



CHRISTIAN HIGH SCHOOL

www.swchs.org

Student Handbook

TABLE OF CONTENTS

Spiritual Life & Formation

- Southwest Christian High School Vision Statement 5
- Statement of Faith 5
- School Verse 5
- Discipleship School 5
- Encounter 5
- Discipleship Groups 6
- Goals for SWCHS Students 6

Pledge of Integrity and Biblical Morality

7

General Information and Policies

- Animals in School 8
- Building Decorations 8
- Cell Phones 8
- Copier Use 9
- Driving, Parking and Vehicle Registration 9
- Electronic Devices 10
- Food and Beverage Consumption (outside of lunch) 10
- Graffiti 10
- Gum 10
- Lockers and Locks 10
- Locker Rooms 11
- Lunch 11
- Posters and Fliers 11
- School Hours 11
- School Closures due to Inclement Weather, etc. 11
- School Dances 12
- Statement of Non-Discrimination 12
- Student IDs 12
- Visitors 12

Student Health/Safety Procedures

- Nurse 13
- Building Emergencies 13
- Fire Drills 13
- Lockdown Drills 13
- Tornado Drills 13

Academic Life

- Academics 14
- High Academic Standards 14
- Course List and Recommended Plan 14
- Graduation Requirements 14
- Schedules and Schedule changes 14
- Add/Drop Policy 15

● Grading and GPA Scales	15
● Progress Reports	15
● Late Work and Make up work	15
● Report Cards and Transcripts	16
● College Coursework	16
● Good Standing/Satisfactory Progress	17
● Academic Honors	17
● Polaris Award	17
● Conflicting Tests or Projects	17
● Final Exams	18
● Academic Probation	18
● Failed Classes	19
<u>Attendance, Commitment and Consequences</u>	
● Attendance	20
● Absence	20
● Attendance and Eligibility for Participation in Co-Curriculars	22
● Punctuality and Tardies	22
● 30-minute Tardy	23
● School Detention	23
● Suspension	24
● Expulsion/Dismissal	24
<u>Behavioral Expectations</u>	
● Boundaries – Physical	24
● Boundaries – Verbal	24
● Bullying and Harassment	24
● Academic Integrity	25
● Drugs, Alcohol, and Tobacco	26
● Honesty	27
● Interpersonal Relationships	27
● Keeping Commitments	27
● Moral Behavior	27
● Plagiarism and Collaboration	27
● Senior Privileges	28
● Threats	28
● Weapons	28
<u>Student Attire</u>	
● Dress Guidelines	29
● Hats and hoodies	29
<u>1:1 Technology Policy and Consent Agreement</u>	
● Device Policy	30

Co-Curricular Activities

- Eligibility for Co-Curricular Activities 33
- Lettering 34
- School Mascot 34
- School Song 34
- School Colors 34
- Student Leadership and House System 34
- Student Life Committees 35

Grievances and Dispute Resolution

36

SPIRITUAL LIFE & FORMATION

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)

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 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.

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 or off campus 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 leader 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.

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.
1 Peter 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.

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, or the SWCHS Student Handbook. 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, and sexual relations between persons of the same biological sex. (I Corinthians 6:9-10, 13, 18-19; Exodus 20:13; Matthew 15:19; Romans 1:26-27). I will not condone or promote the resolution of the tension between one's biological sex and one's experience of gender by the adoption of a psychological identity discordant with one's biological sex or through medical intervention. (Gen.1:27, Gen. 2:18-24, Mark 10:6)
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.

GENERAL INFORMATION AND POLICIES

Animals in School

In the interests of safety and health, family pets of any kind are not allowed in the school during regular operating hours unless prior approval has been granted by the Head of School or Director of Operations for a specific need or timeframe.

Service animals that have been specifically trained to perform tasks for an individual with a disability (ADA qualified) will be allowed in the school with the individual who requires assistance.

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.

Cell Phone Policy

To promote the best possible learning and social environment, students must not use their phones during the school day. Every student will be assigned a personal Yondr Pouch, like the assignment of a Chromebook. Like computers, each student is expected to bring the Yondr bag every day and return it in good shape at the end of the year. Additionally, students are not allowed to use their watches or personal computers to text or make calls.

