



**CHRISTIAN HIGH SCHOOL**

[www.swchs.org](http://www.swchs.org)

**Student Handbook**

# Southwest Christian High School Student Handbook

## Southwest Christian High School Vision Statement

*Southwest Christian High School exists to develop mature disciples of Jesus Christ who Seek, Know, Live, and Proclaim the Truth and glorify God through academic, artistic, and athletic excellence.*

## Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God.
2. We believe there is one God, eternally existent in three persons - Father, Son, and Holy Spirit.
3. We believe that the creation was an act of God.
4. We believe in the Deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of the Father, and in His eventual personal return in power and glory.
5. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that individuals are justified on the single ground of faith in the shed blood of Christ and that only by God's grace through faith we are saved.
6. We believe in the resurrection of both the saved and the lost; they who are saved unto the resurrection of life, and they who are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.
8. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

## School Verse

Do everything without complaining or arguing, so that you may become blameless and pure, children of God without fault in a crooked and depraved generation, in which you shine like stars in the universe as you hold out the word of life - in order that I may boast on the day of Christ that I did not run or labor for nothing.

*Philippians 2:14-16 (NIV 84)*

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## Pledge of Integrity and Biblical Morality

By accepting the Pledge of Integrity and Biblical Morality, I, the student at Southwest Christian High School (SWCHS), accept my responsibility to allow the Holy Spirit to work in my life and to accept discipline from the Lord or those He places in authority over me. Such qualities should be a part of my character or that of any educated individual. In addition, I am protecting and preserving my own reputation, as well as that of my family, my school, and most importantly, my Lord. In signing this Pledge of Integrity and Biblical Morality, I fully recognize that SWCHS was founded to be and is committed to being an educational institution which instructs students in Christian principles. I also recognize that SWCHS commits to encourage all faculty/staff members and students to a lifestyle of commitment to Jesus Christ as personal Savior and Lord, who desires to use each to change the world and expand His Kingdom.

1. In Christ, I pledge to apply myself wholeheartedly to the pursuit of God's will in my life and to use the full powers of my mind for the glory of God. Furthermore, I desire to make the entire counsel of God part of my inner being and to grow spiritually by developing my own relationship with God under the guidance of the Holy Spirit.
2. In Christ, I pledge to cultivate good social relationships with others and to seek to love others as I love myself.
3. In Christ, I pledge to maintain a teachable spirit, a moldable heart and an attitude of joyful submission to God's direction and purpose in my life.
4. In Christ, I pledge to honor God and glorify God in my actions, words, and deeds in my role as a student, whether on or off campus, in or out of the classroom, or while off-site representing SWCHS.
5. In Christ, I pledge to keep my total being from all immoral and illegal acts and habits, whether on or off the school campus, as I abide in Christ and He in me. I will not engage in behavior that is a violation of this Pledge, the SWCHS Statement of Faith, the SWCHS Social Position Statement, the SWCHS Philosophy of Education, and Employment Handbook (if applicable). This includes, but is not necessarily limited to, participating in, supporting, condoning or promoting any form of sexual immorality that deviates from the biblical standard, such as adultery, premarital sex, pornography, homosexual, bisexual or transgender behavior, or disagreement with one's biological sex (1 Corinthians 6:9-10, 13, 18-19; Leviticus 20:13; Exodus 20:13; Matthew 15:19; Romans 1:26-27).
6. In Christ, I pledge to abide by the rules and regulations that may from time to time be adopted by SWCHS school administration and leadership.

I will keep this Pledge of Integrity and Biblical Morality carefully and prayerfully. I understand that my signature is my acceptance of the entire Pledge and completes a contract between me, SWCHS, and God while I am a student at SWCHS. Further, my acceptance of the Pledge represents my commitment to God as to how I intend to live my life.

By the grace of God and through the power of the Holy Spirit and with regard, understanding, and agreement with the above, on my honor, I, the student, pledge to proceed with deliberate integrity to uphold the tenets of the Southwest Christian High School Pledge of Integrity and Biblical Morality Statement in intent, words, and actions to the glory of Jesus Christ.

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## SPIRITUAL LIFE

### Southwest Christian High School is a Discipleship School

The administration, teachers and curriculum at SWCHS seek to build up students as disciples of Jesus Christ in every aspect of the school: in the classrooms, in sports, in the hallways, in fine arts, through discipline, at weekly discipleship group meetings, at Chapel, on service days, on mission trips, in our social events and even through our admission process.

As disciples of Christ, all students, staff and parents are to have high, God-centered expectations of themselves and others. Each disciple will consequently hold themselves and others more accountable to these standards, and will see everything with a deep sense of meaning and purpose.

### Encounter

We are to worship God with all our heart, soul, mind and strength ... both individually and corporately. Encounter takes place at SWCHS each Wednesday morning and is the time to gather together as a school family to corporately worship the one true God. Parents are invited to attend Encounter services and are encouraged to contact the school office for details. Worship time during Encounter is usually conducted by a student worship team, under the direction of the Chaplain.

As it is a major priority, students are asked to refrain from using the restroom or making other trips that would distract others in attendance during Encounter. Talking, studying, and other such activities are not appropriate during Encounter time. Students are asked to participate respectfully during worship time and to listen attentively to any speaker whether guest, staff, or student. Students are encouraged to be active listeners and to respond to what God is teaching them. No food or drink is permitted in Encounter at any time unless directed by a staff member for a particular activity.

### Discipleship Groups

All SWCHS students participate in discipleship groups. These discipleship groups are made up of single-gender, single-grade groups of 8 to 12 students each with a staff leader. Students remain in the same discipleship group for all four years and have the opportunity to get to intimately know a small group of students. The purpose of discipleship groups is to foster healthy relationships among students, to provide each student with a staff member who knows him or her well and to whom the student can go with questions or concerns. Additionally, it is an environment in which each student is personally and communally challenged and encouraged to grow in his or her relationship with the Lord.

### Breakout

Breakout is a fellowship time which takes place one morning each week during second semester. Activities throughout the semester will vary and include Elective Groups with speakers, worship, games, teaching, music, open microphone sharing, discussion, or prayer. Many activities may offer opportunities for more active and interactive participation.

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## Goals for SWCHS Students

As with all Christians, the goal is to become more like Jesus each day. Here are some specific Scriptures for each student to pray through and live out this year:

**Mark 12:30** And you shall **love the Lord your God** with all your heart and with all your soul and with all your mind and with all your strength.

**John 15:12** This is my commandment, that you **love one another** as I have loved you.

**Galatians 5:13** For you were called to freedom, brothers. Only do not use your freedom as an opportunity for the flesh, but through love **serve one another**.

**Philippians 2:14-16** Do everything without grumbling or arguing, so that you may become blameless and pure, children of God without fault in a warped and crooked generation. Then you will shine among them like stars in the sky as you hold firmly to the word of life. And then I will be able to boast on the day of Christ that I did not run or labor in vain.

**1Peter 3:15** But in your hearts honor Christ the Lord as holy, always being prepared to make a defense to anyone who asks you for a reason for the hope that is in you; yet do it with gentleness and respect.

God's Word has much more to say and is useful in instructing us in all matters of living out our faith. SWCHS is committed to helping each student to live a life that honors God in every way.

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## ACADEMIC LIFE

### Academics

SWCHS students are challenged to examine all subject areas and different cultures, past and present, with Truth as the center-point. The SWCHS faculty encourages students to explore the basic questions of life: What is the truth? Where do I come from? Where am I going? What is my purpose in life?

It is critical for Christian students to examine a culture hostile to Christianity. SWCHS students will be challenged to develop “muscular”, thoughtful Christianity where they will learn to thrive, not just survive.

### What is a college prep program?

A college prep program means that students at SWCHS are encouraged to take four years each of the core courses: English, History, Bible, Science, Math, and Foreign Language. Additional electives contribute to developing a solid classical liberal arts education, with offerings in physical fitness, computers and technology, music, art, and others. The offerings of electives are not meant as a substitute for the core subject areas, and students who opt for the minimal rather than recommended course of study may find themselves reducing their options for college selection.

