

# **SOUTHWEST CHRISTIAN ACADEMY**

*“WHERE FAITH AND LEARNING GROW TOGETHER!”*

## **STUDENT HANDBOOK 2025-2026**



7550 S. Hampton Rd. Dallas, Texas 75232

# **Southwest Christian Academy**

**Accredited by the Accrediting Association  
of  
Seventh-day Adventist Schools,  
Colleges and Universities,  
Which is a recognized member of the  
National Council for Private School Accreditation and the  
Texas Private School Accreditation Commission,**

**And affiliated with the**

**Southwest Region  
Conference of  
Seventh-day Adventist**

# **STUDENT CODE OF CONDUCT**

## **ACKNOWLEDGEMENT**

\_\_\_\_\_  
Printed Name of Student,

\_\_\_\_\_  
Printed Name of Parent

My signature affixed to this document confirms and acknowledges my receipt of a copy of the Southwest Christian Academy Student Handbook. My child and I will adhere to the rules, regulations, policies, and procedures contained therein.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

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# INTRODUCTION

Welcome to Southwest Christian Academy! This handbook has been developed to help parents and students understand our school's guidelines and procedures.

As you read this handbook, our sincere desire is that you get acquainted with us. Parents and students are asked to take time together to familiarize themselves with its contents and keep it where it can be referred to throughout the school year.

Spiritual growth, education, and citizenship are paramount to us, and we know that our parents will cooperate with us to achieve these objectives with our young people.

Here at SWCA, we believe that every student is special and that each is filled with great potential, God-given talents, and abilities. Our parents are making an extra investment in their children to ensure spiritual, mental, physical, and social development. Our firm belief is that with the guidance and help of our dedicated Christian teachers and the support of every parent, our goals and objectives will be realized.

If problems arise that you can't find addressed in this handbook, please inform us, and we will assist you. We will have a most successful and rewarding school year by working together.

This school handbook is designed to provide essential facts about SWCA. The Southwest Christian Academy administration may change this information, and notice of changes will be provided to all constituents. Students, parents, and guardians are responsible for all regulations in the school handbook and all written and public announcements made hereafter.

## **NOTICE OF NON-DISCRIMINATION STATEMENT**

Southwest Christian Academy admits students of any race, color, gender, or national/ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, gender, or national/ethnic origin in its educational policies, admission policies, scholarship programs, or other school-administered programs.

Although Southwest Christian Academy does not receive Federal funding to implement the Individuals with Disabilities Education Act (IDEA), we will make every reasonable effort to accommodate students with disabilities who wish to receive an Adventist education from SWCA.

# **SOUTHWEST CHRISTIAN ACADEMY**

## **HISTORY**

Southwest Christian Academy opened its doors in 1929 until 1951 as Oakland Seventh-day Adventist Church and Elementary School, becoming the first Black Christian school in the DFW Metroplex. The name of the school was then changed to Southwest Region Academy. The institution became renowned for its curriculum offerings from Pre-K through grade 12, providing educational opportunities for the youth of the entire Southwest Region Conference. Reduction in grade levels in 1968 to junior academy status (K-10) did not dim its vision for academic excellence.

Due to the rapid growth of the Dallas metroplex and demands to expand the efficiency of its transportation systems, the school was mandated to relocate because the construction of I-45 would eventually intersect its property. In 1969, the church and school relocated to their present sites, and the school's name was changed to City Temple Elementary School (K-8). Grade levels were raised over a period of six years, and once again, the school was granted junior academy status in 1975.

As City Temple Junior Academy, it served as a beacon of Christian education in its new location and became renowned for its exemplary standards and accomplished alumni. Numerous leaders in the Dallas/Fort Worth metroplex recognized the church and school for playing a vital role in the Dallas community.

In 1999, the school was brought under the Southwest Region Conference of Seventh-day Adventists and given the name: Southwest Adventist Junior Academy. The school became a constituent school for the area churches within the Southwest Region. It has since returned to the sole constituency with the City Temple church, but it retained its former name.

In 2025, the school officially changed its name to Southwest Christian Academy and relocated to a new temporary campus at 7550 S. Hampton Road, Dallas, Texas. This location will serve as the home of the school until construction of a new, permanent facility is completed.

SWCA's legacy has continued as the school remains one of the oldest Black Christian private schools in the metroplex. It has produced students who have excelled academically and found pride and joy in serving God, their church, and their fellow man. SWCA graduates have become doctors, attorneys, preachers, educators, real estate moguls, business owners, and many other admirable professionals. However, the key to their success, and the school's success throughout its history, is SWCA's dedication to harmoniously developing each child spiritually, mentally, and physically.

# GENERAL INFORMATION

## MISSION STATEMENT

Southwest Christian Academy exists to partner with parents to create a safe, Christian educational setting that will ensure the optimal development of children through holistic instruction, positive association, and unforgettable experiences.

## VISION STATEMENT

To graduate apt and able individuals equipped to serve God and their communities faithfully.

## PHILOSOPHY

Seventh-day Adventist Christian Education, in cooperation with divine agencies, is dedicated to the fulfillment of one great purpose; “to restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and should, that the divine purpose of this creation might be realized.” Education, p. 15, 16.