Process

Upon entrance into the building, each student will:

1. Turn the phone off or put it on airplane mode.
2. Unlock the empty Yondr Pouch using an unlocking base near the reception desk.
3. Place the phone inside the pouch, securely close it, and store it in a backpack or (locked) locker.

Students are expected to keep their phone inside the Yondr Pouch for the duration of the school day. If a student leaves campus for an appointment or senior off-campus privileges, they should unlock it upon leaving and lock it upon re-entry. Students may not unlock their phones while eating lunch outside. Cell phones are not to be left in cars. If a student does not bring his/her phone to school, parents should email the Dean of Students.

While exiting the building at the end of the school day, you will:

1. Unlock your pouch using an Unlocking Base (they will be located in a handful of places near the reception desk).
2. Remove your phone from your pouch.
3. Securely close your empty pouch and place it in your backpack for the next day. (Closed pouches protect the pin from being damaged).

Violations

Each of the following violations will result in the student's phone and/or pouch being confiscated by school administration.

1. Physical damage to the pouch to circumvent its intended purpose. (Ex: Rips, tears, bent pin, knocking or hitting the top of the pouch, etc.)
2. Forgetting or losing the pouch.
3. Using a phone during school hours.

Consequences

If a student’s phone is visible at all during the day (a student is found using their phone, a phone is not in a Yondr bag, etc.):

1. The phone will be confiscated and given to the Dean of Students who will contact your parents via email.
2. See chart below for retrieving the phone:

1st Offense	<ul style="list-style-type: none"> ● Phone will be kept in the Dean’s office for the remainder of the day ● Students can retrieve phone by paying a \$10 fine
2nd Offense	<ul style="list-style-type: none"> ● Phone will be kept in the Dean’s office for the remainder of the day ● Students can retrieve phone by paying a \$20 fine
3rd Offense	<ul style="list-style-type: none"> ● Phone will be kept in the Dean’s office for the entire day ● Mandatory meeting (in person or virtual) with student, parent and Dean of Students. \$20 fine. Phone will be returned after the meeting. ● Consequences for additional infractions will be discussed at this time.

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.

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, auction winners, and the disabled. Students are not allowed to park in visitor parking. Proper identification is needed to park in auction and disabled parking spaces. All vehicles must be correctly parked within a single parking space.

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.

Electronic Devices

Headphones, earbuds, and air pods (and other similar devices) are not permitted for use during the school day unless a student is given permission by their teacher to use them for academic purposes. Students will be expected to remove them when outside the classroom (i.e., in the halls, at lunch, etc.) unless actively studying during an open hour.

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.

Elevator Use

Students are not permitted to use elevators without permission from school administration, staff, teachers or nurses.

Food and Beverage Consumption (outside of lunch times)

Food: Food may only be consumed in the Commons, the Media Center, the upper-level Gym corridor and the outside patios. During class time, food may also be consumed in classrooms *when allowed by the teacher*.

Graffiti

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

Gum

Chewing gum is permitted in the school (unless prohibited by any teacher or staff member) provided wrappers and gum are properly handled. Abuse of this policy will result in restriction of privileges.

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)*. With permission from school administration, students may temporarily post signs/items on the outside of a locker(s). 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.

Lunch

Lunch will be served in the Commons. Students must clean up after themselves by disposing of all food and garbage. Students in 2nd lunch are also expected to stack their chairs after lunch on Fridays or the last day of the school week.

Students must have their SWCHS Student ID to purchase food from the lunch room. If a student forgets his/her ID or has a balance of negative \$25 or more, s/he will only be permitted to purchase a school lunch (no a la carte items). Please refer to the Student ID section below for more detail.

Students will be allowed to eat lunch in the following areas:

- Commons
- Media Center
- 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 their cars or in any other areas of the school building

Seniors (and only seniors) who have current Open Campus Privileges are permitted to leave campus during lunch.

Posters and Fliers

A student desiring to post a flyer or poster must receive permission from an advisor or the Dean of Students. Posters and flyers may be posted only on bulletin boards or in designated areas with advance permission.

School Hours

School building hours are 7:00 a.m. to 4:30 p.m.