### Graduation Requirements

<i>Department</i>	<i>Minimum Required Credits</i>
English	4
Bible	4
Social Studies	3.5
Mathematics	4 (effective for the Class of 2018)
Science	3 (4 recommended)
World Language	2
Fine Arts	1
Physical Education	.5
Health	.5
Electives	4.5
<b>Total Credits</b>	<b>27</b>

### Course List and Recommended Plan

A complete description of courses and a recommended plan for class schedules are available in the Curriculum Guide and is available on the school’s [website](#), including prerequisites, grade level requirements and sequences.

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## Homework

It is the firm conviction of the administration and faculty that SWCHS cannot offer its high caliber of education without work outside of the normal school day. As such, SWCHS is committed to providing reasonable amounts of homework. These amounts slowly increase over the students' four years of high school.

## Makeup Work

Students who have been absent must take the initiative to contact each of their teachers regarding makeup work.

- Students who are absent due to an extended illness should make individual arrangements with each of their teachers regarding makeup work.
- Students who are going to miss class because of a vacation or other family event must turn in all upcoming assignments prior to their absence unless they have made arrangements with their teacher. Please pick up a Pre-Arranged Absence Form from the school receptionist to assist in this process.

Students and their families need to be aware that completing missed assignments will not necessarily make up for all of the class content missed due to absence. Students who miss lectures, explanations, and discussion may experience a negative impact on their grades for future tests and assignments. SWCHS teachers are not expected to revise tests to account for information or skills taught during a student's absence.

## Late Work

All assignments should be completed on time. Students have two weeks to turn in late work or they may receive a zero on the assignment(s). Each SWCHS teacher establishes his or her own penalty for late work within the first two weeks and will communicate it in writing at the beginning of the year.

## Conflicting Tests or Projects

The staff makes a concerted effort to schedule tests and projects so students do not have more than two tests per day or more than one major project due per week. However, elective choices sometimes make this difficult to determine correctly for all students. Students who find themselves with a higher number of tests or projects should inform their teachers so that a reasonable solution can be established. Such a solution may include various alternatives arranged on a class-wide or individual basis, and is at the teacher's discretion within the spirit of this policy.

## Final Exams

Southwest Christian High School schedules final exams in two-hour blocks at the end of each semester in the six core subjects: English, History, Bible, Math, Science, and Foreign Language. Other subjects conduct their final exams at the teacher's discretion during one of the last classes of each semester. Finals are to be completed in the two-hour sitting. All students must remain in the testing room to which they are assigned for the full testing period. Students who do not have an exam in a particular subject are excused from campus. All students who choose to remain on campus during exam times must be in their assigned rooms or in the designated study areas. Students choosing not to attend study sessions are dismissed at the end of testing sessions.

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Parents should be aware that final exam schedules are published for the entire year as part of the annual calendar, and students should not be removed from school on final exam days. Except in the case of serious illness, final exams must be completed on the scheduled days only.

## Schedule Changes

Schedule changes may be requested throughout the summer, up until the posted deadline. After that time, changes in CORE classes only may be made for the first two weeks of the school year. While students may petition to transfer into or out of classes after this time, it is likely that the student will be at an academic disadvantage by changing classes mid-year, and great caution should be used in making such requests. In addition, the school reserves the right to grant credit only for classes completed as full credits. Transfers mid-semester may jeopardize a student's earned credits for that semester, and ultimately, graduation, should the student not meet minimum graduation requirements. Schedule changes may be requested by contacting the student's Counselor. Any class changes made after the 2-week deadline require the permission of the teachers and the Director of Student Services before the student will be allowed to transfer.

## Add/Drop Policy

Students may add or drop classes in the first two weeks of the semester only, and must maintain sufficient credits toward graduation. Students must receive permission from the Director of Student Services to add/drop a class.

## Advanced Placement Courses

SWCHS offers Advanced Placement (AP) courses in several subjects. Students enrolled in AP classes are required to take the AP exams in the spring of the year of enrollment (an additional fee is charged for AP exams). AP classes provide students with coursework taught at the college level. After successfully passing the AP test, a transcript requesting advanced placement or college credit can be submitted to the college or university of the student's choice. The granting of credit is determined by the college/university and varies from school to school. Parents and students are encouraged to explore with colleges what courses would be accepted as AP credits. This is an excellent opportunity for students to earn college credit while remaining an active and full-time participant in the daily activities of life at SWCHS.

## College In The Schools (CIS)

SWCHS is partnering with the University of Northwestern, St. Paul, and Crown College in offering courses to qualified juniors and seniors on Southwest's campus. These courses are taught during the regular school day by instructors who have been trained and contracted by the college. The content, textbook, and course syllabus are determined by the college and are equivalent to that which is being taught at the respective college under a similar course name. Students must meet the GPA requirements of the college for admission into their PSEO program in order to enroll in these courses. SWCHS students enrolling in these courses can expect the rigor of a college course and at the same time receive both high school and, for those students completing the course with a C or higher, college credit. There may be a minimum number of SW students needed per course for any of the courses to be offered at Southwest.



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## Online Classes and Post-Secondary Enrollment Options

### (On/Off Campus)

SWCHS is excited to offer expanded opportunities through online coursework, including Post-Secondary Enrollment Options (PSEO) at various Minnesota institutions and Distance Education courses offered by other institutions. These courses can fulfill elective requirements for graduation and often expose students to other forms of learning.

SWCHS is partnering with the University of Northwestern, St. Paul (UNWSP) to make available several PSEO online courses. Specific course descriptions are available in the curriculum guide, which can be found on the SWCHS website. Students may enroll in additional PSEO courses through UNWSP or other institutions, but must receive approval from SWCHS's Director of Student of Services. Students interested in pursuing PSEO courses for the first time should apply for admittance to the institution from which they wish to take classes during the spring registration period as some institutions have application deadlines as early as April 1. Upon acceptance, and for each new semester that students wish to take PSEO courses, they should request an application and the submission of the state PSEO form from SWCHS's Director of Student Services.

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## GRADING AND REPORTING

### High Academic Standards

SWCHS maintains high academic standards both in the challenges placed before students and in the level of expected achievement on coursework. While it may be necessary to re-evaluate the level of the academic standard on occasion, it is essential that the standard is set, and that it is consistently communicated and enforced.

### Grading

Southwest Christian High School uses letter grades. Teachers are responsible for grading the assignments and tests within their class in a manner that challenges the students to do their best and to learn those things that are genuinely important. Errors in calculations should be directed to the teacher so that corrections may be made. Such errors should be brought to the teacher's attention as soon as possible so that the correction is made within the term, or no later than two weeks after the end of the term.

### Grading and GPA Scales

Letter Grade	Percentages	GPA Points
A	93-100	4.0
A-	90-92	3.75
B+	87-89	3.25
B	83-86	3.00
B-	80-82	2.75
C+	77-79	2.25
C	73-76	2.00
C-	70-72	1.75
D+	67-69	1.25
D	63-66	1.00
D-	60-62	0.75
F	<60	0.00

Grades are not weighted for honors/AP classes.

### Progress Reports from Educate

Educate is the on-line grade reporting program used by SWCHS. Course grades are updated on Educate for students and parents at three to four week intervals during each semester in every class. More information on and a link to Educate can be found at the SWCHS website.

### Report Cards

Report cards are available via Educate after the semester ends. Official report cards may be held if financial obligations are not met, or if books, uniforms, or other school equipment have not been returned.

### Good Standing/Satisfactory Progress

A student is making satisfactory academic progress and is considered "in good standing" by maintaining at least a 2.0 cumulative GPA, by failing no classes, and earning not more than one D.

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## Academic Probation

SWCHS is committed to assisting students throughout the semester by monitoring grades and student progress regularly. This occurs through grade level meetings (GLM) following the Educate updates every three-four weeks. This process will assist SWCHS staff in identifying students who need additional support. In the event a student continues to struggle academically, a student may be placed on “probation.” There are various levels of probation and the following consequences will be enforced. The Dean of Students and/or the Director of Student Services reserve the right to move students up or down levels as needed, per the student’s academic progress. (please see the section above regarding students in “good standing.”)

- *Level I Probation*
  - Definition: a student with no F’s but has 2 D’s at semester end.
  - Student is ineligible for co-curricular activities in their current or upcoming co-curricular season for 3 weeks.
  - A letter will be sent home to parents.
  - If the student is on the D/F list 3 consecutive times in the next term, the Dean of Students and Director of Student Services, and/or the student’s School Counselor will meet with the student and parent(s).
  - If the student does not finish the next semester in good standing, he/she will be moved to Level II Probation.
  