Seventh-day Adventist education values the infinite worth of every individual and seeks to provide a climate for developing a positive self-image. By providing a Christ-centered curriculum, we strive to develop our students' spiritual, mental, physical, and social aspects. We aim to prepare students to live successfully and productively in our church and society.

## OBJECTIVES

In harmony with our philosophy of developing the whole person, our objectives are as follows.

### Mental

1. To develop within each student a quest for knowledge and a desire to arrive at the highest degree of excellence in accordance with their ability
2. To develop minds trained to view with understanding and with historical perspective the religious, social, scientific, racial, and economic forces that shape contemporary life
3. To enable students to develop critical thinking skills and to foster an appreciation of the best books, music, fine arts, technology, and innovation
4. To provide opportunities for students to develop a high standard of morals and aesthetic values.

### Physical

1. The goal is to help students understand and practice the principles of healthful living and recognize that physical fitness is the foundation of any life achievement.
2. To instruct and encourage students to consume only such products as will contribute to their well-being and to practice temperance and moderation in all aspects of life
3. To impress upon the minds of students the importance of good sportsmanship.

### Spiritual

1. To assist students in developing a personal relationship with Jesus Christ
2. To assist students in gaining a growing knowledge of God, who is the creator and sustainer of life
3. To prepare students for unselfish service to God and humanity
4. To encourage habits of spiritual reading and study.

### Social

1. To train each student in the responsibilities of citizenship
2. To encourage good manners, taste, and judgment in social decisions.
3. To encourage each student to develop a pleasant Christian personality
4. Teach students to regard others as worthy of respect and accept others as friends regardless of social, economic, or racial origin.

## ADMISSION / REGISTRATION

### AGE REQUIREMENT

First Grade	6 years of age by September 1
Kindergarten	5 years of age by September 1*
Pre-K 4	4 years of age by September 1**
Pre-K 3	3 years of age by September 1**

\*Only children who are 5 five years old by September 1 of the current school year will be promoted to kindergarten

\*\* **Students must be completely independently potty trained**

### DOCUMENTS REQUIRED FOR ADMISSION

New students applying for admission to Southwest Christian Academy must provide the following materials before the application process is complete. In addition, all local

students (K-12) must have an interview with an administrator. A parent must be present at the time of the interview.

- Completed Application
- Copy of all academic records (New Students)
- Immunization records
- Previous year's report card and a copy of all academic records, including standardized test scores
- A certified copy of the birth certificate
- Discipline records

Documents that may be used for proof of age and student identification include the following:

- Birth Certificate;
- Statement of the child's date of birth issued by the division of the Texas Department of State Health Services responsible for vital statistics for school admission purposes
- Passport;
- School ID card, records, or report card;
- Military ID;
- Hospital birth record.
- Adoption records;

To ensure the best possible Christian environment for our young people, SWCA reserves the right to refuse a student whose behavior in the past has not been acceptable. The Administrative Committee will review the acceptance of all students.

### STEPS REQUIRED FOR REGISTRATION AND RE-ENROLLMENT

A parent or guardian must accompany all new students at the time of registration and shall complete the following steps:

- Complete the online enrollment packet before coming to campus to finish the registration
- Submit an up-to-date immunization record
- Previous year's report card and a copy of all academic records, including standardized test scores
- Submit a copy of the birth certificate for all students (If not already on file)
- Complete a financial plan with the business office
- Proof of a clear school financial account (for all students transferring from another Seventh-day Adventist school or who previously attended SWCA)
- Copy of previously issued 504 plan, IEP (individualized education plan), or accommodations if applicable

NOTE: The registration process is online and must be completed through the parent portal in AE-Connect.

Before any student transfers from another Seventh-day Adventist school, financial clearance must be obtained from that school.

## STUDENT RECORDS AND TRANSCRIPTS

Per FERPA, student records, including attendance records, test scores, grades, disciplinary records, counseling records, applications for admission, health and immunization information, teacher/counselor evaluations, and reports of behavioral patterns, are considered confidential. Release of records is restricted to:

- Parents - whether married, separated, or divorced, unless the school is given a copy of a court order terminating parental rights or the right to access a student's educational records.
- Legal guardians - documentation must be provided showing legal guardianship.
- School officials who have a legitimate educational interest in a student's records.

## GRADE PLACEMENT

Seldom does a child benefit from advancing more than one grade per year. When acceleration occurs, the student may miss valuable developmental steps. The student frequently needs to gain maturity and experience to do the work, establish the necessary social relationships for the next grade, and may display academic and social maladjustment. Therefore, it is recommended that a teacher provide enrichment rather than acceleration. This enrichment may include hobbies, research on related subjects, crafts, art, music, and additional subjects taken using current technology.

SWCA discourages accelerated grade placement until the 3<sup>rd</sup> grade, when more formal testing

begins. Our program appreciates and recognizes how God has made each child differently, developing at different rates, especially at this time of a child's life. We will continue to work with each student to create an individualized program that meets the child's cognitive, emotional, social, and academic needs. This approach minimizes student frustration, maximizes the joy of learning, and offers the most productive learning experience.