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 will utilize a texting app to provide updates on urgent/emergency situations
- SWCHS website
- WCCO, KSTP 5, Fox 9 and KARE11 will be notified

School Dances

SWCHS, 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 Dance, 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. Current school policy states that only current SWCHS students will be permitted to attend a school-sponsored dance.

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.

Student IDs

At the beginning of the school year, every student will be issued a SWCHS Student ID. This card will be required for access to the school building during school hours, for sporting events, school dances, and for use in the lunch program. Students who lose their ID will be able to reorder their first replacement at a cost of \$5. A second and subsequent replacements will cost \$10 per event. If the card becomes lost or stolen, students will need to formally request a replacement through the office of the Dean of Students.

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-day** 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.

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.

Youth pastors, after checking in with the receptionist, are allowed to visit students during the lunch period.

No others (*including friends from other schools, etc.*) may visit for lunch without prior permission from the Dean of Students.

STUDENT HEALTH / SAFETY PROCEDURES

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.

Nurses

SWCHS Nursing staff will be available for students during each school day in the nursing office. Students who need to see the nurse are strongly encouraged to visit the nurse during their open hours and are required to obtain a pass from their classroom teacher (except in an emergency) before reporting to the nurse.

When student is not feeling well at school, the following process is required:

- the student must first contact the school nurse.
- the school nurse will provide proper medical care and review the best course of action with the student.
- the nurse will contact parents directly or have the student reach out to their parents from the nurse's office. (The health office is equipped with a Yondr magnet so students will be able to access their own phone if necessary.)
- the nurse will communicate with our receptionists so they can properly update school attendance records.

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.

Fire Drills

Fire drills are conducted throughout the school year 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 expected to evacuate in the event of a fire drill.

Lockdown Drills

Lockdown drills and training times are conducted throughout the school year so that students are familiar with emergency procedures. SWCHS works with local law enforcement as well as training materials from the Center for Personal Protection and Safety (CPPS.com). The school employs the "Get Out, Hide Out, Take Out" strategy (modified from CPPS) for training for such situations.

Tornado Drills

Tornado (shelter-in-place) Drills will be conducted periodically so that all students are familiar with the safe areas and procedures.

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.

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.

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.

Course List and Recommended Plan

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

Graduation Requirements

<i>Department</i>	<i>Minimum Required Credits</i>
English	4
Bible	4
Social Studies	3.5
Mathematics	3 (4 recommended)
Science	3 (4 recommended)
World Language	2
Fine Arts	1
Physical Education	.5
Health	.5
Personal Finance	.5
Electives	5
Total Credits	27

Schedules and Schedule Changes

Schedule changes may be requested during the posted dates in August, using the link that will be provided via email to all students in advance of that window. 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.

Grading and GPA Scales

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.

SWCHS utilizes weighted grades.

- PSOS (Post-Secondary On Site) and CIS (College-in-the-School) classes taught at SWCHS for dual credit and our Advanced Placement (AP) classes will be graded on a 5.0 scale.
- Classes taught at SWCHS designated as Honors level will be graded on a 4.5 scale.
- All other classes, including online PSEO courses, will be graded on a 4.0 scale.

	Grade Point Equivalents		
	"A"	"B"	"C"
PSOS and AP Courses	5.0	4.0	3.0
Honors Courses	4.5	3.5	2.5
All other Courses	4.0	3.0	2.0

Progress Reports

Parents and students are strongly encouraged and expected to track academic progress as posted on the school site regularly. Course grades are updated on regular intervals during each semester in every class. More information can be found at the SWCHS website.

Late and Makeup 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.

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. School counselors are available to help students manage their homework load in these situations.
- Students who are going to miss class because of a vacation or other family event are encouraged to turn in all upcoming assignments prior to their absence or make arrangements with their teacher. (If at all possible, families are encouraged to not schedule family vacations while school is in session.) 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.

Report Cards and Transcripts

Report cards are available after the semester ends.

College Coursework

- **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.

- **Online Classes and Post-Secondary Enrollment Options**

(On/Off Campus)

SWCHS is excited to offer expanded opportunities through online coursework, including Post-Secondary-Onsite (PSOS) and CIS (College-in-the-School) courses (through UNWSP and Crown College, taught by SWCHS teachers, on our campus), as well as 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. Students enrolling in any non-SWCHS course must submit a PSEO/DE/IS Enrollment form for each semester in which they take non-SWCHS courses. These forms are available at the receptionist's desk or from the student's counselor.