- *Level II Probation*
  - Definition: All requirements for those in Level I, but may have 1 F or more than 2 D’s at the end of the semester.
  - The Dean of Students and Director of Student Services, and/or the student’s School Counselor will meet with the student and parent(s).
  - Student will be required to meet with his/her School Counselor at least one time per week in the following semester to discuss academic progress.
  - If the student does not finish the next semester in good standing, he/she will be moved to Level III Probation.
  
- *Level III Probation*
  - Definition: All requirements for those in Level I and Level II, but may have multiple F’s and/or more than 2 D’s at the end of the semester.
  - This is a serious academic situation where the student’s continued enrollment at SWCHS is in question. A meeting with the Dean of Students and Director of Student Services, and/or the student’s School Counselor, along with the student and his/her parent(s) will be held to determine whether the student will remain at SWCHS in the upcoming semester.
  - A Formal Contract will be required, laying out the conditions for continued enrollment, which must be signed by the student and at least one parent or guardian, preferably two.
  - Failure to adhere to the conditions of the contract will result in immediate expulsion.
  - If the student does not finish the next semester in good standing, he/she will not be allowed to return the following semester.

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## Failed Classes

Failure of one or more classes at the end of a semester will result in academic probation and co-curricular eligibility restrictions taking effect.

## Year-End Class Failure

- If a student fails a class for the year, s/he may not be able to return to Southwest Christian High School the following year. Though a student's desire to remain at SWCHS may be based on the importance of caring teachers or friends, mere desire to attend SWCHS is insufficient reason to retain a student who is not making satisfactory academic progress.
- If the student is permitted to return, the student will be placed on academic probation for the following semester. The student may also be ineligible for co-curricular activities for the following semester. Please see the "Eligibility for Co-Curricular Activities" on page 11.
- If a student is allowed to return to SWCHS, and the fail is in English, Bible or Social Studies, the student must retake the course as well as take all other required English, Bible and Social Studies courses before graduation.
- If the fail is in Science or Math, the student must retake the course before advancing to another course in that subject area. Please see graduation requirements in the Curriculum Guide on the SWCHS website.

## Academic Honors

### Honor Roll

Students will be placed on the SWCHS honor roll if they achieve a semester GPA of 3.40 or higher.

### Graduating with Honors

Students with high cumulative GPA's earned for grades 9 through 12 will qualify for graduating with honors at three levels. Highest Honors requires a GPA of 3.80-4.00; High Honors requires a GPA of 3.60-3.79; and Honors requires a GPA of 3.40-3.59.

### Valedictorian and Salutatorian

The top student(s) in the graduating class of SWCHS will be selected based on cumulative GPA.

### Polaris Award

The Polaris Award is given to the SWCHS senior who best demonstrates the fulfillment of the mission and vision of SWCHS. The recipient of this significant honor is selected by the faculty of SWCHS and awarded at graduation.

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## CO-CURRICULAR ACTIVITIES

### Eligibility for Co-Curricular Activities

The following are guidelines for students to be eligible for all co-curricular activities.

- Students must be in good academic standing in order to be eligible to participate in SWCHS co-curricular activities. From an academic standpoint, a student is eligible to participate in co-curricular activities if s/he:
  - no F's; or
  - no more than 1 D
- If a student arrives late to school, but is present for at least ½ of the school day (excluding pre-arranged medical or dental appointments, senior open hours at the beginning and end of the day, scheduled and approved college visits, school events, and PSEO classes), s/he may be allowed to participate in co-curricular events. However, if a student is present for a half day, but then leaves due to illness or any other unexcused reason, s/he may NOT be allowed to participate.
- Students must serve school detentions before they may participate in a practice, game, or activity. If they do not, and they do not contact the Dean of Students beforehand, they will earn a double detention. Additional consequences for detentions may be applied by the coach.
- If a student earns an F or more than one D at the end of a semester, s/he is automatically ineligible for co-curricular activities (excluding practices) for three weeks for the current or next sports season (including the following school and fall activities' season) in which s/he participates. If, at the end of the three-week ineligibility period, the student does not have an F or more than one D, the student may be reinstated to eligibility. Additional consequences may be applied by the coach.
- If a student earns an F or more than one D at a Educate Grade Update, that student will receive a warning from the Athletic Director or co-curricular supervisor. The student will have three weeks to improve on his or her class grade(s). If after three weeks the student still has an F or more than one D in any of his or her classes, then s/he will be ineligible for co-curricular activities (excluding practices) for the next three weeks *or* until the student has all grades at/above C- level. The student will once again be eligible for co-curricular activities only if s/he has no more than one D or no F's at the end of the three-week ineligibility period.
- A SWCHS student participating in MSHSL-sponsored activities must comply with all MSHSL rules (see Athletic Director for details).

### Athletics

The Southwest Christian High School athletic program will reflect the overall educational and spiritual philosophy of SWCHS without compromise. Our goal will be to bring glory to God in all that we do. This means that coaches and athletes and all those who are involved in the athletic programs at SWCHS will pursue excellence in academics, athletics, and in their personal lives in a way that glorifies God.

Athletes must remember that it is a privilege to participate in co-curricular activities and that academics come first. Additional information and forms are found at the SWCHS website.

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## Lettering

Students may letter in athletics, and other co-curricular activities by completing the requirements set forth by the coach, advisor, or director of each activity. In order to be eligible for lettering, the student must complete the entire season for the activity and must maintain eligibility throughout the season, both academic and behavioral.

## School Mascot

The school mascot is the Star, taken from the school verse, "shine like stars in the universe," Philippians 2:14-16.

## School Song

*Shout! Raise your voices loud and clear!  
For the stars of Southwest, cheer!  
Lead them on to victory, victory!  
Now shining forth with brilliant light,  
For God's honor, we will fight,  
For the glory of the silver and maroon.  
Come on and ... Shout! (return to first stanza).*

## School Colors

The school colors are maroon and silver.

## Student Government

The Student Government of SWCHS includes the class officers and chairpersons from the student life committees. The Student Body President and Vice President, the chairperson of each committee, and the Presidents and Vice Presidents of each class constitute the Student Council. This group is responsible for involving all members of the student body in activities and events and challenging them to put into practice that which they learn in the classroom as an expression of their love for God and their love for one another. In order to become a candidate for a student leadership position a student and the student's parent(s) must complete a written application, must submit a teacher recommendation, and must be approved by an interview committee of which one member will be the Dean of Students.

### Student Body President and Vice President

The Student Body President and Vice President are elected by the entire student body. They serve as the leaders of the Student Council and act as the voice of the student council and student body to the SWCHS staff, student body, and school board. The President and Vice President will meet regularly with the Dean of Students to discuss the status of the student body.

### Class Officers

Each class selects a President and Vice President to accomplish its goals and responsibilities each year. Class officers are responsible for recruiting members of their class to participate in various activities throughout the year, including Encounters, service projects, and homecoming activities, etc. Class officers are also responsible to spur on their class toward accomplishing any class or student body goals.

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## Student Life Committees

### Hospitality Committee

This committee is focused on the encouragement of the student body and Southwest teachers and staff. This is done through birthday recognition, class appreciation days and other special events and activities throughout the year.

### Service Committee

This committee will cast a vision and provide leadership in developing a servant mindset throughout the student body. Specific activities will be to arrange for specific service opportunities as well as promoting other internal and external opportunities for students and their families to serve the community as a whole.

### Social Events Committee

This committee is charged with adding variety and excitement to student life by planning events and activities throughout the year that inspire school spirit and draw students, staff and faculty closer together. Potential ideas include holiday themed spirit-raisers and special all-school social events per semester.

### Sports Committee

Members of the Sports Committee exist to support and recruit for SWCHS Athletics. They will plan ways to increase opportunities for students, staff, parents, alumni and friends of SWCHS to attend games, thereby solidifying fan support and building a sense of community. Potential ideas include: pep rallies, promotion of sporting events, offering discounted season tickets to games, sending e-mails to alumni regarding game schedules, consistent use of the Star mascot, transporting students to games, and more.

