



Parent – Student Handbook

2025-2026

[WELCOME!](#)

[Mission & Vision; SWC Graduate Profile](#)

[PK-12: GENERAL POLICIES](#)

[Academic Reporting and Accountability](#)

[Calendar](#)

[Conflict/Concern Resolution](#)

[Corporal Punishment](#)

[Counseling](#)

[Crisis Management](#)

[Entrance Doors](#)

[Field Trips - Off Campus Activities](#)

[Health Services & Requirements](#)

[Communicable Disease Policy - See Appendix](#)

[Medication Policy – See Appendix](#)

[Guests](#)

[Hot Lunch Program](#)

[Parent-Teacher Conferences](#)

[Non-Discrimination Policy](#)

[Student Conduct](#)

[Tuition](#)

[Volunteer Background Checks](#)

[K-8 GENERAL POLICIES](#)

[6-12 STUDENT CONDUCT](#)

[6-12 GENERAL POLICIES](#)

[Athletics - Dual Sports Policy](#)

[Book Care/Covers/Fees](#)

[6-12 Tech Policies & Use](#)

[6-8 SPECIFICS](#)

[9-12: SPECIFICS](#)

[ACADEMICS](#)

[Student Academic Pathways \(Link\)](#)

[Extra Curricular Eligibility](#)

[Attendance Procedures](#)

[Appendix](#)

WELCOME!

Why We Exist

Welcome to Southwest MN Christian Schools. Our school exists because Christian parents in southwest MN believe in a Christ-centered, biblically-based, quality education for their children. The school board, administration, and faculty are deeply committed to providing an educational setting where students can discover, develop and demonstrate their interests, abilities, and talents to the glory of God.

We believe the Christian school is an extension of the Christian home and church. We believe Christian education requires all three parties to work together to raise up children to know, love and serve Jesus Christ. It also requires cooperation and communication between students, parents, and teachers, which is why we ask that you take the time to read this handbook, familiarize yourself with it, and refer to it as needed.

It is our prayer that each student in our school will know Jesus Christ as Lord and Savior, submit their life to His authority, and allow Him to lead every aspect of their lives. May everything we do and accomplish at Southwest MN Christian be for His glory and kingdom.

SWC Board & Administration

Board Members

Southwest MN Christian Schools has a School Board that is elected by the school society to operate the business of school policy. The board members for 2025-2026 are listed below:

Mr. Mark Vander Pol (26)	President, Executive, PK-5 Education
Mr. Jesse Van Hofwegen (28)	Vice President, 6-12 Education
Mrs. Melissa Kooiker (26)	Secretary, Executive, 6-12 Education
Mr. Jeff Schaap (27)	Vice President, B&G
Mr. Jason DeRuyter (28)	B&G
Mrs. Kristi DeBoer (26)	Finance Chair
Mr. Jeff Snyder (26)	B&G
Mrs. Kristi Van Dyken (27)	PK-5 Education
Mrs. Shelly Fey (27)	6-12 Education
Mr. Ryan Hoftyzer (27)	Finance
Mr. Derek Krosschell (28)	Finance
Mrs. Ashley Hoheisel (28)	PK-5 Education

SWC History

Southwest MN Christian Schools, as an academic institution, seeks to educate children grades preschool through twelve in the light of God's Word. Our schools have a rich history. In 1917, Edgerton Christian Elementary School was organized, and in 1951, Southwest MN Christian High School held its first classes for high school students. In 2009, Leota Christian Elementary partnered with ECES. At this time, preschool for 3 and 4 year old students was also offered after Edgerton Christian Elementary initiated a 2 phase building expansion that was completed in 2016. In 2020, our schools were blessed with Chandler Christian faculty and students as they made the decision to close their doors.

In 2020, our elementary and high schools merged and organized as Southwest MN Christian Schools. We still exist as two campuses, but we are sharing resources and staff while we attempt to partner with other local Christian schools in offering Christian education to parents and students of southwest MN.

Through all of these years, God's Word and faithfulness have been our steadfast foundation. We are committed to biblical instruction and preparing disciples of Jesus Christ for a life of service in His kingdom. We believe educational excellence results from this pursuit and this excellence honors Christ.

Mission & Vision

Our Mission

Rooted in Christ, Southwest MN Christian Schools cultivates the faith and knowledge of students, so they will grow in wisdom through the Spirit and bear fruit in the world to the glory of God. (Psalm 1:1-3)

Our Vision

Rooted in Christ: SWC is a community of *grace* that is rooted in the centrality, sufficiency, and supremacy of Jesus Christ. Our worldview is biblically based: the earth and everything in it is created and sustained by God, people are made in God's image though fallen into sin, and Christ's death and resurrection is the supreme act of history through which redemption is accomplished. We anticipate Christ's return when all of creation will confess the Lordship of Jesus Christ.

Growing in Wisdom: SWC is a community of *growth* which encourages students to discover, develop and demonstrate the gifts God has given them. In partnership with the Christian home, our school seeks to cultivate the faith and knowledge of our students in all areas of study and life. In the light of scripture, students will realize ever more fully God's claim on and purpose for their lives.

Bearing Fruit: SWC is a community of *gratitude* that is bearing fruit to the glory of God. As students grow in Christ, our school challenges students to bear fruit within a community of believers and the world. We desire that, through the Holy Spirit's leading, students will become stewards of God's world and witness bearers of Christ's Lordship until he comes again.

K-12 Portrait of a Graduate

A SWC Student and Graduate...

<i>Rooted in Christ</i> Spiritual Foundation Heart	<i>Growing in Wisdom</i> Academic Excellence Head	<i>Bearing Fruit</i> Character & Service Hands
1. Is grounded in the truth of God's Word while learning about God's world.	4. Pursues excellence in all areas of academic life , seeking wisdom as a means of honoring God.	7. Serves others with purpose, compassion, and persistence, reflecting the love of Christ through their calling.
2. Commits to a personal faith in Christ through prayer and worship.	5. Seeks the renewal of the mind by engaging ideas, thinking critically, and learning to discern truth from error.	8. Demonstrates stewardship in use of time, individual gifts, and caring for God's creation.
3. Orients their desire away from self and toward God and His kingdom.	6. Communicates a biblical worldview graciously through listening, writing and speaking.	9. Shares the gospel of Christ with the world.
<i>10. Pursues all these for God's glory.</i>		

PK-12; GENERAL POLICIES

Academic Reporting and Accountability

Parents have the primary right and responsibility for the education of the child. The school is commissioned by the parents to provide the child not only with a formal Christian education, but also with a periodic account of the child's performance and progress.

A. Report cards are given out on a quarter schedule to evaluate each child's progress in various subject areas, work and social habits, and character development. 6th-12th grade parents are encouraged to view their child's progress as needed on JMC throughout each quarter.

B. Parent/teacher Conferences are held a minimum of once a year with other conference times available as needed. These can be requested by either teachers or parents.

C. Student Cumulative Records will be kept on file in the office and shall be under the direct supervision of the principal. Access to student records shall be restricted to the student's teacher(s), principal, secretary and parents.

D. Standardized Assessments are utilized at SWC and are an important measure of our student learning and progress. NWEA MAP Growth Assessments for grades 3rd-8th. All 10th grade students take the ASVAB. Most high school students take the ACT. Results of these tests are shared with the parents and overall results are available to SWC constituents.