If a parent is considering this, contact must be made with the Principal no later than October 1 of the year before acceleration.

## **DAILY OPERATION**

### SCHOOL HOURS

Official school hours are from 8:00 a.m. until 3:30 p.m. Monday-Thursday. Official school hours on Friday are 8:00 am to 2:00 pm. (All school regulations apply during this time, including:

- Conduct
- Uniform compliance

- Restrictions on leaving campus

#### Daily Class Schedule:

Pre-K3-10	8:00 a.m. – 3:30 p.m. 8:00 a.m. – 2:00 p.m.	Monday - Thursday Friday
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### SUPERVISION

For those riding the school bus, supervision begins when students board the bus in the morning and ends when they return to their home bus stop in the afternoon.

### BEFORE AND AFTER-SCHOOL CARE

As a service to working parents, SWCA operates a supervised before-and-after-school program for all students. Monday through Thursday, it is available at 7:00 am and after school until 5:30 p.m. Students dropped off before **7:45** and picked up after **3:45** will be charged for before and/or after-school care. Students in grades Pre-K through 10 who have not been picked up within 15 minutes after dismissal / the close of school must be in the after-school care program, and parents will be charged the weekly fee. There is no after-school supervision for students other than the after-school care program.

## **ATTENDANCE POLICY – ALL GRADES**

Regular attendance is essential for a student's academic success. Families should do all they can to ensure that students avoid unnecessary absences and tardiness.

Family trips should be scheduled during school breaks. Trips that result in absences must be pre-approved by the principal. Failure to obtain prior approval will result in unexcused absences. Requests for approval should be sent to [vdean@swrgc.org](mailto:vdean@swrgc.org) at least two weeks before planned absences.

SWCA must follow the attendance guidelines of the Texas Education Code, which states that a student must attend class 90% of the days that the class is offered or be subject to credit loss. Both excused and unexcused absences count when totaling the number of accrued absences. Students whose attendance falls below the 90% requirement may not be promoted to the next grade level.

Please notify the school as soon as possible when a student is absent or tardy. Excuses must be submitted within three (3) days after the absence or tardiness occurs. Excuses may be turned in to the school office.

Students and parents must realize that campus administration is solely responsible for determining excused and unexcused absences and tardiness. Habitual tardiness and absences will not be excused.

When arriving ten minutes or more late and leaving campus early, please sign your child in or out at the main office. Please be aware that signing a child in or out tracks attendance, but it does not constitute an excuse; excuses for students signed in after 9:30 or before 2:00 pm should still be submitted in the usual fashion.

Students arriving after 9:30 am or leaving before 2:00 pm Monday-Thursday and after 10:30 on Fridays are considered a half-day absence.

## **WITHDRAWAL FROM SCHOOL**

When a student withdraws from SWCA during the school term, the student must report to the office. It is necessary to return all school-owned books, equipment, and technology, complete a withdrawal slip, and complete other requirements set forth by the school. Grades will not be sent out until the student is appropriately cleared; this includes financial clearance.

## **ANIMALS ON CAMPUS**

Animals, including family pets, are not allowed on campus except for visits for educational purposes that the Principal preapproves. This includes after-school events.

## **MEDICAL INFORMATION**

### **IMMUNIZATIONS**

The policy of the General Conference of Seventh-day Adventists and a Texas State law is that all first-grade students and new students in other grades must have proof of immunizations before entering school. The law requires that students be fully vaccinated against the specified diseases.

All new students must provide current immunization records at the time of application. If the needed immunizations are not current, students in grades will be allowed two weeks to receive them. If immunizations are not up to date by the end of the two weeks, the student will not be allowed to return to school until the required immunizations have been received. Students in grades K-1st must have all immunizations completed (or in progress) before the first day of class.

Families exempt from Texas immunization requirements must provide an original, notarized copy of the exemption form indicating the specific exemptions.

## HEALTH SERVICES

All schools in the state of Texas are required by state law to perform the following health screenings for all new students and selected grade levels for returning students:

Hearing and Vision	Grades K, 1, 3, 5, 7, 9
Scoliosis	Grades 5, 7, 8
Acanthosis Nigricans	Grades 5, 7, 8

If your child has any unique medical conditions, such as severe allergies, asthma, diabetes, or other physical problems, please provide the office and teacher with the necessary information in writing.

## ILLNESS

The student must be kept at home if they have any of the following symptoms or have been diagnosed with a communicable disease or illness, including but not limited to:

- COLD and FLU with FEVER: Keep the child at home until symptoms return to those of a common cold (no fever for 24 hours without fever-reducing medication and mild cold symptoms). A fever of 100 F or more will result in the child being sent home for at least 24 hours. Please notify the school upon a flu diagnosis by phone or the online Absence Notification Form.
- PINK EYE: See a physician right away. Keep children out of school until discharge clears up. Students must be on medication for at least 24 hours before returning to school.
- NAUSEA/VOMITING: Remain at home until cleared up for 24 hours.
- UNUSUAL RASHES: Remain at home. Students may return to school with a physician's note stating they are not contagious.
- OTHER COMMUNICABLE DISEASES (e.g., strep throat, COVID-19): Students must follow the CDC guidelines for diagnosis, quarantine, and recovery and must notify the school of a diagnosis. STUDENTS MUST BE SYMPTOM-FREE, FEVER-FREE (without fever-reducing medication), AND HAVE A DOCTOR'S RELEASE TO RETURN TO SCHOOL.