### Spiritual Life Committee

This committee is charged with assisting students in their pursuit of God. As students on this committee submit themselves in surrender and obedience to the Lord, they are to challenge the student body to examine themselves and respond to the Lord's leading in their lives. Among other things, the Spiritual Life Committee will work with the Chaplain in scheduling Encounter speakers, planning Breakouts, organizing service and/or witnessing opportunities by SWCHS students, and identifying attitudes/behaviors that prevent students from growing in the Lord and addressing them.

### Student Ambassadors

Student Ambassadors are a group of select student leaders who are role models and represent the student body of Southwest with a positive attitude, enthusiasm for the school, and Christ-like character. Ambassadors offer a warm welcome and a comprehensive understanding of Southwest's educational opportunities and student experience for prospective students and their families. Student Ambassadors embody Southwest's vision to develop mature disciples of Jesus Christ who seek to know, live and proclaim the Truth and glorify God through academic, artistic and athletic excellence. The roles of a Southwest Student Ambassador include being a tour guide, student host, open house representative, transfer buddy or any other type of school representative.

# Southwest Christian High School Student Handbook

## ATTENDANCE, COMMITMENT AND CONSEQUENCES

As followers of Jesus Christ, every student, faculty and staff member is indwelt by the Holy Spirit and are urged to “walk in step with the Holy Spirit” (Galatians 5:25) ... for the glory of God. As such, we are all held to a high level of behavior.

SWCHS holds students to a high standard of behavior and has instituted the following guidelines for direction and loving correction as the case may be.

Discipline expresses love because it is one of God’s prescribed means of attaining holiness, maturity, and fruitfulness in the life of the believer. The goal of discipline is a changed heart, and the evidence of a changed heart is changed behavior (Proverbs 4:23, Luke 6:45). SWCHS tries to be clear, but not rigidly specific, in discipline policies, so that students develop self-control (Galatians 5:23) as a result of the work of the Holy Spirit. Although the school has specific rules and policies students are expected to honor, SWCHS seeks, whenever possible, to use guidelines that encourage a student to change internally. This usually results in a student choosing to hold himself to a stricter, higher standard out of love for and fear of God.

If a student ignores the guidelines, it then becomes the obligation of the one who loves that student to lovingly bring consequences to hopefully bring about repentance and restoration of broken relationships that result from sin. Repentance will not remove consequences for wrongdoing, but repentance and reconciliation are the primary goal of all disciplinary consequences administered by the school. The goal is for discipline to enable a student’s heart to be restored to God and reconciled to authority and peers.

### Attendance

Students are expected and required to be in attendance and on time every school day regardless of homework load, co-curricular activities or other events that may lead to a late night.

The “**Maximum Absence Rule**” = Students will not receive credit for a class in which absences reach 12 in one semester, including those accumulated through tardies (3 tardies = 1 absence) and excluding school authorized absences. Exception to the Maximum Absence Rule may be made for chronic/long-term illness (verified by a doctor) or for unusual circumstance authorized by a school administrator.

### Absence - Notification

Parents are required to notify the school office (952-556-0040) as soon as they know that their son or daughter will be absent. If the parent/guardian cannot be contacted and does not report an absence, it will be counted as an unexcused absence. Notification of absence does not necessarily make the absence excused and SWCHS may require suitable proof in the case of illness.

It is strongly recommended that medical and dental appointments are made outside of school time. If a medical/dental appointment, driving test, or college visit must be scheduled during school hours, parents should contact the school **no later than one day prior** to the date of the impending absence. If a student will be missing classes due to a family vacation or another planned event, the parents are requested to **notify the school one week in advance of the absence**. Students should notify their teachers of any upcoming absence so that they can acquire any assignments they will be missing. (Please also see Makeup Work on page 8.)



# Southwest Christian High School Student Handbook

Parents should also be aware that absence from class may have a detrimental impact on a student's learning (and consequently his or her grade) because it is not possible to fully recreate the classroom situation, nor is it reasonable to ask a teacher to do so on most occasions.

Students are responsible for school work missed and should initiate attempts to to obtain information from teachers regarding topics discussed and classmates regarding discussions or class activities. Teachers are happy to provide such help to students who initiate the request.

## **Absence: Excused**

Excused absences are those resulting from illness, injury, family emergencies and funerals, medical and dental appointments, driver's test and other school-related events. Excused absences require notification by a parent/guardian and the administration reserves the right to determine whether an absence is excused.

If possible, all medical/dental appointments and driving tests should be scheduled after school, on school holidays or during vacation periods. Any behind-the-wheel training should be scheduled outside of school hours. Parents are also asked to do their very best to schedule vacations around the school calendar.

When possible, teachers will provide advance notice of work or activities that a student will miss when a planned absence is necessary. Pre-Arranged absence forms are available from the receptionist.

An excused absence gives the student the opportunity to make up work that has been missed during the absence.

## **Absence: Unexcused**

Unexcused absences, counted in the Maximum Absence Rule, are absences not school authorized or verified and are those due to reasons not mentioned in the above section on excused absences. Such absences include, but are not limited to:

- Suspensions.
- Any absence which occurs without parental permission.
- The following are unexcused absences even with a parent note: finishing homework or studying for tests, sleeping after completing a paper, failed alarm clock, traffic, missed ride, birthday, work, entertaining visiting friends or relatives, or a mental health day.
- Car trouble (unless there is a written note from parents within 48 hours).
- Vacations with family without prior notice to the school and/or vacations exceeding 5 days.
- Absences resulting from accumulated unexcused tardies (3 tardies equal one unexcused absence).
- An unexcused absence will result in an automatic zero for any assignment due that day. It is up to the individual teacher and the Director of Student Services to determine whether or not the student will be allowed to take an exam or turn in a major paper/project missed due to an unexcused absence.

# Southwest Christian High School Student Handbook

## Absence: Excessive Absences

- If any student misses five class periods of the same class in a semester due to excused or unexcused absences, a letter of caution from the Dean of Students will be sent home to the parents. If, after the letter of warning, the student is absent twice more from the same class (7 absences total), there will be a conference held with the student, parent(s), teacher(s), and Dean of Students and the Director of Student Services to determine the student's future standing in the specific course(s).
- Students will earn the following grade reductions based on the number of excused or unexcused absences each semester. (This policy does not apply to absences that are required because of school events.)

Number of Excused or Unexcused Absences	Class Grade Reduction
1-6 absences	no reduction in grade
7 absences	3% reduction in overall grade
8 absences	4% reduction in overall grade
9 absences	5% reduction in overall grade
10 absences	6% reduction in overall grade
11 absences	7% reduction in overall grade
12+ absences	<i>No credit</i> will be given to the student for this class

## Attendance and Eligibility for Participation in Co-Curriculars

Please refer to page 11 for details.

## Punctuality and Tardies

Students are expected to be in their assigned classrooms at the beginning of each school day and at the beginning of each class period. Being consistently tardy is a hindrance to academic progress, both for the student and the others in the classroom. A note explaining tardiness does not necessarily excuse the tardiness.

The following reasons will be deemed as an “unexcused tardy,” including, but not limited to:

- oversleeping or failed alarm clock,
- carpool, traffic, car trouble, or missed ride, or
- bad weather, if known in advance. (Tardies due to bad weather will be determined on a case by case basis.)

Tardies due to doctor/dental/orthodontic appointments will be excused only if accompanied by a note from parent/guardian or the doctor.

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A “tardy” will be given to students when they are late/tardy to any class (at the beginning of the day or any class period) throughout the day. Individual classroom teachers will define what is tardy in their classes, talk to an individual student who is tardy, make a plan for change, and inform the administration. Any consequences assigned by the administration are in addition to consequences given by individual teachers. The administration reserves the right to determine whether or not a tardy is excused. An accumulation of tardiness will result in the following:

# of Tardies	Consequence
1-3	No consequence (grace)
4	Detention
5-7	No consequence (grace)
8	Detention
9	No consequence (grace)
10	1 Day Suspension
12	2 Day Suspension

*Students will receive a clean slate for tardies at mid-term and at the end of each semester for detention purposes only. Tardies will accumulate and count towards the Maximum Absence Rule throughout the entire semester.*

## Truancy

A student is truant if s/he is absent without parental or school permission, leaves school grounds, or misses more than 20 minutes from any class without permission and notification to the teacher. The student’s choice to be truant is a serious matter and the administration will assign the following consequences for truant behavior:

1 <sup>st</sup> offense	<ul style="list-style-type: none"> <li>• Student conference with the Dean of Students</li> <li>• Parents will be notified and student will receive a detention</li> <li>• No co-curricular participation for that day (includes practice)</li> </ul>
2 <sup>nd</sup> offense	<ul style="list-style-type: none"> <li>• Student and parent conference with the Dean of Students</li> <li>• Student will receive a detention</li> <li>• No co-curricular participation for that day (includes practice)</li> </ul>
3 <sup>rd</sup> offense	<ul style="list-style-type: none"> <li>• Minimum of one day suspension</li> <li>• Student/parent conference with the Head of School and Dean of Students to determine the student’s future standing at SWCHS</li> </ul>

*Any truancy will also be considered and counted as a “tardy” for consequences.*

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## School Detention

Detentions can be assigned to students by a teacher or administrator for issues related to tardiness, truancy, and behavior. Parents may be informed via a email or phone call if their son or daughter receives a detention.