Calendar

The school calendar will be published in the Spring of the calendar year in which the new school year will begin. It will be posted on the school website, and copies are available upon request. Occasionally, changes may occur – check the Newsletter of the school website for updates.

Concern/Conflict Resolution

Our approach to communicating *concerns* or in solving *conflict* should include a humble attitude, a servant's heart, a teachable spirit, and a strong desire for reconciliation and peace.

In dealing with conflict, the Christian follows the teaching of Matthew 18. The following procedure establishes steps of communication between student, parent/guardian, and teacher.

Step 1: Student and/or parent/guardian should meet with the staff member to discuss the problem, establish the facts, and try to resolve the conflict. This meeting can be initiated by the student, the parent/guardian, or the staff member but does not have to involve all three parties.

Step 2: If the conflict is not resolved, a meeting may be called by anyone between the student, parent/guardian, staff member and the appropriate administrator (mediator). If the conflict involves the

administrator, two board members will be the mediators. Notes of the meeting will be kept and shared with the education committee.

Step 3: Finally, but only when the previous two steps have been taken, any party may ask the board's education committee to hear the case.

Serious grievances should be given in writing and handled by the appropriate persons, whether its administration, staff, and/or board.

Corporal Punishment

No Corporal Punishment is allowed or used at Southwest MN Christian

Counseling

The purpose of counseling at Southwest MN Christian is to promote positive interpersonal relationships, promote spiritual growth, help each student and his or her family grow to full potential, and provide information and instruction. Counseling occurs on a daily basis from each of our faculty and staff. However, we also partner with a counselor who is available based on student need. The amount of counseling service that school will provide before a family is asked to arrange counseling services on their own will be determined on a case by case basis. We will always endeavor to counsel in a spirit of humility using scripturally oriented guidelines and sound principles of human behavior. Counseling services will be provided in the following areas:

- a) Spiritual/Emotional – relationships to God, character development, and interpersonal
- b) Educational – academics, scheduling, and information on further education
- c) Vocational – information, testing, and direction for life vocation

Because Southwest MN Christian views the family unit as a vital relationship, it will involve members of the student's family in any counseling where Southwest MN Christian believes it would be helpful.

Crisis Management

Fire, tornado, and lockdown drills will be conducted periodically throughout the school year according to standards set by the state of MN. Rules and escape routes are posted in each room. The Elementary Crisis Plan and High School Crisis Plan are available in their respective offices by request.

EMERGENCY PROCEDURES

As stated in the SWC Crisis Management Policy, if an emergency should occur, we will do everything in our power to ensure the safety of the students. In most cases, students will remain at SWC campuses. In the event of an extreme emergency or when appropriate, the students and staff may be moved to an arranged alternate site. If a school closing is necessary, it will be announced through radio and TV. The automated phone system and/or mass email may also be utilized. Please do not come to school to pick up

your child unless requested to do so. Students may be asked not to use their cell phones. Please see the Crisis Management Plan for additional details.

Entrance Doors

All entrance doors (exception of the doors nearest the office) will be locked during the school day. This is for student and staff safety. After the school day has started, all visitors, students, parents, and others must enter the office doors at both the elementary and high school buildings and check in at the office. Students may not let anyone in without permission from a staff person. If a student props a door open or lets someone in without permission, they may receive disciplinary action.

Field Trips - Off Campus Activities

Field Trips are determined by each faculty member with approval by the administrator. Most field trip transportation occurs by bus; however, if other vehicles are used, students and drivers are required to wear seat belts during transportation to the site or event. Drivers are required to have current insurance coverage.

Health Services & Requirements

SWC has a registered nurse on campus several hours per day. A school nurse is available to conduct vision and hearing screenings once per year. Any child entering SWC must have a medical examination and proof of immunizations prior to the opening day of school. Forms are available from the school secretary.

All communicable diseases (i.e. chicken pox, strep throat, head lice) must be reported to the school. A notice of symptoms and recommendations will be sent to all students in the elementary school. If a child becomes ill at school, he/she will be removed from the classroom and given the opportunity to rest while a call is placed to the parent/guardian, regardless of whether or not that child is sent home.

School Health Services:

Prescription medication that is to be dispensed at school must be in the original container labeled with student's name and name of prescription, and accompanied by a note from a parent or legal guardian. All prescription medications must be dispensed by the school nurse, or in her absence by the administrator, secretary, or teacher.

FIRST AID is administered at school for minor injuries (this DOES NOT include administration of internal medication, including aspirin). In case of more extensive injuries, parents will be contacted. If parents are not available, the family physician will be contacted.

FIRST AID/MEDICATION/MEDICAL EMERGENCY PLAN

Students are to report to the office for any first aid needs. All injuries are to be reported. Tylenol will be available only if a parent release form has been signed.

SWC's Medical Emergency Plan states:

1. Southwest MN Christian Schools will have a designated "First Responder" team for each campus.
2. The First Responder team will be trained by qualified personnel to assist the responders in recognizing and treating seizures, diabetic crises, and any other known health situations of which SWC has been notified in writing by the parents.
3. In the event of a health emergency, the office will be notified immediately by the classroom teacher or monitor in charge of that student.
4. The office secretary will do an "All Call" on the intercom notifying the First Responder team of the emergency and where they are to report. The office personnel will also deliver a back-up emergency kit to the designated location. The office staff will call 911 immediately.
5. The First Responder team will go immediately to the designated area and begin appropriate treatment and wait for the 911 personnel to arrive.
6. The classroom teacher's role will be to remove the other children from the classroom and wait with the child in medical need until the First Responders arrive.

Communicable Disease Policy - See Appendix**Medication Policy – See Appendix****Guests**

Guests are welcome to visit our school at any time, but prior notice is appreciated. All guests are required to stop at the office to sign-in. Student visitors are required to have a note from the host student's parent as well as his/her own (visitor's) parent, and are to be dressed in accordance with the dress code to receive admittance into the class. Student visits are limited to two; any exceptions must be approved by the principal.

Hot Lunch Program

SWC offers a daily hot lunch program. Lunch account payments should cover an estimated minimum of one month's expenses. Students who bring a lunch from home may purchase milk. SWC is a participant in the federal free and reduced-price lunch and milk program. This program makes funds available to families who meet the federally mandated eligibility income guidelines. Applications are made available to every family at fall registration or through the office. Application can be made any time throughout the year if income situations change. Dietary restrictions or allergies should be reported to the school nurse.

Volunteer Background Checks

Volunteers are an important part of the educational process at Southwest MN Christian Schools. We are grateful for the time and effort our volunteers give to the school on an annual basis. In cases where volunteers are in direct contact with SWC students, they may be required to undergo a background check and give permission for history screening.

Parent-Teacher Conferences

Parent-teacher conferences are held in the fall, near the conclusion of the first quarter. Conferences are held at school in the afternoons and evenings. A notice will be included in the weekly newsletter stating the times and dates; a google form will be shared with parents to submit their requested conference time.

[Parent-Teacher Conference Guidelines](#)

While there is only one scheduled and formal conference time scheduled throughout the year, please know that faculty are available to listen and discuss your child's progress at school.