## MEDICATION

Whenever possible, medications should be scheduled to be given at home. Medication must not be sent to school with students to administer to themselves. When necessary, designated school employees may administer prescription medications with strict adherence to the following:

- Medication must be brought to school by a parent/guardian.

- Medication must be in the original container with the correct pharmacy labels that include the student's name.
- Documentation for medication administration by school personnel must be signed by both the physician and the parent. It must include the name of the medication, dosage amount, time, and route of administration, any possible side effects, the condition for which it is prescribed, and the doctor's phone number.
- Authorized students who need to carry emergency medications (asthma inhalers, insulin, EPI-Pen, or anticonvulsants) must have signed consent from their physician and parent. Without the signed consent form in the school office, no medication may be carried or self-administered by any student.
- Teachers shall not diagnose a health condition or give any over-the-counter medications, including but not limited to Aspirin, Tylenol, Advil, Tums, etc. Over-the-counter drugs will not be distributed to students.

## **FINANCIAL INFORMATION**

### **STUDENT ACCOUNTS**

The first month's tuition and all fees are due not later than August 1 of the current school year. The entire balance at the end of the month (including all additional charges) becomes due and payable on the first business day of the respective month. If a payment is not received by the 10<sup>th</sup> of the month, a \$25 late fee will be applied. (See fee summary.)

If your account is 30 days past due, you must contact the Business Office to make payment arrangements. Students may be suspended if their accounts become 45 days past due until satisfactory arrangements are made with the school. Report cards and official transcripts will be released once you have a clear account.

### **GRADUATION FEE**

Kindergarten and 8<sup>th</sup>-grade students will be charged a graduation fee to cover the cost of the diploma, cap, gown, and other graduation expenses.

### **REGISTRATION, FEES, AND TUITION for 2025-2026**

Registration fees cover fixed and variable costs, such as computer usage fees, testing expenses, AE-connect, IXL, and student insurance premiums. All registration fees are non-refundable.

#### **REGISTRATION FEES**

PreK 4 – Grade 10 - \$500.00

## Registration Fee Breakdown:

### ITEM

Student Insurance	\$50.00	
Technology Fee	\$250.00	
NWEA MAP Testing Fee	\$50.00	
A-E Connect (Student Licensing)	\$25.00	
IXL Instructional Resources	\$35.00	
Consumable Textbooks	\$90.00	
<b>TOTAL</b>	<b>\$500.00</b>	<b>TUITION</b>

### PK 3 & 4

\$950.00 / child / Month

### K to 10

\$950.00 / child / Month.

## ACADEMIC POLICIES

The curriculum at all levels reflects the philosophy and objectives of Seventh-day Adventist education, integrating Bible, Math, Social Studies, and language arts, among others. This includes an awareness of the principles of human growth and development, which encourages, guides, and sustains students as they seek to understand themselves and to relate to their fellow human beings and to their Creator.

### Upper School Grade Placement

The following guidelines must be met to be a member of each class:

- Freshmen are first-year upper school students who have an 8<sup>th</sup>-grade graduation certificate and who are enrolled in enough classes to give them a minimum of six (6) academic credits.
- Sophomores are second-year upper school students who have completed a minimum of six (6) academic credits and who are enrolled in an accepted course of study that will enable them to have a minimum of twelve (12) academic credits at the end of the year.
- Juniors are third-year upper school students who have completed a minimum of twelve (12) academic credits and who are enrolled in an accepted course of study that will enable them to have a minimum of eighteen (18) academic credits by the end of the year. •
- Seniors are fourth-year academic students who have earned a minimum of eighteen (18) academic credits and who are enrolled in an acceptable course of

study that will enable them to meet graduation requirements that equal a total of 24 credits or more.

## Academic Standards for Middle and Upper School

Parents and students have immediate access to grades online at the AE Connect - Parent Portal site.

1. Progress Reports: Official notification will be given to parents/students regarding issues at 4 to 4 1/2 weeks into the grading period. Before the end of the grading period, there will be ongoing discussions between the teacher, student, and parents. Emails, phone calls, and meetings with parents and students will be documented.
2. A list of students receiving failing grades will be provided by the teacher to the Principal at each grading period. The Principal will meet with each student who is on the list. These meetings will be documented and will be followed up with documented communication (letter, email, or phone call) to the parent/guardian of the student.
3. A student will be placed on Academic Probation if the student's GPA at the end of the nine (9) week grading period is lower than 1.75. The parents will be notified that if the student's GPA is not higher than a 1.75 at the end of the next nine (9) week grading period, the student will be at risk of failing the grade or the subject.
4. Students on Academic Probation will not be allowed to participate in extracurricular activities such as:
  - a. Sports
  - b. Class field trips, activities, clubs, and overnight trips
  - c. Student Association activities (except spiritual activities)
  - d. Senior privileges will be revoked

