

PARENT/STUDENT HANDBOOK

PK-12TH GRADE



Ed. 09/2018

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PARENT/STUDENT HANDBOOK PK-12TH GRADE
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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, junior high and high school student. 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 Christian school (ANSAA). Our program includes a short daily chapel program and regular instruction in the Bible. We respect the varying denominations and try not to interfere with personal beliefs. 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.

Sharon Stewart, Principal/Director

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 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.
- 4.3. 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:
 - 4.4.1. 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 agree by signing the last page that they will support school policy. Parents will not undermine the authority of the school.

5. 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.

6. AFFILIATION

- 6.1. 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.
- 6.2. SCA's preschool and childcare center is licensed by the State of Arkansas, Department of Human Services, Little Rock, Arkansas.

7. OUR STATEMENT OF FAITH

- 7.1. We believe the Bible to be the inspired, the only infallible, authoritative inerrant Word of God. (II Timothy 3:15, II Peter 1:21)
- 7.2. 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)
- 7.3. 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).

- 7.4. 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)
- 7.5. 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)
- 7.6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Cor. 12:12-13)
- 7.7. 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)

8. NON-DISCRIMINATORY POLICY

- 8.1. 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.

9. ADMISSIONS POLICY

- 9.1. 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.

10. PROCEDURE

10.1. Requirements for New Students

- 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.
- 10.1.4. *Copy of birth certificate.
- 10.1.5. *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, 2017.
- 10.1.8. A recommendation from the last school/ child care 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.
- 10.1.10. 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.
- 10.1.11. A reference from a teacher, parent or student presently enrolled at SCA is recommended.
- 10.1.12. 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 K-12 only)
- 10.1.13. All students must obey SCA’s dress code in all areas.
- 10.1.14. **For Preschool students: Bottles and pacifiers are not allowed in the preschool.
- 10.1.15. **For Preschool students: Children must be toilet trained before being accepted into the 3-year-old class.
- 10.2. Requirements for Returning Students
 - 10.2.1. Satisfactory completion of all application forms and fees. Incomplete forms will cause application to be delayed until completed.
 - 10.2.2. Satisfactory academic work, conduct and work habits. (Students must have a C average.)
 - 10.2.3. 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.

10.3. GENERAL POLICIES GOVERNING ALL ADMISSIONS

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

10.3.2. 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.

10.3.2.1. 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.

10.3.2.2. Applicants must not have failed more than one subject during the last regular semester in school.

10.3.2.3. Academy applicants will not be accepted if they were retained by their former school.

10.3.2.4. 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.

10.3.2.5. 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 problems.

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

10.3.2.7. 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.

10.3.2.8. 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.

10.3.2.9. Pre-K, kindergarten and first grade applicants must be the appropriate age on or before August 1.

10.3.2.10. 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 Facebook page, and promotional materials.

10.3.2.11. I give permission for my child to use the internet in classroom settings to search for information on acceptable user sites.

10.3.2.12. The school reserves the right to dismiss a student whose presence is considered detrimental to the best interests of the school. The school reserves the right to refuse re-admittance to any student at the beginning of any semester.

10.3.2.13. 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.

10.3.2.14. From the waiting list the priority procedure is:

First, to teacher's children

Second, to siblings of enrolled students

Third, to all others on the waiting list

Fourth, to walk-ins

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

11. PARENT-TEACHER CONFERENCES

11.1. The academy dismisses two 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.

11.2. 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.

11.3. 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 can not have her full attention. Please be considerate and call for an appointment.

12. FINANCIAL OBLIGATION POLICY

- 12.1. 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.
- 12.2. 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 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.
- 12.3. **Records cannot be released to transferring schools or to parents until all financial obligations are satisfied.**