Home School Students

Home school students may take classes at SWC after meeting with the principal and academic counselor. If appropriate, the Education Committee may be involved. Extra-curricular eligibility rules are the same for all students (minimum of four academic classes). Home school students pay tuition at 17% per annual course (8.5% per semester course). SWC administration reserves the right to ensure that enrollment of a homeschool student is beneficial for current SWC students and staff before enrollment is finalized.

Non-Discrimination Policy

Southwest MN Christian admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at school. Nor does it discriminate in the administration of its education policies, admission programs, scholarship and loan programs, and athletic and other school administered programs.

Student Conduct

Carrying out our task of instructing learners includes the daily treatment of our students as image bearers of God and covenant children. The Christ-like hospitality that SWC will provide in our classrooms is a model of obedience that teaches Christian character. Along with the careful, firm, decisive correction of unchristian behavior, pranks, and youthful excesses, we at SWC desire to express love and concern for our students. The goal of our discipline is reconciliation and prevention of error.

All teachers and support staff members seek to make the atmosphere at SWC one that reflects Christ-like behaviors. In order to accomplish this goal, guidelines and rules for behavior must be followed and consistently enforced. Many of the guidelines and rules are school wide. In addition, teachers are encouraged to implement and carry out guidelines that work for their individual classrooms. The staff at SWC is committed to helping children understand that we must at all times strive to be Christ-like in all of our words and actions.

Our school rules and conduct code are built around the Biblical principles of respect for one another. Prompt handling of infractions and differences is critical to the prevention of reoccurrence and promotion

of reconciliation. The following steps reflect our desire to deal with infractions fairly, ensure communication, and promote early resolution of differences.

Further details involving student conduct can be found in K-8 & 9-12 sections of this handbook.

Tuition

2025-2026 Tuition Rates:

P3 Tuition:	\$850
P4 Tuition:	\$1,100
K Tuition:	\$5,967
1 st -5 th :	\$7,020
6 th -8 th :	\$7,644
9 th -12 th :	\$9,018

Multiple Child Discounts (K-12)

2 Students (1 in Kindergarten)	\$150
2 Full-Time Students	\$250
2 FT Students + 1 Kindergarten	\$400
3 FT Students	\$500
4 FT Students (K-12)	\$1,000
5 th Student	Free

Please see full [Tuition Policy](#) for further details.

GRADES K-8

K-8 Daily Schedule

Breakfast Entry Bell	7:45am
Classroom/Hallway Entry	7:57am
Tardy Bell	8:07am
Bus Dismissal	3:07pm
Non-Bus Dismissal	3:11pm
PK morning sessions	8:00-11:00am
PK afternoon session (if needed)	12:00-3:00pm

Visitors, Late Arrivals, Early Dismissals

- 1) All visitors must enter through the office doors and stop by the office to sign into the building.

Attendance

We believe Christian education is a significant, worthwhile investment, and we know that our families do as well. As a result, it is important that administration, teachers, staff, and students make a great effort to be in class/school. We are concerned about attendance because to be present, dependable, and prompt are important ingredients of quality education and a life of service to Christ. Families are encouraged to plan their vacations to correspond with times that school is not in session.

To Approve an Absence

1. Parents are expected to call the school office **by 8:10 am** on the day of the absence, or prior to the absence, and inform the school of the reason for absence.

K-8 Definitions:

These definitions are defined, in part, because of the parameters in our attendance records within JMC.

Approved Absences	Not present in class/school with permission of parents/guardians.
Tardy	Arriving late to class at any time throughout the day. Also, arriving to school between 8:07-9:00am. If a student arrives after 9:00am, a ½ day of absence will be recorded.
Unexcused/Truant	Absent without permission from parent, teacher, or school authorities; or the parent fails to inform the school that their child is absent and should be coded as excused.
Suspended	Suspended from class, either in-school or out-of-school status, as a result of disciplinary action.

K-8 Items to note, if absent.

1. Parents will be responsible for helping their child complete homework missed when absences are a result of family choice (ex: vacations) rather than sickness, doctor appts., funerals, etc.
2. In the case of an absence, homework arrangements are made through the office. 6th-8th grade students will gain early access to assignments through Google Classroom. Every attempt is made to have physical material ready for pick-up at the conclusion of the day. Material is made available for pick-up in the main office entry (door #1).
3. Dr. Appointment absences should be accompanied by a doctor's note.

4. When a child receives their 10th absence, an email will be sent to parents, notifying them that their child has missed a significant number of days. This letter is intended to encourage families to do everything possible to avoid their missing school.
5. SWC reserves the right to request a meeting with the student's parent(s)/guardian(s) to discuss the absences. Consequences for excessive absences may include, but are not limited to, requiring the student to retake the same grade. The goal in these decisions will be acting in the student's best interest.

6-8 Items to note, if absent.

Make-up work is the student's responsibility. After an absence, the student should work carefully with his/her teachers to get work and tests made up as soon as possible. In the event of a **planned** absence (athletics, field trips, vacations, etc), the student should inform his/her teacher of that absence as soon as possible, get the assigned work ahead of time, and turn it in BEFORE that absence (unless otherwise instructed by the teacher).

After an approved absence, the student will have as much time to make up work as the number of days absent. If, however, a student missed only the day a test is given or an assignment is due, he or she is responsible to make up the work the first day he or she returns to that class. If there are extenuating circumstances, such as health factors or time conflicts, teachers may allow a reasonable extension time.

When the absence is excused, the student shall receive full credit for make-up work if turned in within the deadline stated above. Students with **unapproved** absences, including a period of suspension, must still make up the work missed.

Truancy

Truancy is any unapproved absence. Examples include leaving the school without permission, being present in school but failing to report to class, obtaining permission to go to a particular place but failing to report to that location, or failing to arrive at school without a parent or guardian's permission to be absent. Unapproved absences for a single period are also considered truanies.

Parental approval must be obtained PRIOR to a student's leaving school. Students will not be allowed to sign out and leave the building unless such prior approval has been obtained.

The general penalty for unapproved absences is a detention/per unapproved absence, with final determination to be made by the administrator.

Facility & Playground Safety

Supervision of Students

1) Before and After School: The K-8 building will ring a bell at 7:57am, welcoming students to enter the building. Supervision of students at the south side entrances to the building will begin at 7:50am.

2) Recess Supervision: During morning and afternoon recess, 1 teacher or para will be assigned to recess duty. Our noon recess is supervised by one SWC employee and parent/grandparent volunteers. If a student is seriously injured the following procedure will be followed:

- a) If necessary, begin emergency procedures (Call 911, treat as necessary)
- b) The recess supervisor will send a student to get a classroom teacher. The recess supervisor and classroom teacher will determine the severity of the injury and the classroom teacher will take over. The classroom teacher will make the phone call home and let the parent know what has happened and get parental input on what they want to happen next.
- c) An accident/incident report will be filled out by the recess supervisor and given to administrator.
- d) If medication is required, it will be distributed through the school nurse or office staff.
- e) Staff member of office personnel will remain with student until he/she is picked up or goes back to class.

Facilities Safety Plan

- 1) The facilities will be inspected regularly by administration and custodians. Any necessary reports will be made to the Head of Schools.
- 2) The outside doors to the facility will remained locked throughout the school day, with the exception of the main office doors. The doors are not locked from the inside.
- 3) The facilities will be inspected every year by the fire department to meet their requirements.