## Grade Scale

SWCA uses the following scale to determine grades and GPA:

A+	95.5 - 100	B-	79.5 - 82.4	D	62.5 - 66.4
A	92.5 - 96.4	C+	76.5 - 79.4	D-	59.5 - 62.4
A-	89.5 - 92.4	C	72.5 - 76.4	F	59.4 or below
B+	86.5 - 89.4	C-	69.5 - 72.4		
B	82.5 - 86.4	D+	66.5 - 69.4		

## Grading Periods

The school year is divided into four quarters for all students. Each quarter is a marking period. After a quarter, a student receives an evaluation in each academic area. For the

Upper School student, the permanent grades will be recorded at the end of each semester. Each semester (2 quarters) successfully completed earns a 1/2 credit.

A student may receive an Incomplete (I) in a subject because of illness or at a teacher's discretion. An incomplete is not a permanent grade on a report card or transcript. If a student has not been able to turn in sufficient work to merit a grade, the work must be completed within two weeks of the end of the quarter. If work is not turned in within two weeks of the end of the grading period, the Incomplete (I) will become an F on the quarter grade report.

## Honor Rolls

Principal's List – GPA of 4.0 with all A's, including citizenship, and no incompletes

High Honors – GPA of 3.75 and above

Honors – GPA of 3.50 through 3.74

## Credits

A class that meets a minimum of 200 minutes per week for two semesters (36 weeks) receives one (1) credit. Laboratory classes must meet 240 minutes per week.

## Grade Report Markings

The following non-credit markings may be used on transcripts:

I = Incomplete

Assignments are not completed due to circumstances beyond the student's control, and arrangements have been made for completion. Completion date must be specified.

Incompletes will not be on the student's final grade report or transcript.

W = Withdrew

Given when a course is dropped before the published drop date for the semester.

WP = Withdrew Passing.

Given when a course is dropped after the published drop date for the semester, and the student has a passing grade.

WF = Withdrew Due to Failure given when a course is dropped after the published drop date for the semester, and the student is not passing.

## Dropping or Changing a Course

Permission to enter or discontinue a course must be obtained from the Principal, the parents/guardians, and the teacher concerned. No student is considered dropped from any elective until he/she goes through the process of dropping a class, which includes completing the "Drop A Class Form," which will include a parent/guardian signature. •

Students who wish to add a course must do so within the first two weeks of a semester and are responsible for making up all work missed.

- Students who wish to drop a course within the first two weeks of the first day of a semester may do so without a grade being recorded for that class.
- Students who withdraw from a class after the first two weeks of the first day of a semester will have a WF (Withdraw Failing) calculated on the report card and transcript, which is calculated in the student's GPA.
- If a teacher recommends a student drop a class after the first two weeks of a semester, it will be documented with a W (withdrawal) but will not be calculated in the student's GPA.

## REQUIREMENTS FOR GRADUATION

To graduate from Southwest Christian Academy under the Basic High School Program, the student must achieve a minimum GPA of 1.75 and complete no less than 24 units, including the following:

### Required Basic High School Program

<b>Subject</b>	<b>Units</b>	<b>Subject</b>	<b>Units</b>
English	4	World Geography	1
Religion	4	US History	1
Mathematics	3	US Government	1/2
Science	3	Economics	1/2
World History	1	Health	1/2
Computer Applications	1	Physical Education	1
Fine Arts	1	Professional Communications	1/2
Spanish	2		

## REQUIRED COURSES-ADVANCED

The advanced High School Program earned at Southwest Christian Academy requires a minimum of 26.5 units. In addition to the previously listed Basic High School Program requirements, the student must complete the following course requirements:

Science – 1 Unit

Math – 1 Unit

## GRADUATION HONORS

Graduation with honors will be awarded to students who earn GPAs that fit the following scale:

Graduation with Honor – 3.5000 – 3.74999

Graduation with High Honor – 3.7500 – 3.9999

Graduation with Highest Honor – 4.0000

## HOMEWORK POLICY

Homework is a school-related assignment that requires completion by the student outside of the classroom. Homework will be meaningful and have a purpose aligned with core guidelines and content standards. Assignments will vary depending on grade level and subject. SWCA homework expectations are:

- The amount of homework given will vary based on the student's grade level.
- A moderate and controlled amount of homework is an important learning tool.

### STUDENT'S RESPONSIBILITIES

- Get the assignments and ask for help if the assignment is unclear.
- Set a time each day to do homework.
- Take home all necessary resources, reading, books, packets, textbooks, notes, or study guides.
- Turn in the completed work when it is due.

### PARENT'S RESPONSIBILITIES

Understand and reinforce expectations of the quality of student work.

- Communicate with both the student and teacher frequently. Give feedback to the teacher when there is a homework concern.
- Regularly check A-E Connect and grade reports handed out by the teacher.

### Missing & Late Work Policy

Homework, which is practice, reinforcement, and extension to classroom learning, is due at the beginning of the next class period or as directed by the classroom teacher.