PSOS (Post-Secondary on Site): 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. Students may enroll in online PSEO courses through various institutions but must receive approval from SWCHS's Director of Student of Services for the courses they would like to take. 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 submit the state PSEO form from for the institution in which they are enrolling, along with SWCHS's PSEO/DE/IS Enrollment form to his/her counselor or the director of student services.

Good Standing/Satisfactory Progress

A student is making satisfactory academic progress and considered "in good standing" by maintaining at least a 2.0 cumulative GPA, by failing no classes and earning no more than one D.

Academic Honors

SWCHS utilizes the Latin Honors rankings, based off a weighted grade point average, to recognize student achievement in academics. These rankings are as follows:

- Summa Cum Laude - GPA of 4.15+
- Magna Cum Laude - GPA of 3.95–4.14
- Cum Laude - GPA of 3.65–3.94

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.

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. Teachers will communicate their final schedule to students. All students must remain in the testing room to which they are assigned for the full testing period until released by the teacher/administrator. During finals week, students who do not have an exam scheduled during a particular hour, do not need to be on campus for that hour. All students who choose to remain on campus during exam times must be in designated study areas.

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.

Academic Probation

SWCHS is committed to assisting students throughout the semester by monitoring grades and student progress regularly. A student is expected to maintain *Good Academic Standing* (as defined above) throughout the entire semester as well as at the end of a semester. At such time, the counseling staff will review student grades in order to 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”, which may or may not also carry with this *Ineligibility* for co-curricular activities. 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.

- *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 or email 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, the 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.
 - Senior privileges will be taken away until student is back in good academic standing.
 - The Dean of Students, the 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.
- 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.

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.

- 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 page [Co-Curricular Activities](#) for more detail.
- If a student is allowed to return to SWCHS, and the failed class is required for graduation, the student must retake the course. The Director of Student Services will assist the student and family in finding an acceptable course for credit recovery.
- If the failed class 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 Course Catalog on the SWCHS website.

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 her/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. To the best of their ability, students should account for traffic, construction, weather and parking to ensure they arrive at school on time.

Absence

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. Exceptions 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.

- **Notification to SWCHS by parents**

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.

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 13.)

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 schoolwork missed and should initiate attempts 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.
- 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 may 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 the student will be allowed to take an exam or turn in a major paper/project missed due to an unexcused absence.

- **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
1-7 absences	no reduction in grade
8-11 absences	5% reduction in overall grade
12+ absences	No credit will be given to the student for this class

Attendance and Eligibility for Participation in Co-Curriculars

Please refer to the page discussing [Co-Curricular Activities](#) for more detail.

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 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 or missed ride, etc.
- 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.

# of Tardies	Consequence
1-4	No consequence (grace)
5	Detention
6-8	No consequence (grace)
9	Detention

10	Family Meeting (in person or phone call) Seniors: Senior Privileges suspended (2 weeks) Non-Seniors: Break time suspended (2 weeks)
13	1 Day Suspension

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 enforce what is tardy in their classes and effectively communicate that policy to their students. Any consequences assigned by the administration are in addition to consequences given by individual teachers. The administration reserves the right to determine whether a tardy is excused.

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. (cf. p. 19)

30 Minute Tardy

If a student is absent without parental or school permission, leaves school grounds, or misses more than 30 minutes from any class without permission and notification to the teacher, the following consequences for truant behavior:

1 st offense	<ul style="list-style-type: none"> ● Student will receive a detention. ● There may be academic consequences as determined by their teacher.
2 nd offense	<ul style="list-style-type: none"> ● Student and parent conference with the Dean of Students. ● Student will receive a detention. ● Students may not be allowed to turn in or make up any assignments/tests/quizzes due during the missed class period.
3 rd offense	<ul style="list-style-type: none"> ● Minimum of one day suspension. ● Student may not be allowed to participate in co-curriculars that day. ● Student/parent conference with the Dean of Students and possibly the Head of School to determine the student’s future standing at SWCHS. ● Students may not be allowed to turn in or make up any assignments/tests/quizzes due during the missed class period.