Classroom Maintenance

Any damages caused by student negligence may result in the student's family having to reimburse the school for damages.

K-8 Student Conduct

1. Classroom Discipline: Teachers are responsible to carry out discipline in their own classrooms. The method of discipline is at the teacher's discretion, whatever is considered reasonable for the situation.
2. Parent Notification: Ongoing problems that cannot be resolved by the classroom teacher and/or serious behavior infractions become the responsibility of the principal. As part of the principal's counseling toward correction, he will notify the parents of the problem when he deems appropriate and as guided by the [K-5 Behavior Rubric](#) and [6-8 Behavior Rubric](#).
3. In-School Suspension: If a child is unable to demonstrate an obedient posture consistently it may require his/her removal from the classroom. As much as possible, the students will be isolated in the school for at least one day and given tasks that cause him/her to reflect on behavior.
4. Student Review by Faculty: If these steps fail to lead to reconciliation, the principal will form a committee of the faculty to draw up a list of goals to be met for the student's continued attendance at SWC.
5. Suspension: A recommendation for suspension will be required by the Board.
6. Note: During these stages of correction, parents or the principal may request the Board to appoint a special committee to review the case, consider options, and make recommendations to the Board. As part

of the suspension process reconciliation between the offender and offended parties will be sought. However, it is possible that as part of the board review, the student may be expelled indefinitely from Southwest MN Christian Schools.

7. The administrative team and school board has the right to expel a student indefinitely and bypass the policy process if the appropriate parties consider the infraction to be serious enough to warrant such action.

Device Policy; PK-5

At the elementary grade levels, students are not allowed to use cell phones or smart watches in school during school hours (from first to final bell).

Mobile technology is an invaluable tool for many people today. SWC believes that students, even young students, can use it in many productive ways, including communication with parents and friends, research, Bible applications, stopwatches, and much more. As with all technology, cell phones and other mobile electronic devices can also be used for purposes that are not appropriate. It is a goal of Southwest MN Christian Schools to prepare students to utilize proper wisdom and discernment regarding the use of mobile devices. However, our policy helps our school maintain an atmosphere that minimizes distraction.

Dress Code; PK-5

The Southwest MN Christian Schools dress code is designed to honor God, reflect our witness and distinctiveness as Christians, as well as to express our own individuality. Parents and maturing students are encouraged to make thoughtful choices with modesty being a key characteristic. A student's appearance should not be distracting or call undue attention to oneself.

PK-5 Guidelines:

1. A student's grooming should be neat, clean, and in good taste. Clothing should be properly repaired, manageable and appropriate for the season and activity. Clothing, accessories and hairstyles should be free from distracting, unsafe, or immodest peculiarities.
2. Outdoor apparel, including hats, may not be worn in the classrooms.
3. Shorts should be of respectable length.
4. Dresses, shirts, and tops should cover the midriff and the top of the shoulder.
5. Discretion must be used in wearing pictorial or slogan-bearing shirts and blouses. The staff reserves the right to determine whether or not such items are offensive.

Practical Considerations:

1. Boots must be worn when the weather dictates.
2. Students are responsible for their own clothing and other belongings. Clothing, lunch boxes, etc. should be labeled.
3. Lost and found boxes are located at the entrance doors.
4. An extra pair of PE shoes are required for the gymnasium.

Dress Code; 6-8

The dress at Southwest MN Christian Schools should reflect the biblical truth that students are created in the image of God. Students and parents should strive for attire that not only reflects Christian modesty and values, but that is appropriate in a school setting. Our school depends on a partnership with parents in encouraging dress that reflects both modesty and an appropriate learning environment.

- a. Footwear must be worn at all times.
- b. Caps and hats are not permitted to be worn in middle school (6th-8th).
- c. Clothing should not be sexually suggestive, either in appearance or print.
- d. Clothing should not have excessive holes or tears.
- e. String tops, tank tops (less than 3”), or tops that expose midriff will not be allowed.
- f. Shorts need to be appropriate length. While a daily measuring system is not intended, if the length of shorts worn draws the attention of SWC staff, a 3” inseam is required.
- g. For 6th-12th graders, yoga pants/leggings/running tights, should be avoided and will not be allowed as independent clothing items. If worn at all, these items need to be accompanied by clothing that would fulfill dress code on its own. (For example, leggings worn underneath a dress of fingertip length)
Sweatpants, joggers, athletic pants, etc. can be worn after careful consideration about how they fit the individual.
- h. Clothing should not contain slogans or print that counter Biblical, Christian values.
 - o *If it is determined that an immediate change of clothes is necessary, there will be clothing available in the office.*

Consequences for Dress Code (DC) Violations:

6th-8th: Level 1

*See [Behavior Rubric](#) for further details

GRADES 6-12

***Note: Parents and students should also become familiar with the specific guidelines for their grade level (6-8 or 9-12). While this section of the handbook contains policies that apply to all students in grades 6-12, there are also specific policies for middle and high school students.**

ACADEMICS

Academic Assistance

Any student needing assistance in a subject area(s) may be enrolled in the Resource Room. Parents should contact the principal, or faculty to pursue this option. The option may also be pursued by recommendation of the faculty or principal. When this is the case, a recommendation and conversation will occur with parents before a final decision is made.

Academic Eligibility

Any student at Southwest MN Christian may participate in activities that are offered.

[Co-Curricular Handbook](#)

Academic requirements – students must be making satisfactory and scheduled progress toward graduation.

Purpose of Eligibility policy for extra curricular activity:

- To help students maintain priority of academic work over extra curricular activities.
- To institute corrective measures when such priority is not maintained.

Students failing a class or having three or more D's (D+, D, D-) will be placed on a two-week probation. If the student is failing any class or has three D's after the two weeks of probation, the student becomes ineligible and will not be able to participate in any MSHSL or non-academic co-curricular activities for the following two weeks.

If a student is ineligible or on probation, they will not participate in Activity Period or during 8th period practices.

If a student is ineligible as a result of three D's at the end of the first or third 9 weeks, the student remains ineligible until, in one of those courses, the average score of the previous 9 weeks and the current 9 weeks becomes at minimum a C-.

Grades do not reset at the end of Q1 or Q3. If a student is failing (and ineligible?) at the end of the first or third 9-week period, the student remains ineligible until the average score of the previous 9 weeks and the current 9 weeks is a passing grade.

If a student has failed a required course at the end of the first or second semester, the student remains ineligible until they are passing the course. In this scenario, a student is not making scheduled progress toward graduation until they are passing the course. The student may have to take the required course again the following year.

Any student may need to attend work 9th hours if their work is incomplete. A student who is on probation or is ineligible can and should seek help from their teachers as well as the Resource Room teacher. On a case-by-case basis, students who actively seek help and are productive may be allowed to be eligible. The principal and his/her support team determine this status.

STUDENT CONDUCT; 6-12

Student Lifestyle & Conduct Code

(Updated August 2018)

Our hope is that students at SWC find their identity in Jesus Christ and that each student's lifestyle reflects a life worthy of the calling they have received. This hope exists at all times and in all places, putting our policy into continual effect from freshmen registration through graduation. We hope to help students understand that as members of Christ's body, we are responsible to his people and his kingdom and all times.