Penalties will be in effect for all late work:

- 15% off the grade for homework and/or classwork not turned in at the beginning of the period of the next day that the class meets. To receive partial credit, the late assignment must be turned in within 24 hours of being due.
- 30% off the grade for homework and/or classwork not turned in at the beginning of the period on the 2nd day that the class meets. (For example, if the assignment is due Monday, and the assignment is not turned in until Tuesday, 30% will be taken off the grade.)
- 45% off the grade for homework and/or classwork not turned in at the beginning of the period, on the 3rd day that the class meets. (For example, if the assignment is due Monday, and the assignment is not turned in until Wednesday, 45% will be taken off the grade.)
- 60% off the grade for homework and/or classwork not turned in at the beginning of the period on the 4th day that the class meets. (For example, if the assignment is due Monday, and the assignment is not turned in until Thursday, 60% will be taken off the grade.)
- No late work will be accepted after 4 days from when the assignment was due.

## Missing & Late Work Due to Excused Absence

Students who have an excused absence will have 1 class period/day for each class period/day absent to turn in missing assignments. Once these days have passed, the above late work penalties will take effect.

## Homeschool Credits

Students coming from a home school program should be prepared to present an official grade report or transcript from an accredited home school program, or a portfolio of coursework including standardized achievement test scores, report cards, evidence of teacher lesson plans, a list of textbooks used, and records of correspondence courses.

Grades from an accredited homeschool agency may be applied to the student's transcript with GPA impact upon approval of the administration.

SWCA reserves the right to administer placement testing or assessments to determine a student's knowledge and may reduce the amount of accepted credit.

Grades from unaccredited homeschool agencies may be recorded as passing with no letter grade applied. If parents or students wish to receive letter grades for unaccredited homeschool classes, they may request permission from the administration to retake the class or take credit by examination. If the student or parent in grades 9-12 wishes to have the grade calculated in the GPA, they can request Credit by Examination (CBE) for each course.

## Special Needs

Southwest Christian Academy may admit students with mild to moderate special needs based on the school's ability to meet the students' needs, current class ratios, student and family commitment to achieving goals, demonstrated effort, and their potential to succeed in the educational environment. SWCA strongly values building a partnership with families to develop and implement a plan for student success. Academic testing, along with input from teachers and parents, is used to evaluate students' academic performance. The collected information guides a plan of action that identifies areas where SWCA staff and teachers can responsibly and ethically intervene. Students and families are expected to fulfill their roles by committing to the plan and signing all documents to show ownership and agreement. This plan remains adaptable as students meet and set new goals, with mastery of areas needing improvement as the main focus.

## **FORCE MAJEURE CLAUSE**

The school shall not be liable to the parents or students for delays or failures in the performance of any teaching or educational obligations resulting from unforeseen causes beyond the reasonable control of the school, including without limitation acts of God, inclement weather, acts of war or public enemy; riot; fire; explosion; accident; sabotage or terrorist act; governmental or court-ordered laws, regulations, orders or actions; national defense requirements; injunctions or restraining orders; failures beyond the reasonable control of either party (hereinafter Force Majeure Event). Termination or expiration of the parents' obligations or the payment of tuition for any reason, including by reason of Force Majeure Event, will not affect or negate any obligations for the parents that arose before the effective date of such termination or inability of the school to provide or complete any educational obligations, including, without limitation paying tuition payments.

## **CLASSROOM VISITATIONS**

Parents are welcome to visit classes during sessions when appointments are made with the principal and teacher. Parents must sign a Confidentiality Agreement for Classroom Observation and follow classroom observation guidelines. To maintain the appropriate levels of student privacy, we request all visitors to refrain from photographing, creating audio recordings, and filming students on campus.

As a courtesy to the teacher and students, no parent should interrupt a class to converse with the teacher or student. Visitors or parents wishing to meet with teachers must schedule an appointment, enter the school through the Main Entrance, and sign in at the office anytime throughout the day.

To minimize disruptions, the following procedures have been developed and adopted:

1. All visitors must check in at the office upon arrival.
2. Where practical, visitations should be arranged with the teachers in advance. Visitors should inform teachers of the general purpose of the observation or visitation in advance.
3. Teachers shall have the right to reschedule visitors when prior arrangements have not been made.
4. When practical, visitors should arrange a conference time with teachers to discuss observations when the class is not in session.
5. Visitors should avoid taking the teacher's attention away from classroom activities for discussions or conferences.
6. A reasonable time for classroom visitations should be approximately 15-20 minutes.
7. Every effort must be made to minimize the disruption caused by a visit.
8. SWCA does not allow students who are not enrolled in our school to visit unless they are prospective students touring the campus. Arrangements should be made in advance.