Typically, school detentions will be served on Wednesdays from 3:00 to 3:45 p.m. on the Wednesday following the week in which the detention was assigned. Detention times are not to be considered as “study times” and may involve light work around the school building. A student may not participate in any co-curricular activities on Wednesdays until his or her detention has been served. If detention is missed, there will be an automatic second detention assigned which will be served in addition to the first in the following week. Co-curricular activities and work are not valid reasons for missing a detention. If a student misses two detentions, a conference with the parents will be arranged and the student may be suspended as a result.

## Suspension

Suspension requires that a student remains off campus under his or her parent's supervision for one or more days as a disciplinary consequence. Reentry into the student body after a suspension will require a conference between the Dean of Students, the student and parents discussing the reason for discipline and conditions for reentry. Suspensions will be reported on the student's official record.

## Expulsion/Dismissal

On rare occasions, it may become necessary for a student to be expelled (or dismissed) from school. In such cases, a student is dismissed for the duration of an academic year.

# Southwest Christian High School Student Handbook

## 1:1 TECHNOLOGY POLICY AND CONSENT AGREEMENT

As per the federal government's requirements by FERPA and CIPA, the purpose of this agreement is to authorize and acknowledge the rules and requirements that must be met by ALL STUDENTS AND STAFF that use any devices - both personal and school-owned - that are connected to the SWCHS network.

“**Device**” in this document is defined as any device that a student or staff is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to *cell phones, pagers, smart phones, media players, gaming devices, tablets, computers* or the like.

### Section 1: Device Policy

**For personally owned devices used at SWCHS:** I understand that SWCHS is not responsible for supporting any personal device and will be held blameless in the event of damage or loss.

**For school owned devices used at SWCHS:** I understand that school owned devices, such as the Chromebook, is SWCHS property and that SWCHS will assume responsibility for supporting device(s) owned by the school. However, in the event of damage or loss, the user will be responsible for repair or replacement as described in Section 3 below. I also understand that it is my responsibility to backup *personal information* stored on the Chromebook and that SWCHS does not backup any information.

In addition, I understand that the use of devices connected to the SWCHS network is contingent upon the following:

1. Use of device must comply with all school policies as stated here and in other policy documents (personal and SWCHS devices).
2. In the event of an illegal situation or general safety to the campus, I understand and consent to allowing SWCHS access to any and all information on the device (personal and SWCHS devices).
3. I consent to allowing SWCHS to monitor the device activity (personal and SWCHS devices).
4. I consent to allow SWCHS to wipe the device in the event privileges are revoked (SWCHS devices only).
5. I consent to immediately notify the school in the event of loss or damage of the device (SWCHS devices only).
6. I understand that occasional use of devices is permitted if and when given specific permission from
7. Faculty. However, for the sake of the community, excessive bandwidth use should be limited and SWCHS reserves the right to restrict as necessary (personal and SWCHS devices).
8. Individual teachers reserve the right to prohibit the use of any and all devices used in their class (personal and SWCHS devices).
9. Personal use of devices while off campus is the responsibility of the student's guardians and SWCHS is not held responsible for any content accessed.

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10. Any attempt to change, modify, circumvent or reconfigure any school-owned equipment or technology related settings are not permitted. This includes, but is not limited to, any configuration changes not normally allowed in the software or hardware.

As a user of the SWCHS network, I agree to comply with the above stated requirements and to use the device primarily for academic school purposes. I am prepared to be held accountable for my actions and understand that any violations of this agreement may result in one or more of the following consequences:

1. Loss of rights to access school network and potential loss of the SWCHS device.
2. Potential administrative fees and/or suspension from school.
3. Disciplinary action and/or civil or criminal liability under other applicable laws.

## Section 2: Network & Internet Use Policy

Use of any information or materials on websites you access through the SWCHS network (by entering a URL or selecting a link) is entirely at your own risk, for which SWCHS shall not be liable. You agree that, through this network, you will not perform any of the following activities or like activities:

1. Engage in any form of cheating.
2. Attempt to access devices, networks or resources to which you have no explicit, legitimate rights.
3. Copy, reproduce, or transmit any copyrighted files or information other than in accordance with the requirements and allowances of the copyright holder.
4. Launch network attacks of any kind including but not limited to port scans, DoS/DDoS, packet floods, replays or injections, session hijacking or interception, or other such activity with malicious intent, or transmit malicious software including viruses, Trojan horses, and worms.
5. Post any personal opinions, images, or expressions on any internet or social media sites that may be misrepresented as opinions of SWCHS.
6. Maliciously provoke reaction or offense to others and will remain culturally sensitive.
7. Intentionally access pornographic, graphically violent, hateful, or other offensive material.

You understand that SWCHS reserves the right to log or monitor your traffic if it deems necessary. In addition, you understand that unauthorized use of resources through this portal may give rise to a claim for damages and/or be a criminal offense under State and/or Federal laws.

## Section 3: Chromebook 1:1 Program Implementation

SWCHS is committed to using technology in a way that will maximize learning and promote the responsible use of electronic media in the life of the student. Listed below are important details that parents, guardians and students will be expected to follow when using the Chromebook provided:

1. Regarding content filtering
  - a. Content filtering is provided only when Chromebooks are connected to the SWCHS network.
  - b. Outside of school, parents are responsible for content filtering. (There are options available through your provider, router, configurations and/or 3rd party software.)
  - c. Google's features such as *Google Plus* (text chat function) and *Google Hangout* (video chat function) will not be enabled on the Chromebooks.

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2. Chromebooks will be tracked by serial number and by the student name label on the front cover. Name labels must not be removed. If the label comes off, obtain a new name label from the school Technology Coordinator.
3. Students are expected to bring their Chromebooks fully charged to school each day. If a student forgets to bring his/her Chromebook or his/her Chromebook loses charge during the school day, the student may go to the library and check out a Chromebook or may opt to charge the device during break or lunch.
4. SWCHS will provide any required hardware and software maintenance needed on the Chromebook.
5. Lost or broken Chromebooks or chargers will be charged to the student based on a fair market value.
6. The Chromebooks will be collected and assessed at the end of the school year to minimize loss and damage. The Technology Coordinator will determine the level of damage that may or may not be charged to the student.
7. Instructors will invite students to view/use Google Classroom which contain classroom content and scheduling which students will be required to access. Parents or Guardians may request Google Classroom Guardian Access (i.e. a feature of Google Classroom) from teachers to see assignments, due dates, and classroom announcements.
8. The school's software *Educate* will still be used for grades and assignment listing.

## Section 4: Email Policy

Students are expected to check and use their SWCHS email on a daily basis and respond as necessary to faculty, administrators or others that have corresponded via email. SWCHS expects both students and staff to abide by professional email etiquette as it relates to response times and content.

## Section 5: Cell Phone Policy

**Hours of Use:** Mobile phone devices may be brought to school but they must be turned off, kept out of sight, and not used during school hours (including in-school breaks). If found, ALL faculty reserve the right to confiscate and turn over to the Dean of Students.

Students may use their cell phone *before* school begins and when the school day *ends* at 2:45pm. Such a policy is consistent with many other organizations where the use of a mobile devices would be a distraction to those nearby. Note: Seniors, with senior privileges, may use cell phones only in non-academic settings and if they are not a distraction to other students. Abuse of this policy may result in loss of such a privilege.