In the event that a student chooses to participate in behavior that is sinful, detrimental, and harmful to the individual and the body of Christ, the administration and board will carry out such disciplinary measures as it deems appropriate through the guidelines outlined below.

The discipline process is intended to partner with parents and church in helping students and children to become more Christ-like. As a result, if school administration has reasonable evidence or notification of a student who has participated in behavior that could result in more serious discipline, parents of the student will be notified as soon as possible. Unless the school has received indisputable evidence or an eyewitness account, no further action will be taken. The student/parents will have 72 hours to confirm or deny the allegation. If administration does not hear from student/parent within 72 hours, denial will be assumed. If the parents and administration deem necessary, a pre-assessment meeting will take place. This meeting's intent is not to punish, but rather, to address the situation and allow the pre-assessment team to make appropriate responses to the individual reported case. The pre-assessment team could include the school counselor, a teacher of the student, a chemical dependency counselor and a county probation officer.

The discipline process may include:

1. Recognition and Confession of sin: explanation of the wrongs done and to whom.
2. Repentance and Reconciliation: apology to those involved.
3. Actively Seeking Forgiveness from those involved.
4. Restitution and Consequences: the payment for and the result of the wrong done.
 - Detentions
 - Repair and payment for any damaged or stolen property
 - Service to the community or school
 - Suspension from co-curricular activities
 - Suspension/Expulsion from school
5. Restoration: growth and return to normal, yet changed life.

I. Basic Student Conduct

As we strive to fulfill our identity in Jesus Christ, some basic guidelines must be met.

1. Respect and kindness for all people is an expectation and requirement. Bullying and/or harassment will not be tolerated.
2. Students will demonstrate cooperation in the learning process outlined by the school and teachers. Students are encouraged to enjoy the process while claiming the learning adventure as their own.
3. Respect for other's property and possessions is expected at all times.

II. Mood-Altering Chemicals (alcohol, drugs, tobacco)

The use of Mood-Altering Chemicals illegally in any form is wrong. No Mood-Altering Chemicals may be taken into school.

A student shall not at any time, regardless of the quantity:

1. use or consume, have in possession a beverage containing alcohol;
 2. use or consume, have in possession tobacco ("tobacco products" means: any product containing, made, or derived from tobacco that is intended for human consumption by any method).
 3. use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.
 4. use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals.
 5. use or consume, have in possession, buy sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.
- Minnesota and Federal Law addresses many of these substances or products. SWMCH reserves the right to determine appropriate and inappropriate substances or products regardless of these lawful recommendations.

Possession is considered to exist if a student: a) is aware of the presence of alcohol or controlled substance, and b) is in the proximity or has access to the alcohol or controlled substance, and c) fails to remove himself/herself from the premises immediately.

III. Sexual Misconduct

Human sexuality should be a celebrated element of God's good creation within biblical guidelines. Sinful human nature and culture easily distort the biblical picture of sexuality. Southwest MN Christian desires to partner with the Christian community in guiding students in their knowledge and behavior involving human sexuality.

Sexual misconduct can include a vast area of behavior. Southwest MN Christian's administration and school board reserve the right to handle each case of sexual misconduct as an independent event. However, sexual misconduct will most often fall within the disciplinary guidelines listed in section IV.

Sexually inappropriate content or communication, which includes the use of phones, computers or internet, will be considered sexual misconduct.

In the event a pregnancy occurs the father/mother will be encouraged to continue their education at Southwest MN Christian, with the following guidelines:

1. We cannot consider abortion to be an acceptable alternative in an unplanned pregnancy situation because of the value of life.
2. The expectant parents (father and/or mother) should communicate with administration either directly or through the counselor as soon as possible.
3. The expectant parents should recognize and confess the sin and demonstrate repentance in both word and actions.
4. The expectant parents will be strongly encouraged to seek counseling from a counselor within the school or in the Christian community.
5. At minimum, the expectant parents will be given the same consequences as any other sin that falls under the student conduct policy. Any additional participation in extra-curricular activities will be decided through a meeting and joint effort from parents, administration and school board with appropriate input from the expecting parents', their pastor and their doctor.

IV. Consequences

Administration and board reserve the right to handle each case of discipline as an independent event from any other.

There are differing levels of consequences, depending on the severity of poor behavior, which may include the following:

1. Detentions
2. Ineligibility for co-curricular activities, community service hours.
3. Reduced student privileges, school suspension, accountability meetings, counseling.
4. Reports to local law enforcement when offenses are legal in nature.

Penalties for inappropriate, sinful behavior, including mood altering chemical violations, sexual misconduct and disrespect are the following based on MSHSL rules and activity participation:

Student Participation	First Violation	Second Violation	Third Violation
Involved in both Athletics and Fine Arts	-One Fine Art event -2 Athletic events or 2 weeks*	-2 Fine Art events -4 Athletic events or 3 weeks*	-3 Fine Art events -10 events or 4 weeks*
Involved in Athletics only	-3 events or 3 weeks*	-7 events or 4 weeks*	-13 events or 5 weeks*
Involved in Fine Arts only	-2 Fine Art events	-3 Fine Art events	-5 Fine Art events
Not Involved	-3 Hours of Detention	-5 Hours of Detention	-7 Hours of Detention

(*) Whichever is greater

Penalties are cumulative seventh grade through senior year.

In the event a student confesses to school administration within 72 hours of the incident, the penalties are reduced by one week and one event. If law enforcement is or has become involved or parents have been contacted by administration, the 72 hour time period does not apply.

Denial disqualification: A student will be disqualified from all co-curricular activities for nine additional weeks beyond the student's original period of ineligibility if the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

Cheating

Cheating is a serious offense. At Southwest MN Christian, we believe cheating is a sin. Therefore, a student who cheats will be required to do the following:

1. Serve a detention
2. Redo the assignment for "0" credit (Test, papers, exams may be given ½ credit)
3. If the cheating involves the use of computers or the Internet, these privileges may be restricted according to policy.

Stealing

Southwest MN Christian community regards stealing as a serious offense. Any student who takes or receives property that does not belong to him/her may receive a detention, be suspended from school, will be required to make restitution, may lose extra curricular privileges for a period of time, and/or a referral to law enforcement. Students caught stealing may be subject to criminal prosecution.

Pranks

Any student involved in a prank on school property will be reported to administration to handle the issue. The student will likely forfeit all extra-curricular activities for 3 weeks, pay for damages and clean-up, and may incur board action resulting in more severe consequences. Pranks involving breaking of the law (breaking and entering, vandalism, trespassing, etc.) will be reported to law enforcement. (adopted May 8, 2019)

STUDENT RELATIONSHIPS

God designed male-female relationships to be unique and wonderful. Southwest MN Christian wishes to encourage the development of such relationships, and desires that these relationships be wholesome and of a nature that will glorify God. We recognize that the main responsibility for modeling and teaching male-female roles and relationships rests with the parents. As an extension of the home, however, we seek to reinforce certain values.

To encourage Biblical relationships and proper conduct between students, SWC has the following policies:

1. Students should refrain from public displays of affection on campus and at school-related activities.
2. SWC will seek to counsel, as it deems necessary and helpful, with regard to relational conduct between students.
3. If a student is found to be participating in relational behavior that is sinful and detrimental to the individual or other students and contrary to Biblical principles, the school will partner with parents in determining appropriate counseling and/or disciplinary action. SWC will exercise patience and compassion for students engaged in practices contrary to God's created order, with the ultimate goal of resolution and restoration. However, if the student refuses assistance and continues in rebellious behavior and/or promotes the behavior to other students, disciplinary action or removal from school may result.