# CONDUCT

## BASIC PRINCIPLES

While all violations of school regulations are serious, certain practices cannot be tolerated in a Seventh-day Adventist School, and offenders will be subject to suspension or dismissal. Major violations include the following:

1. Sexual misconduct, meeting with other students in any deliberate, clandestine manner on the campus or at school-sponsored functions, or failure to observe proper moral attitudes toward others. Students should avoid public displays of affection, such as hugging, kissing, holding hands, or any affection that appears questionable to observers.
2. Using, possessing, or furnishing any alcoholic beverages, stimulants, narcotic drugs, vape pens, or tobacco.
3. Gambling, betting, or possessing any gambling paraphernalia.
4. Insubordination or defiance in any form, making terroristic threats, assault, and battery of school employees.
5. Possession or use of a device considered a weapon (or any instrument designed for and or capable of inflicting bodily injury or death) on school property or at school-sponsored functions. Fireworks are illegal at our school.
6. Using profane language, indulging in lewd conduct or suggestion, or possessing or displaying obscene literature.
7. Dishonesty, including theft, cheating on examinations and class work, or willful deception regarding violating school regulations.
8. Any unlawful conduct during or after school hours and on campus that adversely affects the school's reputation as a Christian Institution.
9. Pregnancy during the school year
10. Fighting or being an instigator in an altercation
11. Vandalism of school property

## GENERAL SCHOOL CONDUCT: IN THE BUILDING

1. Move quietly in the school at all times.
2. Remove all hats, coats, unapproved jackets, and outerwear when you first enter the building.
3. Keep your desk neat and clean at all times; keep your desk free of marks at all times.
4. Walk, never run in the school building.
5. Always walk on the right side of the halls during transitions.
6. Do not chew gum on school grounds; eat only in designated areas.
7. Do not bring personal grooming products into the classroom.

## DISCIPLINE

This school aims to provide the best learning environment and opportunity possible. To fulfill this purpose, everyone must help by sharing the responsibility. The students of SWCA are expected to maintain good order and discipline in the school environment. Good order and discipline may be described as the absence of distractions and disturbances that interfere with the optimum functioning of the student, the class, and the school. It is also the presence of a friendly yet business-like rapport in which students and school personnel work cooperatively toward mutually recognized and accepted goals.

Good conduct is required of pupils at all times. Students should always keep their hands off other people and their property. They must walk in the building and avoid loud talking in the hallways and restrooms. Good conduct is expected of all students at all school activities. When the school and home work together, our children will develop proper character.

## SCHOOL CONDUCT AND DISCIPLINE POLICY

The campus principal shall take all necessary actions to address serious / zero-tolerance infractions and appropriately notify the parent or legal guardian.

Southwest Christian Academy reports all illegal activities to the appropriate law enforcement agencies.

### Minor Infractions

- Disruptive behavior
- Excessive noise

- Running in the hallway
- Unprepared for class
- Class noises and disruptions
- Littering
- Chewing gum

Consequences: The teacher may speak to the student or give a written assignment.

#### Major Infractions

- Possession of earbuds and other listening devices
- Rude, disrespectful behavior
- Unauthorized presence in any part of the building
- Insubordination
- Eating in class (other than lunchtime or designated eating times)
- Inappropriate PDA (Public Display of Affection)

Consequences: Major infractions require a written record of the infraction. The student is then sent to the office for a conference with the principal. At that time, the rule violation will be dealt with in one of the following ways:

- Development of a Written Behavior Plan
- Conference with Parents
- Placed on probation

#### Serious Infractions (Zero-Tolerance)

- Drug use or distribution on or around school premises
- Leaving school grounds (without permission)
- Persistent verbal abuse and assault
- Consistent disruptions
- Consistent unsafe behavior
- Consistent harassment
- Hitting, intimidation
- Weapons, fighting
- Overt sexual behavior
- Tampering with records/report cards
- Graffiti
- Cheating
- Smoking
- Drinking alcohol
- Use of profanity
- Destroying school equipment and property
- Stealing
- Destruction or deliberate damage to school property
- Failure to wear the proper school uniform

Consequences: Serious infractions are rules that the school feels are very serious. These infractions require students to be sent to the office. Each time a student breaks a serious infraction, the parents are contacted, and a discipline form is sent home and placed in the discipline file for future reference. After investigation of the circumstances, the principal will deal with the problem in one of the following ways:

- Suspension – Zero Tolerance Policy
- Conference with Principal, parents, and student

## **SUSPENSION**

During a suspension, the student will not be involved in extra-curricular activities such as athletics, field trips, etc. The length of the first suspension can last from one (1) to three (3) days. If a second suspension is necessary, the length will be three (3) to five (5) days. Expulsion will be given serious consideration after a second suspension. Any expulsion of students will be at the discretion of the School Board. There will be a \$100.00 readmission fee after each suspension. This fee is due on the day the student returns.

A student who has developed a record of disciplinary actions can be placed on probationary status for a period determined by the School Board. A student on probation can be expelled if they do not exhibit progressive measures toward correcting the problem(s) that led to the probation.

### **Expulsion**

The most serious action of the School Board is the expulsion of a student. This action can occur for one serious infraction of school regulations or a combined record of infractions and warnings. Students expelled from Southwest Christian Academy are subject to review by the school board before being permitted to re-enter SWCA the following year. Such serious actions are taken with much thought, discussion, and prayer.

SWCA reports all illegal activities to the appropriate law enforcement agencies. Every effort will be made to handle all infractions with Christian grace and redemptive measures.