13. PRESCHOOL FEES (PK2-PK4)

- 13.1. **REGISTRATION:** Registration fees cover only a few supplies and are nonrefundable. All students are required yearly to pay registration fees.
- 13.2. **BOOK FEE:** This fee includes books and secondary insurance. Amount will vary, depending on the age of the student and is nonrefundable, should the parent withdraw.
- 13.3. **FULL-TIME STUDENT TUITION:** Students attending all day, which includes preschool plus child care, are considered "full-time students" and their weekly tuition is due by bank draft, Tuesday of each week, in advance, or bi-monthly, or monthly. Tuition must be paid by bank draft, 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. **Child Licensing Agency requires that children from PK2-PK4 receive the same school foods unless a special diet is prescribed by a doctor. Students allergic to the school's food or milk must have a doctor's excuse on file.**
- 13.4. If payment is not received by Tuesday evening 6:00 p.m., a late charge of \$2.00 will be applied to your 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 6:05. For example, if a parent arrives at 6:15 p.m., the cost will be \$10.00 that is due at that time. If the parent arrived at 6:30 p.m. the cost would be \$25.00, and so on. If the parent is late 3 times, they will be asked to find an alternative childcare center.

- 13.5. **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.
- 13.6. 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. Lunch is included in this program.
- 13.7. Part-time students are defined as students who come to school half a day, from 8 a.m. till 12:00 p.m. and they do NOT receive vacation or sick-day credit. As with all our students, part-time students pay during holidays and one day for teacher training. Please see the master schedule for dates.
- 13.8. 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.

14. ACADEMY ELEMENTARY AND SECONDARY FEES INFORMATION (K-12)

- 14.1. **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.
- 14.2. **TUITION FEES:** All tuition fees are paid by the AUTOMATIC BANK DRAFT PROGRAM. All academy students, K-12, must use the Automatic Draft Program for the payment of tuition fees or may pay in full for the entire year. Parents must sign a contract for an 11-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.
- 14.3. **BOOK/ACADEMIC FEE/MAINTENANCE FEES:** These fees cover books, SAT test, secondary insurance, 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. Used books may be used where allowed but if book order form is not turned in by June 1, all new books will be ordered and charged for the student. The Maintenance Fee is required annually by each family. The Academic Fee is paid annually by each student, grades K-12.
- 14.4. Grades 9-12 use iPad technology for their books in most classes. Students must have their own iPad that is capable of being used to download books and apps for use in high school. Students are required to bring their iPad to school each day fully charged and ready for class. There is a technology and book fee to cover wifi use and the cost of electronic books (ebooks).

15. 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.

- 15.1. Days missed from school can never really be made up 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 student and parent.
- 15.2. 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.
- 15.3. 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.
- 15.4. A student who has more than five days of unexcused absences during one semester may not receive credit for courses attempted.
- 15.5. 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 junior high 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.

- 15.6. A student 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 by parents or guardian on their attendance sheets. Identification may be requested.
- 15.7. 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 7-12 receive 1 behavior document after 3 morning tardies. Promptness is important to the smooth, orderly beginning of each school day. Most parents are prompt and their child receives the benefit of their promptness.
- 15.8. First, they are learning from parents that promptness is important. A reward system will be instituted to reward those who are prompt on a consistent basis. After three (3) tardies in one nine-week period, elementary students may miss part of their recess. (See #5, pg. 13.) 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.
- 15.9. Elementary students who come to school later than 10:30 a.m. or leave before 1 p.m. will be marked absent 1/2 day. Junior and Senior High students who miss more than six (6) days unexcused in any class during a semester may not receive credit for that class.
- 15.10. After-school academy elementary students are to be picked up by 3:15 p.m. or must report to after-school care. JH/HS 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 7:55 a.m.

16. SCHOOL PERSONNEL AND STAFF

- 16.1. 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. The SCA staff possess outstanding qualities as parents, teachers and Christians. All personnel possess an educational background that is superior to meet 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.

- 16.2. Southwest Christian Academy includes preschool, child care, kindergarten, elementary, junior high, 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.
- 16.3. Generally, preschool teachers have education and experience exceeding that required by the Department of Human Services, our licensing agency. Elementary, junior high, 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.

17. CHAPEL

- 17.1. Chapel is held each morning, Monday through Thursday for elementary students from 8:00-8:30 a.m. Preschool chapel is from 8:30-8:50 a.m. The official beginning of each day begins with the bell at 7:55 a.m. where students meet in their classroom. 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.
- 17.2. 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.
- 17.3. Junior high and high school students enjoy chapel each Monday through Thursday from 9:35 to 10:05 a.m.
- 17.4. All students, PK2 through grade 12, meet for family chapel each Friday morning at 8:45 a.m.