Suspension & Expulsion

Certain conduct may result in suspension or expulsion. Length of suspension will be determined by administration and may vary based on the severity of behavior.

1. Notification of such suspension will be given immediately to parents and the school board president.
2. A satisfactory conference of parents, student and administration will precede return to classes.
3. The student is then on behavioral probation for the rest of the school year.
4. If a student is suspended for a second time within a school year, the student and parents will be required to meet with representatives of the School Board. The outcome of this conference and the principal's recommendation will aid the School Board in decisions concerning the re-admission to the school.

5. In extreme cases requiring expulsion proceedings, administration will include the school board.

If a student is legally apprehended, arrested and found guilty of gross misconduct, the student shall be placed on behavioral probation and is ineligible for any extracurricular activity for a minimum of twelve weeks. In addition, any or all of the following are possible:

- Deprivation of attendance at student social activities or school events.
- Suspension from school.
- Determination of eligibility of a senior for graduation and participation in graduation ceremonies.

6-12 GENERAL POLICIES

Book Care/Covers/Fees

The condition of books are analyzed by the teachers at the start of the school year. Students are required to take good care of the books they are assigned. Book covers are encouraged. Charges will be assessed for lost, stolen, or damaged books.

6-12 Tech Policies & Use

Middle School Cell Phones (6-8)

Cell phones are prohibited during school hours. Cell phones may only be used at break with permission from a teacher. Cell phones must be shut off and kept in student lockers or student bags.

High School Cell Phones (9-12)

Cell phones and smart watches, if in the building at all, will be stored in separate lockers by the office. Students will not have access to these devices from 8:00am to 3:00pm.

Laptop Use:

At school, the internet is a privilege and provided for educational use. Any other use of the internet may be deemed inappropriate. Inappropriate conduct while using the internet, may fall under the General Conduct portion of the Student Handbook.

Student computers and network storage areas may be treated like student lockers. Network administration may and will review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the server would always be private. Within reason, freedom of speech and access to information will be honored.

By virtue of use of the device at school, the user acknowledges that staff and administration is allowed to search the mobile electronic device. Unlike public schools, there is no search and seizure law restricting a Christian school official (teacher or administrator). School officials will use the rule of reasonable suspicion. If there is a pass code lock on the device, the student must agree to unlock the phone. Students are asked to keep this in mind when using the phone to send/receive messages, take pictures, and video. Any inappropriate material found on the phone as a result of this search may result in disciplinary action.

Technology (Tech) Violation

If a student is found to be in violation of any of the above guidelines, a minimum of a technology (tech) violation will be given. Tech violations will accumulate per school year, resulting in more serious discipline. Teachers and administration reserve the right to give more serious discipline for any inappropriate behavior, which may include removal of device, loss of privileges, detentions, suspensions, or legal action. However, tech violations will serve as a warning system that allows students a training period for appropriate use of technology.

Consequences for Tech Violations:

1. 6th-8th: Level 1
2. 9th-12th: Minor Infraction

IMMUNIZATION/PHYSICALS

Any child entering SWC must provide a copy of their immunization records prior to their first day of school. Students who wish to participate in school athletics (7-12) must have a current physical on file before attending any practices.

MEDICATION POLICY – Appendix

NON-CUSTODIAL PARENTS

Divorced and separated families are realities of contemporary life which affects the school's responsibilities to its students. The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a child, or wishes to have contact with or take custody of the child while the child is at school. These guidelines will be applied so as to further the mission of the school and the best interests of its students.

1. Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs, or access to the parent's child or the child's records, unless the school is presented with a court order, or comparable legal document, which restricts such involvement or access. The school will not otherwise "choose sides" between parents.
2. A non-custodial parent may not take custody of a child or remove the child from the school premises, unless the parent presents either a written court order, or a written authorization signed by the custodial parent which permits such custody.

3. If the actions of parent(s), custodial or noncustodial, become disruptive to the operations of the school, the school has the right to restrict building access to those parent(s), and to take other reasonable necessary action.
4. Concerning student activities which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

PHONE CALLS

Students will not be called out of class to take parent phone calls unless it is an emergency. Messages from parents will be taken in the office and left on the student's locker, but parents are asked to **help us keep these calls to a minimum!** Students may request permission to use the office phone for illness or other important matters. The school office phone may not be used for arranging social activities.

SEX EDUCATION

Topics involving sex education are incorporated in various curriculum subjects for grades 5-12. 5th grade and 7th grade students will receive specific instruction for a 2 week period during the school year. 11th grade students take a health course. 12th grade students learn about marriage and healthy relationships in Social Science. All curriculum is from a Christian perspective. Parents are encouraged to review materials at any time.

STUDY HALL

1. There will be individual studying; permission must be given for group studying.
2. There will be no talking without permission.
3. Students will bring school work or appropriate reading material to every study hall.
4. Students needing assistance will request it from the study hall teacher.

VIOLENCE POLICY

The school administrator may suspend and/or recommend for expulsion for the remainder of the semester or year, any student who threatens to cause great bodily harm or causes bodily harm to any person at Southwest MN Christian Schools or at any school function.

The Executive Committee of the Southwest MN School Board and the appropriate school administration shall review the recommended expulsion. The committee shall review the details of the incident and shall consider the past history and character of the student recommended for expulsion. If the student is allowed to continue enrollment, the student will be on probation for the remainder of the current semester or the remainder of the current school year. The board committee will meet within five school days of the incident and will hand down its decision in a timely manner (within 48 hours).

WEAPONS POLICY

Students who possess or claim to possess, use, threaten to use or display a weapon while at school or at a school event shall be subject to discipline up to and including expulsion. Possession includes, but is not

limited to, having a weapon on school property or at a school sponsored event. This includes on a student's person or property, in a space assigned to a student, or in a hidden place available to the student.

Weapons include, but are not limited to: firearms, any gun designed to discharge a projectile, sling shot, knives, any explosive device including fireworks, pepper spray, mace, cigarette lighters, or stun gun.

6-8: SPECIFICS

***Note: It is assumed that Parents/Students have also read the general policies for grades 6-12. This section is a supplement, providing specific information that is unique to middle school students.**

ACADEMICS

COURSE OFFERINGS

English	Choir (2x/week)
Mathematics	Band (3x/week)
Science	PE (2x/week)
Social Studies	Art (2x/week for 1 semester)
Bible	Computer (2x/week for 1 semester)
Literature	

[6th Grade Orientation Letter](#)

GRADING SCALE

100-97 = A

96-94 = A-

93-91 = B+

90-88 = B

87-85 = B-

84-81 = C+

80-78 = C

77-75 = C-

74-72 = D+

71-69 = D

68-65 = D-

ENRICHMENT LEARNING OPPORTUNITIES

Extra opportunities include the Spelling Bee, STEM activities, robotics, and creative musical and speaking opportunities. These are intended to celebrate God-given gifts and enhance our students' educational experience.