On occasion, it may be helpful for students to use cell phones to communicate with parents when large numbers of students need to communicate all at the same time (such as a game cancellation or rescheduled practice). Students will receive clear instruction that they have permission to use their cell phones at these times only.

**Consequences if confiscated:** The confiscated device will be handed over to the Dean of Students who will document the offense. For the first offense, the student will retrieve the device from the Dean's office after the end of the school day, notify his/her parents AND have his/her parents

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email/call the Dean to confirm. It is the student's responsibility to inform his/her parents that the phone was taken away due to improper use.

If a student's phone is taken a 2nd time, it will be handed over to the Dean who will document it and the students will be fined \$20.00 to be paid upon collection of the device. (Parents are encouraged, whenever possible, to have their student pay the fine.) Each additional offense following the 2nd time will result in incremental fines by \$20 (i.e. 3rd offense = \$40, 4th = \$60).



# Southwest Christian High School Student Handbook

## GENERAL INFORMATION AND POLICIES

### School Hours

School hours are 8:00 a.m. to 2:45 p.m., with after school help sessions with teachers until 3:30 p.m. Advance arrangements are requested, however, most teachers can handle drop-ins.

### School Closures due to Inclement Weather, etc.

In the event of inclement weather, the administration will communicate through the following venues regarding potential school delays and/or cancellation:

- SWCHS website
- KSTP 5, Fox 9, KARE11 and WCCO will be notified
- Change of voicemail on school phone system

### Building Emergencies

In the event of a building emergency, students will be evacuated to safe areas and parents contacted as quickly as possible. When appropriate, information will be provided through the same media as for weather emergencies.

### Building Decorations

Decorations to any part of the buildings (for notices, Homecoming Week, etc.) *must be pre-approved* by the school administration. All decorations must be secured using approved wall mounting tabs that do not tear or mark up the wall finishes. Such wall mounting tabs will be made available to students.

### Electronic Devices

Headphones are not permitted unless a student is using them for academic purposes.

Playing games, texting, listening to music, watching movies, etc. (not related to classwork) on any electronic device are not permitted during school hours unless permitted by the Dean of Students.

Consequences for improper use will be the same as for improper use of cell phones (see pps. 21-22 for more detail)

### Copier Use

Students may not use SWCHS copiers at any time except under direct teacher request and supervision. Copiers are not for personal use. If a student needs copies for classwork (i.e. study sheets, lecture notes, etc.) or SWCHS activities, the student must ask the classroom teacher or activity advisor to make the copies.

Receptionists are expected to remain at the reception desk to answer phones and welcome visitors and guests. Therefore, students should not expect to have copies made for them by the receptionist.

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## Driving, Parking and Vehicle Registration

Vehicle Registration: All student drivers are required to register their vehicles with the receptionist.

Driving: Students driving to and from school are asked to drive safely and appropriately. Students should also choose music that reflects the standards expected of the SWCHS student.

For school-sponsored activities (concert rehearsals, lunch time for seniors with privileges or events during the school day), students may not ride with other students without signed permission from parents.

Parking Lot: The school parking lot will have specific areas for visitors, staff and the disabled. Students are not allowed to park in the visitors or staff areas. They are allowed to park in the disabled parking spots only with the proper identification on their car.

Parking lot speed should not exceed 10 mph. No “doughnuts,” tire squealing, driving with doors open, riding on the outside of the vehicle, or playing loud music is permitted in the school parking lot.

## Fire Drills

Fire drills are conducted throughout the school year (avoiding the coldest months) so that students are familiar with emergency procedures. Instructions for procedures and directions to the nearest exit are posted in each room. All visitors to the building are also required to evacuate in the event of a fire drill.

## Tornado and Lockdown Drills

Drills will be conducted periodically so that all students are familiar with the safe areas and procedures.

## Gum

Chewing gum is permitted in the school (excluding All-School Choir, the Music Room and Science Lab) provided wrappers and gum are properly handled. Abuse of this policy will result in restriction of privileges. Individual teachers may have more restrictive policies in their classroom, and students must show respect for such policies.

## Graffiti

Graffiti is not allowed. Please do not write on walls, desks, lockers (inside or out), doors, etc.

## Hall Passes

Hall Passes are required from the appropriate supervising staff member when moving about the building during class periods. Students should only conduct the business for which they obtained the pass, and are expected to return to class as promptly as possible.

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## Lockers and Locks

SWCHS provides lockers with locks for all students.

Students should not share their locker combination with anyone other than their parents. Students must respect the privacy of others by not going into another student's locker without that student's express permission. This includes going into another's locker for the purpose of borrowing textbooks, pens, pencils, calculators, or other items.

Students must ensure that all their property fits inside the locker and does not protrude or push out the locker, so as to damage it. Additionally, students must ensure that **their locker remains closed at all times** when not in use.

Students are welcome to decorate the *inside* of their lockers with appropriate materials such as pictures, signs, cards, etc. Students are reminded, however, that they will be required to remove all items including tape and sticker residue at the end of each school year. *Students are not to write on the inside or outside of lockers (even with dry erase markers)*. In addition, students may not post photos, posters, or other items that would be degrading or otherwise inappropriate inside or outside their lockers.

Students are responsible for any damage they do to the locker. SWCHS is not responsible for lost or stolen items kept in the school lockers. Lockers remain the property of SWCHS and are subject to search by school personnel at any time with or without cause.

## Locker Rooms

Men's and women's locker rooms are provided for the use of physical education classes and sports teams only. Students need to follow the instructions of the teachers and coaches regarding the use of the locker rooms and must remove all personal items from the floor so that the area may be cleaned.

## Lunch

Lunch will be served in the Commons. Students must clean up after themselves by disposing all food and garbage. Students in 2<sup>nd</sup> lunch are also expected to stack their chairs after lunch.

Students will be allowed to eat in the following areas:

- Commons
- Upstairs hallway overlooking the gym
- Upper level patio (just outside the main entrance) as the weather allows. **Lunch outside, and the freedom it brings, is dependent on student behavior and care for the spaces.**

If there are behavioral issues, cleanliness issues or improper use of the space, this privilege will be restricted.

Students may NOT eat lunch in the following areas:

- Lower level lounge or anywhere in the lower level
- Any hallway or near their locker
- Stairwell near classrooms

Additionally, only seniors who meet the criteria to maintain Open Campus Privileges are permitted to leave campus during lunch.

# Southwest Christian High School Student Handbook

## Food and Beverage consumption (outside lunch times)

**Food:** Food may only be consumed in the Commons, the upper-level Gym corridor (adjacent to the Commons), and the outside patios. During classtime, food may also be consumed in classrooms *when allowed by the teacher*. Food of any kind is not permitted in the Media Center (unless approved by the Dean of Students or the Director of Operations.)

**Beverages:** *Only water is allowed in the carpeted areas* (Media Center and classrooms). All other beverages must be consumed in non-carpeted areas (except the gymnasium) and the outside patios.

## Medical Emergencies

In the event of a medical emergency, students should notify a staff member as quickly as possible. The nurse, if available, or other staff trained in first aid will respond, and if necessary, an emergency response team will be contacted. Parents will be contacted as soon as possible. Emergency information as provided by parents for each student is kept secure but easily available for the best response to any individual situation.

## Nurse

Students who need to see the nurse should obtain a pass from their classroom teacher (except in an emergency) before reporting to the nurse. SWCHS has several staff trained in first aid if a student has a medical problem when the nurse is not on campus, and will notify parents of any emergency situations that arise.

## Phone Use

The reception area phone is the only phone with outside dialing options available to students. Students are permitted to use the phones only before school, after school, or at lunch time, and should limit their calls to critical calls of less than three minutes. Classroom phones are not available for outside calls. Incoming calls are for emergencies only, please. Parent messages will be placed on student lockers shortly before lunch or just before the end of school.

## Posters and Fliers

If you wish to post a flyer or poster, an advisor or the Dean of Students must approve it. Posters and flyers may be posted only on bulletin boards or in designated areas with advance permission.

## School Dances

SWCHS, in order to provide the opportunity to build unity and community in the student body, SWCHS will sponsor certain theme dances including but not limited to the following: Junior/Senior Formal, Barn Dances, Winter Dances, and other similar types of dances. All proposed dances must be approved by the administration through the office of the Dean of Students. In addition, the administration will make all decisions regarding whether non-SWCHS students will be permitted to attend a school-sponsored social activity.