School Detention

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

Typically, school detentions are 45 minutes long and are served before or after school at a designated time. If detention is missed, it will be rescheduled in addition to an automatic second detention assigned. 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 in addition to a possible suspension.

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. A student/parent conference will be required to discuss the suspension(s) prior to the suspension and/or before 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 SWCHS. These are rare situations and are taken on a case-by-case basis. Details about grades, transfer credits and follow up plans will be discussed with the families.

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 inappropriate for students to use foul language, cursing, racial slurs, derogatory terms or to take the Lord's name in vain. Ridicule or unkind jesting is offensive, unloving and unacceptable as Christians we are called to a higher standard. Students are encouraged to build one another up rather than tear one another down and use God's Word as our standard and guide. Even in jest, such language is a sign of disrespect for the person being addressed and for those who are subjected to hearing it. This includes behavior within the building at SWC as well as the way we treat others at away games, etc. This behavior will not be tolerated and consequences could include detention, suspension, or expulsion.

Ephesians 4:29: "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."

Bullying and Harassment

We affirm that all humans are created in the image of God, and that each individual human is of eternal value. As a result, God expects all people to be treated with respect and honor. Bullying is the conscious, willful, deliberate, and hostile activity intended to intimidate others. Not only are Christians called not to bully, but they are called to an even higher standard. Scripture directs all Christians to love, bless, serve, grant grace and mercy, as well as encourage one another as we strive for unity (Mk. 12:29–31; I Jn. 4:19–20; Eph. 4:1–3). This does not mean that we will not

disagree or even strenuously hold to another opinion on certain matters. It does mean that all bullying, whether it is physical, verbal, cyber, written, or relational, is sin and completely unacceptable. In summary, the SWCHS community commits to behaving in a manner that honors Jesus Christ and His teachings in the Bible as well as holding each other within our community to act similarly.

Bullying: It is the policy of SWCHS that all employees, volunteers, parents, and students will treat all persons in ways which convey respect and consideration for individuals regardless of race, color, marital status, national origin, creed, religion, gender, age or disability. Harassment and/or bullying includes, but is not limited to, easily identified acts of verbal, written or physical abuse, and more subtle, but equally damaging, forms of harassment and/or bullying, such as graffiti, epithets and that which is targeted at an individual or group. The school also prohibits cyber bullying: creating websites, instant messaging, emails, using camera phones, posting messages on social networking sites or through apps or using other forms of technology to engage in harassment or bullying. Even in jest, all forms of bullying are unacceptable at SWC and are incompatible with God's commands to love our neighbor as ourselves.

Sexual Harassment: All persons in the SWCHS community are obliged to take instances of sexual harassment seriously and inform the Deans of Students or the Head of School. Examples of sexual harassment include, but are not limited to: sexual advances, visual conduct: leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters; verbal conduct: making or using derogatory comments, epithets, slurs and jokes, verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual or suggestive or obscene letters, notes or invitations; and physical conduct: touching, assault, impeding or blocking movement.

Reporting: All students share in the responsibility for keeping the SWCHS environment free from the negative influences listed above. Students must report incidents of harassment or bullying to their teachers or administrators. When the SWCHS administration becomes aware that harassment or bullying may be occurring on campus, it will promptly investigate the situation. No adverse action will be taken against any person who makes a "good faith" report of alleged harassment or bullying. Any member of the SWCHS community who falsely accuses another member of harassment is subject to disciplinary action.

Academic Integrity

As Christians, we are called to reflect integrity in all aspects of our lives. It is critical that we hold students to a high standard of integrity in their work in the classroom. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Students must conduct themselves according to the highest standards of personal integrity.

Therefore, SWCHS students are not to unfairly advance or inhibit their own (or others) academic progress 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 may 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](#) found below.)

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 and/or the Head of School 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.

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. **

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 to 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 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 harassment](#) of any kind is not allowed.

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. Considering 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. God's Word provides direction and guidelines for what is best for His children and is our standard of behavior. Immoral behavior is a sign of disobedience and could lead to disciplinary action. Consistent and unrepentant immoral behavior could even lead to dismissal. See also the [Pledge of Integrity](#) and the SWCHS [Social Position Statement](#).

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.

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.