7th & 8th Attendance & Co-Curricular Participation

Students must be in school for the entire school day in order to participate in any extracurricular activity. Some excused and pre-arranged absences are permitted, although illness is not. The final jurisdiction determining the validity of an absence rests with the principal, vice-principal or athletic director. Therefore, it is very important that parents contact the school in case of an exceptional reason.

Middle School Behavior/Consequences Rubric

Middle School Odds & Ends

Miscellaneous rules that if violated, will typically result in a Level 1, as noted in the Behavior Rubric.

1. Students may not sell or purchase candy, etc. at school unless approved by the principal.
2. Students are not allowed to bring pop for birthdays.
3. Students are not allowed to keep any snacks other than the daily breakfast option in their locker. If they need a snack on the bus or before practice after school, they will be allowed to keep that in their school bag.
4. Gum is not allowed in school.
5. Students are not allowed to use permanent markers without teacher permission.
6. Each junior high student will be assigned a locker. The locker is intended to store all books and necessary school supplies. The following rules will apply to the use of the student lockers:
 - a. There will be no tampering with the lockers.
 - b. No locks will be placed on a locker at any time.
 - c. No tape or other adhesive material will be placed on the inside or outside of the lockers at any time. Nothing is to be hung or displayed on the outside of the lockers at any time.
 - d. Locker doors are to be closed gently. The doors will not be slammed at any time.
 - e. Any student who marks or damages a locker will be assessed a maintenance or replacement fee, whichever is necessary.
7. Schoolwork must be in at the time it is due. If you have difficulty completing certain assignments when they are due, make certain you go to your teacher before class begins and talk over the reason(s) your work is late. Late work that is not excused will automatically be given a lower grade for each day it is late.
8. No snowballing or rock throwing on the school premises at any time during the school day.

9. Each student is expected to do his/her own work. Students who use another student's work or allow another student to use his/her work (cheating), will be sent to the principal with consequences guided by the 6-8 Behavior Rubric.

10. Promotion! Students who have a failing grade in any subject at the end of the school year will not be promoted to the next grade. Students may do additional work during the summer in order to obtain a passing grade (teachers will determine what must be done and whether the work is satisfactory). The deadline for completing work in the summer is July 15.

9-12: SPECIFICS

***NOTE: It is assumed that Parents/Students have also read the general policies for grades 6-12. This section is a supplement, providing specific information that is unique to high school students.**

ACADEMICS

Student Academic Pathways

Please review this document as our primary source of academic information and guidance.

Extra Curricular Eligibility

All 7th-12th grade students who choose to participate in school sponsored extracurricular activities must take a minimum of four academic classes. The MSHSL requires twenty hours of class per week.

Attendance Procedures

To Excuse an Absence

1. Parents are expected to call the school office **by 8:10 am** on the day of the absence, or prior to the absence, and inform the school of the reason for absence.
2. If arriving late, or leaving early, students must sign-in, or sign-out, in the office.
3. Concerning medical or therapeutic appointments, a note from a corresponding medical professional upon the student's return to school is required in order for an absence to be considered excused

Attendance: 9-12

DEFINITIONS

Approved Absences	Not present in class/school with permission of parents/guardians.
Tardy	Late arrival to the academic schedule of the day.
Unapproved/Truant	Absent without permission from parent, teacher, or school authorities; or the parent fails to inform the school that their child is absent and should be coded as approved.
Suspended	Suspended from class, either in-school or out-of-school status, as a result of disciplinary action.

Attendance & Co-Curricular Participation

Students must be in school for the entire school day in order to participate in any extracurricular activity. Some excused and pre-arranged absences are permitted, although illness is not. The final jurisdiction determining the validity of an absence rests with the principal, vice-principal or athletic director. Therefore, it is very important that parents contact the school in case of an exceptional reason.

Make-Up Work

Make-up work is the student's responsibility. After an absence, the student should work carefully with his/her teachers to get work and tests made up as soon as possible. In the event of a **planned** absence (athletics, field trips, vacations, etc), the student should inform his/her teacher of that absence as soon as possible, get the assigned work ahead of time, and turn it in BEFORE that absence (unless otherwise instructed by the teacher).

After an approved absence, the student will have as much time to make up work as the number of days absent. If, however, a student missed only the day a test is given or an assignment is due, he or she is responsible to make up the work the first day he or she returns to that class. If there are extenuating circumstances, such as health factors or time conflicts, teachers may allow a reasonable extension time.

When the absence is approved, the student shall receive full credit for make-up work if turned in within the deadline stated above. Students with **unapproved** absences, including a period of suspension, must still make up the work missed.

Truancy

Truancy is any unapproved absence. Examples include leaving the school without permission, being present in school but failing to report to class, obtaining permission to go to a particular place but failing to report to that location, or failing to arrive at school without a parent or guardian's permission to be absent. **UNAPPROVED ABSENCES FOR A SINGLE PERIOD ARE ALSO CONSIDERED TRUANCIES.**

Parental approval must be obtained PRIOR to a student's leaving school. Students will not be allowed to sign out and leave the building unless such prior approval has been obtained.

The penalty for unexcused absences is a detention/per unexcused absence, to be determined by the administrator.

Consequences for Tardiness

When the bell rings to signal the beginning of a class period students are expected to be in the room and ready to proceed with class. Being ready includes possession of the necessary materials for that class. A student may receive four tardies each quarter without penalty. The penalties for five or more are the following:

5th – Detention (Work Detail of 1 hour or concession worker for one game).

- 6th – Detention (Work Detail of 1 hour or concession worker for one game).
- 7th – Detention (Work Detail of 2 hours or concession worker for two games).
- 8th – Detention (Work Detail of 2 hours or concession worker for two games).

Consequences for Absence

- Students will receive a detention for their 8th absence. The detention will serve as the consequence for the 8th absence event, whether that is for a single class period, 1 day, etc.
- Students will receive 2 detentions for their 9th absence. The detentions will serve as the consequence for the 9th absence event, whether that is for 1 period, 1 day, etc.
- Students will receive 3 detentions for their 10th absence. The detentions will serve as the consequence for the 10th absence event, whether that is for 1 period, 1 day, etc.
- If absences for a single course exceed 10 in one semester without administrative adjustment, a student will lose credit for the course.
- The administration will review absences that may be considered educational.

Missing class more than 10 times for a semester will result in no credit for the course for the semester. The student will receive an F on their transcript for the class. If a student does not get credit for a class, they may not participate in co-curricular activities for 18 weeks from the time they lose credit, the length of one semester. (Short-term sickness that lasts 2 days or more will be counted as one day absent. Long-term, extreme sickness is an exception with a doctor's note. In this case, 20 absences in a semester will cause the student to lose credit for the class or perform an independent study. The staff, student, parents, and administration will determine this together, with the school making the final determination.)

An appeal may be brought to the education committee prior to the absence for a mission trip. (added February 9, 2015)

Also, according to Minnesota Statute 260.131, subd 1b, schools are required to report the student in violation of the law at seven unapproved absences. Being absent from school because of oversleeping, missing the bus, and no call/note from parents are examples of truancy. This is against Minnesota law.

9-12 GENERAL INFORMATION

Automobiles

Vehicles may not be occupied or driven during the school day without expressed permission from the administration or a teacher. The student parking lot is off limits to all students during the school day. It is not the intent of the faculty or administration to enforce traffic laws. Traffic violations may be reported to the police. Violations will be handled by administration and may include detention, fines, loss of privilege and possible municipal citations.