## Statement of Non-Discrimination

As an expression of Christian faith, Southwest Christian High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available at the school. It does not discriminate on the basis of race, color, national and ethnic origin in admission policies, scholarship, and financial aid programs, and athletic or other school-administered programs.

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## Visitors

All visitors are required to check in with the receptionist immediately upon entering the building. Unauthorized visitors should be reported to the school office immediately.

Only prospective students may visit classes for the day, with at least a **two days** parental notice through the Admission Director. Some restrictions on visit days are in effect, and there is a maximum number of prospective students that may visit in each grade on any given day. Please contact the Admission Director to make arrangements.

No others (including friends from other schools, etc.) may visit for lunch without prior permission from school administration.

Alumni may visit after checking in with the receptionist, with the understanding that classes should not be disrupted, and students should not be delayed from class.

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## BUILDING USE – UNIQUE SPACES

### Commons

The Student Commons will be used for lunch, Encounter, all-school assemblies and school dramas as well as a place for students to spend time before, after school, and during breaks. Students will be expected to treat the furniture and equipment there gently so that it may remain usable for future students. Students are asked to keep shoes off furniture. Seniors may use the Commons during open hours for study or casual conversations that do not distract from the school's overall learning environment. On occasion, classes or other school groups may use the Commons for various activities. When this is the case, other students should show respect for such activities, remain quiet or find another location for their activities if appropriate.

Students do not have access to the back stage area without permission.

### Computer Lab

The computer lab can only be used under the supervision of a staff member. First priority for lab use goes to classes whose instructional content requires computers. During class hours, if computers are not in use for one of these purposes, students may request an opportunity to use the computers for school work only (no recreational use is permitted). Students under such privileges must not interfere with the classroom activities of those using the lab, and may be asked to leave at any time by the staff member in charge. No food or drink is permitted in the computer lab. Use of the computer labs before or after school requires special arrangements for a staff member to supervise the student requesting such use. Arrangements are the responsibility of the individual student. All computer and Internet Use policies apply at all times.

### Gym

The gym is to be used by school sports teams and physical education classes. It is only available for use by students during break times or lunch hour:

- if it is not being used by any class; and
- permission is granted by the Athletic Director.

Use of the gym during break times, etc., and the freedom it brings, is on a trial basis only, and is solely dependent on student behavior and care for the space. **If there are behavioral issues, cleanliness issues or improper use of the space, this privilege will be restricted. Only rubber soled shoes are to be used and no high-heeled shoes are allowed.**

### Kitchen

Students are not permitted in the kitchen without staff supervision.

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## Lower Level Lounge

The lower level lounge is located near the gym and has access to the back of the building. It is available for students to meet before and after school and during breaks in the school day. It may also be used as a site for D-group meetings.

The Lower Level Lounge is **not** an eating area. Food and drink (other than water) are not permitted in the Lounge.

## Lower Level Outside Patio Area

The patio may be used for class time at the discretion of the teacher.

Students may not eat lunch outside on the back patio.

## Music Practice Rooms

The Music practice rooms are limited for use by individuals under the direct supervision of a teacher. Students are not permitted in these rooms without staff supervision.

## Robotics Room

The Robotics room is limited for use by the Robotics Team. Students are not permitted in the room without adult permission.

## Science Lab

The science lab is limited for use by classes under the direct supervision of a teacher. Students are not permitted in the lab without staff supervision.

## Student Media Center

The Student Media Center will be the home for the library, the computer lab and for quiet study time. Students are welcome to use the Media Center as a study area during classes with the supervision of a staff member, and before and after school if they are respectful of the materials, equipment, and the need for others to use it similarly.

Food and drink (other than water) are **not** permitted in the Media Center.

## Weight Room

Students are not permitted in the weight room without staff or staff-appointed supervision. There will be published hours when the weight room will be staffed and available for student use.

# Southwest Christian High School Student Handbook

## BEHAVIORAL EXPECTATIONS

### Boundaries - Physical

Students are to treat one another with respect in the way they interact physically. This means maintaining a reasonable distance, not fighting or hitting, and not hanging on one another, whether boys or girls. SWCHS students in dating relationships should refrain from public displays of affection. Such actions can put other students in uncomfortable and awkward situations. Respectful and appropriate interaction within reason is encouraged: comforting, appropriate hugging, praying for one another, etc.

### Boundaries – Verbal

Students are to respect verbal boundaries in speaking to one another. Some subjects ought not to be discussed between members of the opposite sex and out of courtesy and protection, students are asked to respect such boundaries. In addition, some subjects ought not to be discussed even when not in mixed company, and the dignity of all persons should be respected as students talk to and about one another. Students are asked to step forward to stop inappropriate talk when they hear others use it. This is a demonstration to all that they are trustworthy and will give a good report themselves when the opportunity arises.

It is also inappropriate for students to use foul language, cursing, or to take the Lord's name in vain. Even in jest, such language is a sign of disrespect for the person being addressed and for those who are subjected to hearing it.

Ridicule or unkind jesting is offensive and unloving. Students are encouraged to build one another up rather than tear one another down (see Ephesians 4).

### Cheating

No SWCHS student will unfairly advance or inhibit the academic progress of himself or another in any way. If cheating is discovered, a written report will be submitted to the Dean of Students, parents will be notified and a detention will be given. Repeating this offense will result in a minimum one day suspension and possible expulsion. In addition, teachers will administer academic consequences they deem appropriate. Students who have knowledge of cheating should report it to a staff member or may be subject to the same consequences as if they had participated in the cheating directly. (See also the discussion on plagiarism on page 40.)

### Dress Guidelines

Purity extends to the way a person dresses as well as to his or her behavior. The SWCHS Board has adopted a guideline for dress that embraces principles of cleanliness, modesty, neatness, and appropriateness. It is the hope of the staff and parents that SWCHS students will make decisions on clothing based on those guidelines. Students are encouraged to wear clothing that does not draw inappropriate attention to oneself.

Additionally, SWCHS encourages parents and students to accept the responsibility of following those guidelines by discussing attitudes towards fashion trends. The administration and staff will make all final decisions regarding these issues. If you are in doubt as to a particular fashion, we suggest you ask before wearing an item to school. With this in mind, the following guidelines have been established:



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- The scriptural principle of *modesty* and *moderation* should always be applied with regard to makeup, hairstyle, and all manners of dress.
- Clothing should be neat and clean, free of excessive holes and tears.
- Sleeveless shirts must have a width equal to or greater than the width of 3 fingers.
- Students may not expose their midriff by wearing short shirts/blouses.
- Shorts and skirts should be longer than the length of the longest fingertip when arms are hanging at one's side.
- Shirts with inappropriate pictures, symbols or letters are not acceptable.
- Inappropriate attire would include, but is not limited by, the following:
  - Tight clothing including, but not limited to, yoga pants, tights, running tights, leggings/jeggings, etc
  - Short skirts, shorts or shirts
  - Low pants
  - Clothing that reveals underwear and/or the torso
- If the student's clothing does not meet these guidelines, a staff member may talk to him or her. If this becomes a continuing problem for the student, the issue may be turned over to the Dean of Students. The student may be required to change (or put on an additional item of clothing such as a sweatshirt) before returning to class.

## Drugs, Alcohol, and Tobacco

### Use or Possession

Southwest Christian High School students are not to *possess or use* drugs, alcoholic beverages, or tobacco at any time (including the school year and summer months) on or off the campus. In addition, if a student is present at an event where there is illegal underage consumption of drugs, alcoholic beverages, or tobacco, s/he must immediately leave the scene upon becoming aware of what has occurred or is occurring. Failure to leave the scene will result in the student receiving the same consequence given to a student who is guilty of use and possession. The administration will apply consequences where collaborative evidence is strong enough to indicate use or possession, with or without a student admission of involvement. The following consequences will result from violation of the above policy:

#### 1. First Offense

- The student will be suspended from school and all school activities (minimum of 1 day).
- Parent/student conference will be held with the Dean of Students to explore the nature and degree of substance use/abuse and the future course of action.
- The student will automatically be ineligible for participation in co-curricular activities (excluding practices) in the current or next season of their participation for the next two interscholastic contests or two weeks, 14 calendar days, whichever is greater. (This is in line with the MSHSL rules and regulations.)
- Police may be informed.
- Violation will be documented in the student's file.