18. 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 and may not bring food in for meals as required by child care licensing. The academy students may eat hot lunches or order sandwiches or other meals by filling out a lunch form each month in advance and turning it into the office with payment attached. For junior high/high school students, all snacks and cold drinks are to be kept in the cafeteria on the lunch shelves. A student 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 WRITTEN permission is provided 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 7-12.**

20. 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. Normally, all three local stations will carry this information. Often, weather conditions prevent decisions before early morning. The school Facebook page and Renweb email are also used to communicate these events. ‘

21. PHONES, CELL PHONES AND MESSAGES FOR STUDENTS

- 21.1. 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 and must be kept in the locker, vehicle, or checked in to the office during school hours. If cell phones are found or should they ring during school hours, 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. Also, the student must check his/her phone in at the office each morning and check it out after school hours. If a student has his phone during school hours a third time, he/she will be suspended at home and be given 8 behavior documents. Cell phones are here to stay and students must learn responsibility and consideration where their use is concerned.**
- 21.2. Parents are welcomed to call the office at any time. Messages will be given to teachers and students between classes or at breaks. Students grades 7-12 are not allowed to use phones or iPads to communicate during school hours. Parents who email or message their children during school hours could cause them to receive 5 behavior documents. Emergency messages will be delivered with the greatest possible speed through the office. Teachers will be happy to return calls at their break period.
- 21.3. Students are not allowed to have personal computers or CD players at school so of course, they may not listen to iPods or their music on their phones during school hours. Texting on cell phones is not allowed during school hours and the same discipline pertaining to cell phone use is applied. Again, cell phones must be kept in lockers, vehicles, or in the school office. Students may NOT take cell phones on field trips.

22. STUDENT EVALUATION AND ACADEMIC INFORMATION

22.1. PROMOTION/RETENTION

- 22.1.1. 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 judgement 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 will be made after prior notification and explanation to the student’s parents.

- 22.1.2. 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.
- 22.1.3. 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.
- 22.1.4. 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.
- 22.1.5. Homework should 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.
- 22.1.6. Teachers should avoid giving homework on Wednesday nights and Thursday tests are discouraged. (This is to protect Wednesday night church attendance.)

22.2. SECURITY

The doors to building 1 are locked between the hours of 8:30-300 p.m. each day. 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 come to the office where the office staff will fill out a release slip that authorizes the person to be able to pick up the child. 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.

22.3. TEXTBOOKS AND SCHOOL PROPERTY

Students purchase their own books and are allowed to resell certain books at the end of the year as approved by the office. 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.

22.4. REPORT CARD AND PROGRESS REPORT

Report cards will be emailed to 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 modifications. High school students receive a behavior and responsibility report along with their grade report card/progress report.

22.5. GRADING PROCEDURES

22.5.1. 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 information available at all times.

22.5.2. 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	00% to 59 %	Failing
*I		Incomplete

22.5.3. *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.

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

22.6. BIBLE PROGRAM

22.6.1. 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 things learned in Bible study.

22.6.2. Respect and honest effort in Bible classes are expected. Students who fail Bible may be asked to withdraw for a semester before applying for readmission. Students are challenged to commit Scripture to memory each year. Those accepting and accomplishing the prescribed challenge will receive a trophy at the end of the year.

22.7. TESTING

Students in grades K5 and older are given the Stanford-10 Norm-referenced test in the spring of each year. 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.

22.8. 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. No backpacks are allowed in classrooms.

22.9. 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 our program.
- 23.1.3. We primarily use the A Beka Book curriculum for all our students, ages 18 months and older. We believe we have designed a total curriculum that will help our students achieve an excellent education.
- 23.1.4. Because the A Beka Book tests are virtually the same each year, they can not be sent home. Therefore, parents/students may see tests at school. Parents can look at these tests after school or in the office. Parents may request that the teacher have the student's test folder available at the parent's convenience.

23.2. PRESCHOOL CURRICULUM

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

In a variety of delightful ways, children learn:

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

23.2.2. FOUR-YEAR-OLD PRESCHOOL:

Daily plans for a delightful program for four- year-old children include...