Blankets

No blankets in school (updated 2025!)

Closed Campus

Southwest MN Christian operates under closed campus rules. Any time a student has permission to leave campus during school hours, the student must sign out in the office and sign in when returning.

Students are not allowed to leave school property during lunch.

If a student becomes ill during the school day, he or she must inform his or her teacher and/or the office. Under no circumstances should a student leave the school without permission from the principal or office personnel. Any student wishing to be dismissed from class for any reason must first receive permission from that instructor. If a student wishes to be dismissed from school, the student must have permission from a parent.

Food & Beverage

No cans allowed in the building. (updated 2025)

Student Activities

There are many organizations open to student membership including Leaders for Life, Yearbook, athletics, fine arts, and leadership groups. We encourage students to acquaint themselves with the groups and their functions, and possibly join one or more of the organizations. When an organized group wishes to sponsor an activity for social, promotional, recreational or fundraising purposes, the officers of the group should obtain permission from the principal. After discussing activities planned by the group, the sponsor of the group and the principal (or delegate), must approve or disapprove the activity before the activity proceeds. All activities must be chaperoned by the sponsor.

Class Officers will be elected for Junior and Senior classes.

Senior Class Trip

The seniors that choose to participate in the Senior Class Trip will travel to Washington D.C., generally in the fall of their senior year. Students have the opportunity to raise funds for this trip through magazine/food sales during the fall semester each school year. Many students can pay the full cost of the trip through these sales. Fundraising profits in excess of cost get passed on to younger siblings. If a student has no younger siblings, a student's excess funds get placed in the "all student fund" to help pay for students that may be struggling to cover costs due to difficult or unforeseen circumstances.

Appendix

Administration of Medication in School Policy

For the safety of students, it is recommended that medication be given at home whenever possible. For example: medication prescribed three times a day can be given before school, after school and at bedtime. Below is a summary of Edgerton District 581/Southwest Christian Schools medication in school policy. If medication must be given during school hours, we want you to be aware of the following school medication policy:

1. School personnel can only give medication, both prescription and over-the-counter, with the written order of a physician or other licensed prescriber and/or the written consent of a parent. School staff will not administer homeopathic or non-traditional medicines, including herbal remedies and dietary supplements. All medications administered by school staff must be FDA approved and listed in the Physicians' Desk Reference (PDR).

2. Prescription medication must be brought to school in a container labeled by the pharmacy. Ask the pharmacist to put the medication in two containers, one for school and one for home. Mixed dosages in a single container will not be accepted for administration at school.

The following information must be on the label:

- A. Child's full name
- B. Name and dosage of medication
- C. Time and directions for administration
- D. Physician's name
- E. Current date

3. Over the counter medication must be in the original container with the manufacturer's label clearly indicating dosage, instructions and ingredients.

4. Medications should be brought to school by a parent or a responsible adult. If there is medication remaining after treatment or at the end of the school year, please make arrangements for it to be picked up. Parents must notify the school in writing(email) when a medication is to be discontinued.

5. A new medication consent form is required:

- A. When the dosage or time of administration is changed
- B. At the beginning of each school year
- C. If discontinued medication is restarted

6. The school nurse shall designate appropriate storage for medication following district procedures.

7. Secondary students may self-carry non-prescription pain relievers that do not contain ephedrine or pseudoephedrine products. The parent/guardian of the student will submit a signed Self-Administered Medication consent form for each school year.

8. Students, who have prescribed asthma medication and/or a non-syringe epinephrine injector for a life-threatening allergy, may self-carry their medication if they have written consent from parent/guardian and health care provider and are monitored by the school nurse.

Thank you for your cooperation.

Denise Nerem, RN, BAN, PHN, Edgerton District 581 School Nurse

Communicable Disease Policy

Information About Communicable Diseases

Since we are required to report all communicable diseases to the Health Department, please **CONTACT US IMMEDIATELY IF YOUR CHILD CONTRACTS A COMMUNICABLE DISEASE.**

<u>Disease</u>	<u>Incubation</u>	<u>Exclude from School</u>	<u>May Return</u>
Acute Cold	12-72 hours	Upon recovery	
Chickenpox	2-3 weeks	At least 7 days	Pox must be scabbed over with no new blisters.

Diphtheria	2-5 days	Variable	Permit necessary
Impetigo	1-6 days	Until crusts are off and sore is dry or under antibiotic treatment for 24 hours.	
Influenza	1-3 days	Variable	Upon recovery
Lice	7 days	Until nits are treated and removed	
Measles, German	14-21 days	At least 7 days	Upon recovery
Measles, Red	10-24 days	At least 7 days	Upon recovery
Mononucleosis	2-6 weeks	Restrict only according to Doctor's orders	
Mumps	12-26 days	Until swelling is gone and temp is normal	
Pink Eye	1-3 days	Until eye is clear OR on antibiotic for 24 hours	
Ringworm	4-14 days	Not necessary if under medical treatment	
Scarlet Fever	1-3 days	Until on antibiotics 24 hrs. without fever	

Whenever a child is not well, we would suggest that he/she be kept at home until it is determined that no contagious disease is present. We appreciate if pupils are able to maintain a good attendance record, but it is better that one child be absent for an extra day than to expose an entire classroom to some communicable disease. Your cooperation will be appreciated.

Head Lice Policy

If one or more student is identified with head lice, a general letter will be emailed to all of the SWC constituents at the elementary level. In addition, a more specific letter will be sent home with the grade level of the student(s) identified.

The classroom of the student identified will be check along with siblings and other close contacts. The school will determine if grade-level check is necessary as well as a school wide screening.

Students found to have head lice will be sent home for treatment and welcomed back the next day. They will be re-checked before they are sent back to class. In addition, students who are found to have head lice will be re-checked frequently in the subsequent weeks for possible re-infestation.

If a student is found to have nits but no active head lice, school officials will determine whether or not that student is to be sent home for treatment. A letter notifying the parents of the discovery of nits in their child's hair will be sent home with the student regardless of whether or not that child is sent home. Other precautions such as bagging up stuffed animals and blankets will be taken if necessary.

SEXUAL HARASSMENT POLICY

Sexual harassment of students by other students or by employees of Southwest MN Christian Schools is unlawful and contrary to our religious beliefs and the commitment of this school to provide a stable

learning and working environment. School authorities will not tolerate any sexual harassment of students. It is the policy of this school that all contact between students, teachers and other adult employees be in keeping respect for the individual students, be of a nature which does not make a student feel uncomfortable, and be conducive to creating a stable environment.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile or offensive educational learning environment. All students and all school employees are expected to conduct themselves with respect for the dignity of others.

If a student has concerns about the nature of any conduct or physical contact by and adult employed by this school, by a fellow student, or by a member of the public, the student should immediately report this concern to the administrator, teacher or school board member, as well as discussing this concern with student's parent or guardian.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment.

All such reports will be investigated immediately by the Executive Committee of the School Board. Criminal charges will be handled by civil authorities. Following due process, anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if they are a student, termination from employment if they are an employee, or criminal charges if they are filed.

All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. However, it should be understood that this school is required by law to report child abuse to the appropriate social agency that protects the rights of individuals in such cases.