men’s hair styles that are acceptable.
- 27.6. Girls should dress modestly avoiding low necklines, tight shirts, cut-away sleeves, etc. Extremes in necklines, skirt lengths, skirts with slits, snug-fitting pants, pants with attention-getting words on their bottoms, tight shirts, and skirts, etc. should be avoided. Shorts and skirt length should be no shorter than two (2) inches above the knee, including the back of the knee. Students may not wear tank tops where upper chest and backs show. Sleeveless tops are permitted but from shoulder to shoulder should be covered. Sleeveless shirts should not cut into the arm shoulder to reveal too much. “Stretchy” pants may be worn by young ladies if long shirts or tops are worn that are no shorter than four (4) inches above the knee. No cleavage may be visible at any time. 27.7. Heavy or gothic make-up should not be worn.
- 27.8. Boys may not wear earrings. Girls may wear up to three (3) earrings per ear. No other body piercings are permitted. Neither boys nor girls may wear gauges or other types of extreme earrings.
- 27.9. Both boys and girls should refrain from wearing cut-away t-shirts, tank tops, or shirts with thin straps to school. Sports bras may not be worn as shirts at any time. Shirts may not show the stomach or back when arms are raised or student bends over. Again, cleavage must NEVER show. Students will be asked to change clothes if out of dress code and consequences given.
- 27.10. **Guidelines for dress are for ALL SCHOOL-RELATED ACTIVITIES either on campus or off campus, unless specifically accepted.** This includes any practices after school and fundraising activities such as car washes, etc. Uniforms that do not conform to the school dress code may not be worn during school. Students may not wear practice shorts outside of the gym.
- 27.11. No tattoos are permitted. Students with tattoos are not candidates for admittance to SCA. Boys who have their ears pierced may not wear earrings to school or any school event or anytime they are representing SCA.

- 27.12. Boys may not grow facial hair unless they are in high school and must keep mustache/chin hair trimmed short and neat. (All is at the discretion of the administrators.)
- 27.13. *Parent may be notified should a student be in violation of the dress code. Students from grades 4-12 will receive a BD and a warning for the first offense. Embarrassment will be avoided if at all possible. Depending upon the violation, parents may be asked to bring the student a change of clothes. Final approval of students' dress is subject to the discretion of the administration. It is impossible to address all possible scenarios in this handbook. If there is a question, please ask the administration before wearing a questionable item of clothing or getting a hair color or style/cut. Further discipline may be administered if dress code is ignored. Graduates and guests on campus are expected to respect SCA by following the school dress code when visiting the campus at lunch, during school hours or special events. All guests must sign in at the office.
- 27.14. **By signing the Verification at the end of the Parent/Student Handbook, you are pledging to abide by the Dress Code Policy of SCA.**

28. ATHLETIC POLICY 28.1. ATHLETIC

ELIGIBILITY FOR TRYOUTS

- 28.1.1. Students participating in athletics (basketball, football, volleyball, cheerleading, track, etc.) must meet the following eligibility requirements:
1. "C" average or above in subjects that meet each day (last report card).
 2. Nothing less than a "C" in conduct on the last 9 weeks' report card to be eligible to try out for a sport in the next 9 weeks period.
 3. Payment of athletic registration, if required.
 4. Payment of registration for the next academic school year.
 5. Students may not tryout if they have quit cheerleading, drill team, basketball team or other athletic programs in the middle of the prior season. The student must sit out a year for that sport.
 6. All tryouts are based on prior 9-weeks' report cards, not interims.

28.2. ATHLETIC ELIGIBILITY TO PARTICIPATE

- 28.2.1. After making the team or squad, eligibility to participate is based on the latest 9-week report card grades. If the student was ineligible according to their 9-weeks report card, (no C average including conduct or an F in a class that meets daily), he/she would have 4 1/2 weeks/interim to bring grades and/or conduct up. This period of nonparticipation is called probation or benching and the student must come to practice and dress out for and attend games, but is benched. If parents wish student to stay home and study instead of attend a game, the parent must notify the coach by telephone or in person before the game.
- 28.2.2. If an eligible player, at the end of an interim, does not have a C average including behavior or has an F in a class that meets daily, he/she is ineligible for the next scheduled game. If the student does not bring grades/conduct up on the next report card, he/she is benched until the interim or until he/she becomes eligible the next report card. Only report cards can cause a student to be benched for 4 ½ weeks or off the squad permanently (if student is unable to become eligible

again on report cards), but 4 1/2 week periods (interims) can be used to make a team member eligible again.

28.2.3. If team tryouts are held during the first 9-weeks of school, a student would be eligible or ineligible according to the prior year's last 9-weeks report card grades, including conduct.