## **CONFLICT RESOLUTION AND CONCERNS**

When a misunderstanding or disagreement occurs between individuals in our school community, the following steps are recommended in the following sequence (based on the printed guidelines in the Southwestern Union Conference *School Board Manual*):

1. The first course of action would be an earnest, prayerful visit between the two parties involved (Matthew 18:15-18). This must take place within 14 days of the occurrence.
2. If the individual's concern continues after a personal visit, a consultation with the Principal should be requested within seven days. The principal will respond in writing within 7-10 days after meeting with the concerned parent.

3. If the issue is still unresolved, the next action is to express the concern in writing to the School Board Chairperson within seven (7) days of receiving the principal's decision. The board's decision will be communicated to the parent in writing within 7-10 business days.
4. If the school board's written response is unsatisfactory, the parent may appeal by requesting in writing to meet with the Southwest Region Conference Superintendent of Education or designee. This request must be made within seven (7) days of receiving the board's written decision. The Superintendent or designee will respond in writing within 7-10 days.

## **FIELD TRIPS/TOURS**

Field trips stimulate the student's personal, spiritual, and academic growth. The administration has set the following guidelines:

- All students must use school-sanctioned transportation throughout the field trip.
- Wear their "appropriate standardized dress" unless otherwise instructed by the trip sponsor.
- They are only for eligible students, faculty, administrators, and invited sponsors.
- Male and female chaperones will attend all excursions.
- All school rules and policies apply during the transport and duration of the event. Respect, safety, and decorum for all persons are non-negotiable mandates of the SWCA code of conduct.
- Students, parents, and guardians understand that if a student participates in activities that do not follow the SWCA Code of Conduct, the student will be sent home at the parent/guardian's expense, and appropriate disciplinary actions will be taken.

Students not going on a scheduled SWCA trip must attend school or have permission from the Administration not to attend. If permission is not received to miss school, the student will receive an unexcused absence. Students going on trips will be expected to make up any work missed in their classes.

Field trips and extra-curricular activity expenses cannot be charged to students' accounts and must be paid in cash, money order, or an electronic payment method. and

## **CELLPHONES**

At Southwest Christian Academy, our priority is to provide a safe, focused, and respectful learning environment. To minimize distractions and protect instructional time, we have implemented the following policy regarding cell phones and smartwatches (including watch phones):

Students in grades 5-10 must keep their cell phones in their lockers or backpacks during the school day. Phones should be off. Students who do not follow these guidelines shall relinquish their phones to the Principal. The phone will be returned to the parent/guardian only. The second violation of this expectation will require payment of a \$50 fee before the phone is returned.

Students in grades Pre-K through 4 must give their cell phone, smart watch, or personal device with internet capabilities to their teacher if they bring it to school. They should not leave a cell phone in their backpack or cubby.

If a student wears a smart watch with internet capabilities that can be turned off and is turned off during school, the device may be worn.

### **1. Student Use Prohibited During School Hours**

- All **cell phones** and **smartwatches with calling, texting, or internet capabilities** must be **turned off and stored in the student's backpack** upon arrival at school.
- Devices **may not be worn, held, or accessed** during school hours, including during recess, lunch, or transitions between classes.

### **2. Emergency Communication**

- If a parent needs to reach their child during the school day, they must contact the **school office**.
- Students may use the **school phone** for emergency calls with permission from a teacher or administrator.

### **3. Use on School Grounds**

- Cell phones and smartwatches are **not to be used** to take photos, record audio or video, or access social media on campus at any time.
- Devices may not be used to contact other students or access unauthorized apps or games.

### **4. Before and After School**

- Devices must remain off and put away **until the student is off campus** or has been signed out by a parent/guardian.

SWCA is not responsible for the loss, theft, or damage of any personal electronic device brought to school.

## **SCHOOL LOCKERS**

Students' lockers are considered school property and may be searched at any time by the administrator or an appointee. Students are responsible for any damage to their lockers. Lockers are assigned at the beginning of the school year. Students should not leave valuables in their lockers, and the school is not responsible for losses.

## WHAT PARENTS CAN DO TO HELP

1. Prepare a good breakfast and serve well-balanced meals.
2. See that children have plenty of rest and don't stay up late.
3. Send children to school clean and well-groomed
4. See that proper clothing is worn for the weather conditions.
5. See that children don't arrive at school too early or too late.
6. Send a note with a child who is tardy or who has been absent (Required by State Law)
7. See that children have adequate supplies throughout the school year.
8. Encourage proper care of books and school supplies
9. Teach respect for others and their property
10. Teach good manners, courtesy, and kindness.
11. Show respect to teachers. Children do better when they know their parents have respect for teachers and the school.
12. Take an active interest in what the child is doing in school.
13. Give children love and a feeling of security
14. Help children develop a healthy self-concept. Give praise often.
15. Don't compare your children with other family members or others in the church, neighborhood, or school.
16. Call the teacher for an appointment whenever it is felt that working together can develop a better understanding of ways to help the child.
17. Discipline your children starting from infancy. Set definite limits for their behavior, enforce them consistently, and help your children take increasing responsibility.