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

23.2.3. 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

23.2.4. 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, music class and computer lab. Kindergarten students participate in graduation exercises in May. All students, preschool through seniors, participate in a fall or spring program for relatives and friends to enjoy.

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.

24. INSURANCE

SCA provides secondary accident insurance protection while students are at the school or on field trips under the following provision:

1. While in or on the premises of the school during the time the insured is required to be therein or thereon by reason of attendance of such school or any regular school day.
2. While in attendance at or participating in a regularly scheduled school activity approved and supervised by proper authority of the school.
3. While traveling directly to and from any regularly scheduled and approved school activity with other students or employees of the school as a group, provided the insured is a student, and the group is, at the time, under supervision of proper authority of the school.
4. Parents are requested to file claims with their own companies first. However, should the student's company refuse, please contact the office so the proper paper work can be filed for any covered accident.

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 class. Staff members use as much positive reinforcement as possible. A loving, caring teacher can do much to nurture and build confidence in students. SCA teachers have the love of the Lord working in their lives and are able to use this love in the training of their students.
- 25.2. *SCA does reserve the right to use corporal punishment, as a last resort. (However, it is unlawful for children under the age of five (5) to be spanked.) The teachers do not administer spankings. The Principal has this responsibility. Should a child be sent to the office for a spanking, parent's will receive a "Discipline Notice." This document will explain specifically the circumstances involved in the incident and the action taken. Parents/guardians sign an authorization on their application that reads as follows, generally: "I hereby agree to authorize this school to employ such discipline as it deems wise and expedient for my child. If a spanking is necessary, it should be used as a last resort, and carried out in the presence of a witness."
Mutual support by school and home are important to maintain consistent behavior management.

25.3. **Please feel confident that discipline will not be dealt to students harshly and will be administered in love.** During an office visit the following will generally occur: The problem or incident will be discussed. It is important for the child to understand what he/she did wrong. The spanking is administered. Then the reconciliation occurs. The child understands he/she is loved, but that the deed is not acceptable. Usually we will pray together, and the child will ask the teacher or child they have offended for forgiveness. Usually no one is angry and hopefully there is a determination by the child to improve behavior.

25.4. 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 them to--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!

25.5. **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 PK4 may be given time out for up to four minutes at a time, depending on their age.) An example of a possible incident is as follows:

- 25.5.1. If a child disrupts during 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. (The clip 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.
- 25.5.2. 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.

- 25.5.3. In the most serious cases with preschool children, parents may be asked to come to the school to discipline the child. The 4th or 5th consequence for elementary children may be corporal punishment. In elementary classes 4th-6th grades, behavior documents are given for poor behavior or irresponsibility. SCA does reserve the right to use corporal punishment as a last resort in the academy only, K5 through 12th grade. The principal will administer the spanking by open hand on bottom, in the presence of a witness and parent will be given written notification. 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 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 5 BD’s. (They are worth more because they take time and money to clean up and have been harder to control in the past.)
- 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 (7BDs), or home suspended (8 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, but receives 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, during school or when school is not in session, 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 ultimately decides all issues about discipline. If she is conflicted, the Discipline Committee will help make the decision. 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 4-12

Each BD is multiplied by 2 and subtracted from 100% to calculate the grade percentage. Below is the grading scale.

1	BD=98%	A	11	BD=78%	C+
2	BD=96%	A	12	BD=76%	C
3	BD=94%	A	13	BD=74%	C
4	BD=92%	A-	14	BD=72%	C
5	BD=90%	A-	15	BD=70%	C-
6	BD=88%	B	16	BD=68%	D
7	BD=86%	B	17	BD=66%	D
8	BD=84%	B	18	BD=64%	D-
9	BD=82%	B	19	BD=62%	D-
10	BD=80%	B-	20	BD=60%	F

25.6.6. MERIT DAY

25.6.6.1. Students in grades 7-12 are rewarded each nine weeks for exemplary behavior with an excused day off. To qualify for this reward the student must not have any Behavior Documents. 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 vice-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.**

25.6.7. EXAMPLES OF POSSIBLE CONSEQUENCES THAT MAY RESULT FROM MISBEHAVIOR

25.6.7.1. Teacher or Principal may talk with the student discussing the behavior and possible consequences if the behavior persists. (Warning)