All seniors are expected to be present and participate in Discipleship Group, Encounter, and all House activities. Seniors may not sign their own permission slips, even if they are 18. 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.

- 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 potential loss or suspension of senior privileges.
- Seniors are required to be on time to their next class, Encounter, Discipleship Group or Community Time. Failure to do so will result in potential loss or suspension of senior privileges.
- 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 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.

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 because of such a violation.

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 pocketknives, Swiss Army knives, utility knives, etc.,) or another 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 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.

STUDENT ATTIRE

Dress Guidelines

The SWCHS Board has adopted a guideline for dress that embraces principles of cleanliness, neatness, and appropriateness for our school setting. It is the expectation of the staff and parents that SWCHS students will make decisions on clothing based on these guidelines. Additionally, SWCHS encourages parents and students to accept the responsibility of following those guidelines by discussing attitudes towards fashion trends. The following guidelines have been established:

Pants, Shorts or Skirts:

- Shorts and skirts should fully cover the rear-end when standing, sitting, walking, bending, etc. Holes or tears in pants must follow the same guidelines as well.

Shirts and Tops

- Students may not expose their midriff.
- Bra straps must be fully covered.
- Shirts may not be low cut, revealing cleavage.
- Shirts with inappropriate pictures, symbols or words are not acceptable.
- Students should refrain from attire promoting or advertising products that do not match the messaging and values of our school.

Clothing with political messaging and/or promoting special interest groups

- Students should refrain from wearing or displaying on their person attire promoting a political party, political candidate, political message, or interest group.
- Unfortunately, these political symbols and slogans can take on vastly different meanings to different people and thus often hinder conversations rather than encourage the ones we want to have with our students. This policy is not meant to discourage our students from developing political convictions. Instead, it is intended to support our desire to help our students develop these convictions through the study of God's word, thoughtful reflection, and compassionate conversations with those with different perspectives and experiences.

Hats and hoodies

Students are not permitted to wear hats, wear hoodies on their heads or similar items that cover their head during the school day except on days determined by the administration or for unique or medical circumstances. Student Leadership and student leaders may petition the administration for special hat days or exceptions for other unique circumstances.

If the student's clothing does not meet these guidelines, the student will be required to change (or put on an additional item of clothing such as a sweatshirt) before returning to class.

1:1 TECHNOLOGY POLICY AND CONSENT AGREEMENT

The following is the general technology use policy at SWCHS.

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 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, smart phones, media players, gaming devices, tablets, computers or the like.

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, loss or theft.

For school owned devices used at SWCHS:

Each SW student will be assigned a school owned device. All devices and the associated technology provided is specifically designed to assist the student in their academic pursuits and should be used accordingly. 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 caused by the user (other than normal usage), the user will be liable for repair or replacement as described in Section 3 below.

I understand that it is my responsibility to backup personal information stored on the device 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 devices 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. Excessive bandwidth use (streaming video/audio, etc.) should be limited and SWCHS reserves the right to restrict as necessary (personal and SWCHS devices).
7. Teachers and staff reserve the right to prohibit the use of any and all devices used in their class and/or in the building during school hours (personal and SWCHS devices).

8. Personal use of school devices while off campus is the responsibility of the student and his/her parent/guardians and SWCHS is not held responsible for any content accessed. Notwithstanding, SWCHS reserves the right to access any information accessed via a school device.
9. 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.
10. I understand the use of any information or materials on websites accessed through the SWCHS network (by entering a URL or selecting a link) is entirely at my own risk, and SWCHS shall not be liable.

I understand that any violations of this agreement may result in one or more of the following consequences:

1. Loss of rights to access school networks 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.

2. Rules of Use

Students shall not perform any of the following activities or like activities on school devices or networks:

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 mature content.
8. 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.