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## 2. Second Offense

- The student will be suspended from school and all school activities (minimum of 3 days) and potentially expelled.
- If the student is allowed to remain at SWCHS, s/he will be automatically ineligible for participation in co-curricular activities (excluding practices) in the current or next season of their participation for the next six interscholastic contests or four weeks, 28 calendar days, whichever is greater.
- Police may be informed.
- Violation will be documented in the student's file.

## Distribution or Provision

The distribution/provision of any drugs, alcoholic beverages, or tobacco by a SWCHS student to another person on or off campus will result in the following consequences.

### 1. First Offense

- The student will be suspended from school and all school activities (minimum of 3 days).
- Parent/student conference will be held with the Dean of Students and/or the Head of School to determine if the student will remain at SWCHS.
- If the student is allowed to remain at SWCHS, s/he will be automatically ineligible for participation in co-curricular activities (excluding practices) in the current or next season of their participation for the next six interscholastic contests or four weeks, 28 calendar days, whichever is greater.

### 2. Second Offense

- Immediate expulsion from SWCHS.
- Police may be informed.

*\*\*\* Violations of SWCHS substance abuse policy are cumulative throughout a student's academic career at the school. \*\*\**

## Hats

Students are not permitted to wear hats during the school day, except on days determined by the administration. The Student Council and student leaders may petition the administration of special hat days.

## Honesty

SWCHS students are expected to tell the truth all the time. They are expected to communicate the full truth, and the spirit of the truth, and not to withhold information on a technicality because they are not asked exactly the right question. This is demonstrating integrity in the fullest sense, and demonstrates a value for the truth even at personal cost.

## Interpersonal Relationships

In a school where discipleship is a significant component of the vision and mission of the school, relationships are very important. SWCHS expects its students to act toward one another out of selfless love, putting the concerns and needs of others above their own. This sometimes means sacrificing one's personal preferences. In the case of dating relationships, the school expects parental guidelines be established in each family, and that students will honor their parents' expectations. In addition, in the SWCHS community such relationships can be difficult for those

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in them, or their friends. Therefore, though the school does not prohibit dating, students are encouraged to invest their energies into interpersonal relationships of a less exclusive nature.

Sexual harrasment of any kind is not allowed. See page 41 for more detail.

## Keeping Commitments

SWCHS expects its students to keep the commitments they make. This is particularly important when a student has made a commitment to a group such as an academic project team, an athletic team, or any other group which is counting on the student's active participation for the duration of the project or activity season. In light of this expectation, students and their families should make careful, thoughtful decisions prior to joining such activities. In addition to asking other participants, activity directors or coaches will be able to help a student or parent understand what an activity involves.

## Moral Behavior

In keeping with God's design and His Word, SWCHS expects students to refrain from immoral behavior and to guard others from it by keeping to the highest possible standards of sexual purity. SWCHS retains the right to refuse enrollment to or expel any student who engages in sexual immorality and promiscuity, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Romans 1:27). See also the Pledge of Integrity,

## Plagiarism and Collaboration

Webster's 1828 Dictionary defines plagiarism as "The act of purloining another man's literary works, or introducing passages from another man's writings and putting them off as one's own; literary theft." Dictionary.com defines plagiarism as "an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author."

Plagiarism is stealing and will not be tolerated at SWCHS. Students are expected to submit original work and properly cite information/data/ideas that they use from other sources. If plagiarism is detected in a student's work, a written report will be submitted to the Dean of Students, parents will be notified and a detention will be given. Repeating this offense will result in a minimum one day suspension and possible expulsion. In addition, teachers will administer academic consequences they deem appropriate.

In many classes at SWCHS, teachers will encourage collaboration within the curriculum. There may be specific projects that are group-oriented and require the different skills and perspectives of various students. However, students are expected that their submitted work still be original unless the instructor has specifically stated otherwise. For instance, students may be given permission to work together and discuss concepts for a particular assignment, but their submitted work still must not be identical. If substantial similarities are found between assignments, students may be asked to discuss this with teachers and/or administration and consequences may be considered.

It is also the responsibility of the student to acknowledge any collaboration within a particular assignment or project to the instructor.

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## Senior Privileges

Seniors who are in good standing at SWCHS, may sign out with the receptionist and leave school during their open hour or lunch hour if a signed parent permission note is on file.

SWCHS seniors who do not have a full schedule may sign out with the receptionist and leave school during their open hour or lunch hour if a signed parent permission note is on file. All seniors are expected to participate in Discipleship Group, Encounter, All-School-Choir, and Breakout. Seniors may not sign their own permission slips, even if they are 18. Seniors must maintain academic eligibility status to retain senior privileges. Seniors using senior privileges should be in the Commons, the lower level lounge, the Media Center, or off campus. Wandering in the halls or hanging out by lockers of underclassmen will not be permitted.

Seniors will also be permitted to use their cell phones in non-academic settings during the school day provided they are not a distraction to other students or classes. Please see the Cell Phone policy for further information.

Senior privileges will be revoked (temporarily or longer term) if the student is on academic or disciplinary probation. Seniors who earn a detention due to excessive tardies may also lose privileges.

### **The following are the conditions and guidelines that govern “Senior Open Campus Privileges:”**

- Seniors, even if they are 18 years of age or older, are required to submit a permission slip to the administration with parent/guardian signature. No student will be granted the privilege of open campus without a signed permission slip on file.
- Seniors are required to sign out at the receptionist desk, writing the time they are leaving campus and where they are going. Upon return to campus, the student must sign in. Failure to sign out or in will result in a detention.
- Seniors are required to be on time to their next class, Encounter, Discipleship Group or Breakout. Failure to do so will result in a detention.
- Seniors will not be able to bring back food for non-seniors. Any outside food brought back to school must be consumed in the cafeteria during the lunch hour. Failure to obey this rule will result in a detention.
- Seniors will be given one detention as a warning for any of the above infractions. The second infraction will lead to another detention and the loss of open campus for that senior for a period of time of at least two weeks and possibly longer.
- The administration reserves the right to suspend the privilege of open campus for a day or any given time-period based on weather and driving conditions.

## Sexual Harassment

SWCHS does not permit any sexual harassment of others by teachers, administrators, other staff members, volunteers, or by students in unwelcome advances or offenses in word or action.

## Threats

Students are not to threaten others verbally or physically. Any violation of this policy will lead to a mandatory conference with the student, his/her parents, the Head of School and the Dean of Students. The student may be suspended or expelled as a result of such a violation.

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## Weapons

Students are not permitted to have weapons on school grounds or at school activities.

SWCHS strives to provide its students with a safe environment that is free from violence. The possession or use of handguns, knives, (including, but not limited, to pocket knives, Swiss Army knives, utility knives, etc.) or other weapon is strictly prohibited. This prohibition applies to all students, employees, independent contractors, temporary employees, visitors, volunteers as well as any person who has a valid permit to carry a concealed weapon other than law enforcement officers. Possession and use of shotguns, during the course of and for the sole-purpose of any MSHSL-sanctioned Clay-Target and Trap Shooting events (practice and competition) is allowed.

If you become aware that any student or guest possesses any type of weapon while on SWCHS premises, please contact the Dean of Students, the Head of School or any staff member.

## COMPLAINTS AND GRIEVANCES

If a parent or student finds him or herself in disagreement with a policy, SWCHS requests that the family submit to the existing policy, and work through established channels of change to request revision or amendment of policies. All such changes are to be consistent with the Word of God and the mission, vision, and philosophy of SWCHS.

In practical terms, this means that students are kept in the center of the solution to any problems they have with other students, teachers, staff, etc. If a person comes to the administration, staff, or board member with a concern, the first question will be, "Have you gone to those directly involved?" Without such direct interaction, the principle of Matthew 18 is not being honored. If after making a genuine attempt at direct reconciliation, it is necessary to involve others, those in the situation are urged to keep their interactions with as small a number of people as possible, and to involve only those who will be part of the solution. This is to discourage gossip and complaining that serves to make the situation and relationships worse, rather than better (see Ephesians 4).

On rare occasion, public offense may call for public response (I Timothy 5:20), or the safety of students requires more information be provided to parents, but it is the policy and intent of SWCHS to maintain as private and confidential a response as the situation permits.