28.2.4. Other requirements are:

1. Attendance at practices and games. An unexcused absence will warrant a "benching" at the next game. ("Benching" means the student must attend the game, dress out, sit with the team, but may not participate.)
2. Compliance with all team rules and regulations.
3. Full day attendance on game day.
4. Attendance at camps that coaches require.
5. Purchase of specified uniforms/shoes, etc.
6. Show of good sportsmanship at all times. Behaviors that are not tolerated are: bad attitude, cursing, talking back to coaches or referees, fighting, pushing, or any behavior that would not reflect a Christ-like example. Students can expect to be removed from the team/squad immediately if they choose to behave in any of the above ways. They may also be suspended or expelled from school.
7. Students who receive a conduct technical foul must sit out the following quarter. If a procedural technical, it is at the discretion of the coach and athletic director. For the second offense, same consequence. If a third technical is received, player is dropped from the team for the remainder of the year.

28.3. SCA'S PHILOSOPHY REGARDING ATHLETICS

SCA WILL PARTICIPATE IN ATHLETICS ONLY AS LONG AS DOING SO BRINGS HONOR AND GLORY TO THE LORD. BY SHOWING GOOD SPORTSMANSHIP AND A CHRISTIAN ATTITUDE, SCA CAN USE SPORTS TO POINT OTHERS TO CHRIST. THE EASY THING IS TO BE ANGRY AND LOSE SELF-CONTROL WHEN

THINGS DO NOT GO OUR WAY. THE HARD THING IS TO BE SELF-DISCIPLINED AND OBEDIENT TO GOD'S LAWS AS WE PARTICIPATE IN SITUATIONS THAT WILL NOT ALWAYS BE FAIR. IF A PLAYER OR SQUAD MEMBER HAS A PROBLEM WITH ANYTHING THAT HAPPENS CONCERNING ATHLETICS, HE/SHE SHOULD TELL HIS/HER COACH AND THE COACH WILL HANDLE THE SITUATION PROPERLY IN THEIR BEHALF. PARENTS ARE ASKED

TO HELP SCA MODEL GOOD SPORTSMANSHIP BY REFRAINING FROM YELLING AT REFEREES, COACHES, PLAYERS, OR OTHER SPECTATORS OR ACTING IN ANY MANNER THAT MAY HINDER OUR SCHOOL'S CHRISTIAN WITNESS. ATTITUDE IS EVERYTHING.

28.4. ATHLETICS—SCA POLICY OF CONDUCT

It should be evident that the administration of SCA considers athletics an important part of our school program. We invest a lot of money and time in this area because we believe that the proper use of athletics can effectively teach students many life lessons, including the following:

1. Teamwork. There is great satisfaction in achievement when working as a group
2. Good Sportsmanship and Self-control. It is important to learn how to lose. It is easy to win. We should also learn how to win graciously, not arrogantly. The true test of a person and a team is when they lose. Losing in athletics teaches students how to handle life when they lose. We all know that life is filled with disappointments and times when we will not win. It is important to learn that life is not always fair and that sometimes we may lose because of it, but we must learn not to make excuses and accept the fact that we will lose sometime. Throwing temper tantrums shows immaturity and lack of self-control and is unacceptable.
3. Personal achievement. Students can learn to do their best and to stretch and grow to improve.
4. Priorities. Students learn to keep their academic and conduct grades up in order to participate in athletics. This teaches them that work comes first.
5. Respect for authority. Students learn to respect coaches, referees and other team leaders. If they do not learn this, they do not last very long on the team.

As a Christian school, there are other things to be learned. But the most important lesson is that we must always respond with a Christ-like attitude. We never want to bring reproach to the name of Christ by acting badly. We must always remember, IT IS ONLY A GAME. We should always strive to exit the game with NO REGRETS.

*Fans at the games are welcomed, but parents, families, friends and others who come to support our teams must also not act in ways that tarnish SCA's reputation as a Christian school of high character and good sportsmanship. Fans, players, coaches and cheer groups must never "boo" the other team, yell against the other team during their free throws, yell at the referees or coaches, or yell negatively at the opponent's players. Fans must never use bad language or reflect poor sportsmanship. We must be self-controlled at all times. We understand that this is not always easy but it is the right way to act. Our athletes look to their adult family, coaches, and friends as examples.

AGAIN, PLEASE REMEMBER THAT SCA WILL PARTICIPATE IN ATHLETICS ONLY AS LONG AS DOING SO BRINGS HONOR AND GLORY TO THE LORD BY SHOWING GOOD SPORTSMANSHIP AND A CHRISTIAN ATTITUDE.

Sports can be used to point others to Christ. The easy thing is to be angry and lose self-control when things do not go our way. The hard thing is to be self-disciplined and obedient to God's laws as we participate in situations that will not always be fair. Should a fan be considered "out of control" by the official, coach or administrator, he/she will be asked to leave the gym by the administrator or his designee.