3. Chromebooks SWCHS is committed to using technology in a way that will maximize learning and promote the responsible use of technology 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.)
2. Chromebooks will be tracked by serial number and asset tag, if the labels are no longer preset or are unreadable please notify the Education 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 is responsible to borrow one from a fellow student. At times the school may offer loaners if available.. Loaner chromebooks are a luxury and may not always be available. If a student does not have a chromebook in class due to circumstances caused by the student, they are responsible to accept the consequences in the classroom. SWCHS will step in to assist in the case of malfunctioning devices.
 4. Loaners will be provided if the device needs maintenance or repairs.
 5. SWCHS will provide any required hardware and software maintenance needed on the Chromebook.
 6. Lost or broken Chromebooks or chargers will be charged to the student based on a fair market value.
 7. The Chromebooks will be collected and assessed at the end of the school year to minimize loss and damage. The Education Technology Coordinator will determine the level of damage that may or may not be charged to the student.
 8. Instructors use Google Classroom to communicate classroom content and scheduling which students will be required to access.
 9. 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.
 10. The school portal will be used for grades and assignment listing.
 11. Students are expected to check and use their SWCHS email (e.g., smith1234@swchs.org) on a daily basis and respond as necessary to faculty, administrators or others that have corresponded via email.
 12. SWCHS expects both students and staff to abide by professional email etiquette as it relates to response times and content.

CO-CURRICULAR ACTIVITIES

Co-curricular activities

Studies show that participating in extracurricular activities assists in the overall development of our students and improves student academic performance. Therefore, SWCHS strongly encourages each student to participate in co-curricular activities during their time at SWCHS. Students and parents must recognize that participation in any SWCHS co-curricular is a privilege and that they must be making academic progress in each of their classes to remain eligible.

Eligibility for Co-Curricular Activities

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

- A SWCHS student participating in any SWCHS-sponsored activities must comply with all SWCHS guidelines including, but not limited to, those outlined in the Student Handbook and the Pledge of Integrity.
- A SWCHS student participating in MSHSL-sponsored activities must comply with all MSHSL rules (see Athletic Director for details).
- Students must be present in school for at least ½ day and must not be dismissed from school early for health reasons, or have an unexcused absence that day, to be eligible to participate in co-curricular activities that afternoon/evening.
- 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.
- Students must not have any F's or more than one D at the end of any semester. If a student does not meet this requirement, the following consequences will be enforced.

Sports Eligibility

- First Offense: Students with two D's or an F at the end of semester will be ineligible for 2 games in their current or next sports activity. The consequence will be enforced once grades are submitted.
- Second Offense: Students with two D's or an F at the end of semester will be ineligible for 4 games in their current or next sports activity. The consequence will be enforced once grades are submitted.
- Third Offense: Students with two D's or an F at the end of semester will be ineligible for 6 games in their current or next sports activity. The consequence will be enforced once grades are submitted.

* This policy does include section and state games and will carry into the next school year if needed.

** Students must complete the full season of any sport during which ineligibility was enforced.

Theater Eligibility

Due to the nature and timing of theater program performances, the following guidelines will be in place.

- At the time of auditions, grades from the end of the previous semester will be checked. If a student has (2 Ds or an F) they will not be eligible to audition for a role on the cast or crew of that production.
- Auditorium Production teams will track eligibility using the same standard as athletics. If a student is deemed ineligible, they will not be able to serve for 2 weeks of production events (i.e. Encounters, outside renters, evening events, etc.).

* Please note that Theater arts and Auditorium production have separate consequences from athletics and the two systems do not overlap. Theater or Auditorium Production Crew participation cannot be used to serve athletic ineligibility.

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 Leadership and House System

SWCHS has implemented a House system to develop and strengthen student connection and community. There will be four houses (Fide, Fortitudo, Sapientia and Veritas) which will host regular planning meetings, encouragement times and competitions to build community amongst the student body. Each student will be placed in one of these four houses and remain in that house for their high school career.

Each House will be led by two house captains who will lead in the vision and implementation of student events.

The Student Leadership team will be comprised of the house captains from each house as well as the student chairs of the student committees (see below for student committees.) This group is responsible for involving all members of the student body in activities and events and challenging them to put into practice what they learn in the classroom as an expression of their love for God and their love for one another. Each house will select captains based on leadership skills, interest, and energy.

Student Life Committees

Social Committee

This committee is focused on the encouragement of the student body and Southwest teachers and staff. This committee is also 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, special all-school social events per semester and planning various dances.

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 larger community.

Sports Committee

This committee exists 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, 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.

Each of the four houses (Fide, Fortitudo, Sapientia and Veritas) will have at least two representatives from their house on each committee.

GRIEVANCES AND DISPUTE RESOLUTION

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.