25.6.7.2. Students may be given a "behavior document" for infractions of school policy and, should they receive more than 3 in a day, they will be sent to the office and parents will be notified. Junior high and high school students may not be allowed to leave class except in the case of extreme emergency. Talking or eating in class may result in a "behavior document" or an office visit, which merits 5 BD's. If three behavior documents are given for "no homework" in a class, an office visit will be warranted. Jr/Sr high students who are tardy to class receive automatic D-hall. No warnings will be given. It is suggested that students carry books for morning classes all morning to avoid tardies. The 4th through 12th grade students' conduct grades will be derived from these behavior documents. Renweb will be used to record behavior.

25.6.7.3. A student may be asked to meet with parent, teacher, and principal for a conference.

- 25.6.7.4. Student may be assigned a work detail, especially if the misbehavior involves destruction of property. Students are responsible for retribution/replacement of damages resulting from any destruction of property.
- 25.6.7.5. If student persists in misbehavior after extensive discipline has been applied, student may be suspended or expelled.
- 25.6.7.6. Drug or alcohol possession or use, during or after school hours, or even during summer breaks, are grounds for immediate expulsion. Sexual misconduct, pregnancy, open defiance or disrespect, terroristic threatening, or tobacco use are examples of some behaviors that are grounds for immediate suspension or expulsion, also.
- 25.6.7.7. Students will not be admitted to Southwest Christian Academy if they have been expelled from another school. Suspensions will be handled on a case-by-case basis and must usually require the approval of the Discipline Committee and/or the school board. When a student has been notified of an out-of-school suspension, he/she must remain away from school premises and school activities (including ballgames) until reinstated by the principal or designee.

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 teacher may dismiss a student from his/her class for the remainder of the class period for causing disruptions or other classroom infractions. (5 BD's)
- 25.7.2. The administrator of any school is authorized to suspend students from class or school for disciplinary reasons. The administrator may designate either an in-school or out-of-school suspension. Loss of credit may result from missing class. In-house suspension means the student must come to school and be separated from all other students while completing assignments and tests. Credit is given for work.
- 25.7.3. 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 will not be made up and an "F" may be given for assignments missed. An exception is made for in-school suspension.

- 25.7.4. 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.
- 25.7.5. 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 wear up to three earrings per ear
 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 or cell phones on.
 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. 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 and disposed of. Walking first to their seat or any other area of the room without disposing of the item is a violation of this rule.
 - f. Students must dispose of their own food and beverage trash.
- 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 7-12 only but they must be kept out of sight during school hours and turned "off." They may be locked up in lockers, vehicles, or the school office. They may not be used during school hours. If students' phones are visible in school or a student's cell phone rings during school hours or the student uses it during school hours without permission, the phone will be taken and kept in the office 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.
- 26.10.1. 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.
- 26.10.2. In addition, the school reserves the right to conduct random drug screening tests at any time. Also, 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. All this is done for the safety and welfare of the students at SCA.

- 26.11. 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 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.
- 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.
- 26.30. **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

- 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 Asst. Principal and 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 Asst. Principal 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, suggestive sayings, rock or country music message shirts. Christian messages or music groups are allowed but pictures or logos may not be questionable. Also, no jewelry, patches, etc. with occult, bondage or questionable symbols are permitted. The spiked jewelry and bondage chains are symbols of the bondage society where disrespect and cruelty to other human beings is typified and 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 holes or are frayed or are dragging the ground are not permitted. Neat, fashionable jeans with intentional slits may be worn if no skin shows.
- 27.3. Students may wear sweat shirts, 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. Hats or hoodies are not to be worn inside at any time by girls and boys. Stylish ladies' hats may be an exception.
- 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. Hairstyles must not reflect or represent a culture that is questionable—for example, hair styles that might represent "skin heads" or "emo" culture. 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 ear rings.
- 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 4 quarters. 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, friends as an example.

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

**TOTAL 27 credits with Bible
ACT, SAT or accuplacer 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

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
Economics—1/2 credit
Psychology—1 credit

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 30 Credits with Bible
ACT or SAT test required for graduation**

Minimum of 50 hours of community Service

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.**

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