If a player or squad member has a problem with anything that happens with athletics, he/she should tell his/her coach and the coach will handle the situation in his/her behalf with referees or other coaches or players. Players must keep their mouths closed to referees, fans, the other team's players, should they have a dispute. Parents are asked to help SCA model good sportsmanship by refraining from yelling at fans, players, coaches, or referees, or acting in any manner that may hinder SCA's Christian witness. Parents are fans and should observe the requirements above marked *Fans. Attitude is everything. **Fans are encouraged to cheer positively for all players.**

By signing this Parent/Student Handbook, you are signifying that you will abide by SCA's athletic policy.

29. SCHOOL COMPUTERS AND INTERNET ACCEPTABLE USE POLICY:

- 29.1. Students must agree to the appropriate use of school computers, including internet, should permission be granted for their use. Unacceptable use examples are tampering or modifying school computers or viewing inappropriate sites on the web via iPads, cell phones, or any electronic device or tampering with RenWeb or using teacher or administrator's computers, or sending inappropriate emails or messages.
- 29.2. Students are held liable for school equipment if they misuse or abuse it. This pertains to computers, as well as any equipment or property. Parents will be responsible for repairing any equipment that their child breaks while not following rules. Students are not to use office computers at any time. On any other school computers, students may not save information to the hard drive but should bring an external memory device for this use. Students may not reconfigure any areas of the computer or any icons or screensavers without permission from the teacher. Students may not participate in any chat rooms on school computers.
- 29.3. **By signing the Verification Form at the end of this Parent/Student Handbook, you are agreeing to abide by the Computer/Internet Acceptable Use Policy.**

30. GRADUATION REQUIREMENTS

- 30.1. A unit of credit is defined as the credit given for a course which meets for a minimum of 120 hours per year.
- 30.2. Below are the requirements for graduation from Southwest Christian Academy:

General Requirements:

English—4 credits

English I, II, III, IV
Including literature

Oral Communication -- ½ credit

Math—4 credits

*Algebra I—1 credit
*Geometry—1 credit
*Algebra II—1 credit
1 credit from either:
Pre-cal
Consumer math
College Algebra
*required classes plus one other math credit.

Science—3 credits

Biology—1 credit
Physical Science—1 credit
Chemistry or physics—1 credit

Social studies 3 credits

Civics—1/2 credit

College Prep Diploma:

English—4 credits

English I, II, III, IV
Including literature

Oral Communication -- ½ credit

Math—4 Credits

Algebra I—1 credit
Geometry—1 credit
Algebra II—1 credit
Pre-cal, College algebra, or math above Alg II—1 Credit

Science—4 credits

Physical Science—1 credit
Biology—1 credit
Chemistry—1 credit
Physics—1 credit

Social studies—4 credits Civics—1/2 credit

World history—1 credit
U.S. History—1 credit

World History—1 credit
U.S. History—1 credit
Economics —1/2 credit

Economics—1/2 credit
Psychology—1 credit

Physical Education—1/2 credit
Health and safety—1/2 credit
Computer science—1 credit
Bible—4 credits
Fine Arts—1 credit
Foreign language—1 credit
Senior Seminar—1/2 credit
Electives—4 credits

Physical Education—1 /2 credit
Health and safety—1 /2 credit
Computer—1 credit
Bible—4 credits
Fine Arts—1 credit
Foreign Language—2 credits
(2 consecutive years of same recommended for college)
Senior Seminar—1 /2 credit Electives—
4 credits

TOTAL 27 credits with Bible
ACT, SAT or accuplacer test required
for graduation
Minimum of 50 hours of community service

TOTAL 30 Credits with Bible
ACT or SAT test required for graduation
Minimum of 50 hours of community Service

Electives: psychology, Drama, Anatomy, Choir, Art, Audio-Visual Lab, Yearbook, Worship team, Leadership and concurrent credit classes

- 30.3. The Valedictorian is chosen by highest cumulative GPA. Should there be a tie, those who have taken more advanced courses will be considered over others with the same grade point but with fewer credits or less challenging courses. Valedictorian must attend SCA their junior and senior years. Participation in the college track is recommended. Honor graduates must have a cumulative GPA of 3.5 or better and will be honored at commencement.

**PLEASE SIGN, DETACH, AND RETURN THIS FORM TO THE OFFICE.
One Verification Form per family with all students' signatures is required.**

VERIFICATION FORM

I have read the Parent/Student Handbook and understand the rules and regulations contained therein, and agree to abide by all policies and will support them.

Parent's Signature Date

Parent's Signature Date

Student's Signature Date

Student's Signature Date

Student's Signature Date

Student's Signature Date

****Please sign and return this form to the office. One Verification Form per family with all students' signatures is required.**