



# ***Southwinds Christian Academy***

# ***Handbook***

**A Ministry Of Southwinds Baptist Church**  
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281-351-7677 | [www.southwindschurch.com/academy](http://www.southwindschurch.com/academy)  
Pastor Andy Chute



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## Section 1    About Us

### Welcome

Dear Parents,

It is our joy to serve your family at Southwinds Christian Academy. We look forward to a relationship that spans many years to come, and the product our joint investment may accomplish in your children's lives. Before the school year begins, please take time to carefully read through this Student/Parent Handbook to allow proper understanding of key policies and procedures. Your commitment to uphold these obligations ensures a successful partnership. If there is anything that we can do to further assist you or answer any questions you may have, please notify one of our staff members.

With appreciation,

*Andy Chute*

### History of Southwinds Christian Academy

Over a period of years, God solidified the vision for a Christian School in the heart of Pastor Andy Chute. In 2020 Pastor Andy shared the vision with the church based on 3 important elements: 1. Quality 2. Affordable 3. Christian. The desire for a quality education drives the work to provide a quality school. Every family is concerned about the affordability of education. Bringing together the ability to provide both quality and affordable education is a must. Finally, and most important, is that of a Christian school that is unashamed to claim Jesus Christ as Lord. In today's world, Christian education is needed more than ever to impact the next generation of our world.

### Mission and Purpose

Southwinds Christian Academy exists to assist parents in educating and equipping their students to develop a heart for God, cultivate a sound biblical worldview and to prepare them to impact their family, church, community and world through a Christ centered education.

# **Statement of Faith**

## **GOD**

There is one and only one living and true God. We believe in God the Father, perfect in holiness, boundless in love, infinite in wisdom and measureless in power.

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; Psalm 19:1-3; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 14:6-13; John 17:1-8; Romans 8:14-15; Galatians 4:6; Ephesians 4:6; Colossians 1:15

## **JESUS CHRIST**

There is one and only one living and true God. We believe in Jesus Christ, God the Son, pre-existent with the Father, begotten by the Holy Spirit and born of the Virgin Mary; His sinless life, making atonement for the world by His substitutionary death on the cross. We believe in His bodily resurrection, His glorious return to earth with His saints after the Tribulation to set up His millennial reign.

Hebrews 9:22; I Thessalonians 4:13-18; John 14:6; Acts 4:12; Hebrews 13:8; John 1: John 16:28; Revelation 19 & 20

## **HOLY SPIRIT**

There is one and only one living and true God. The Holy Spirit is the Spirit of God, fully divine. We believe he Indwells those who believe and enables believers to live godly lives.

Ephesians 1:13-14; 4:30; Romans 8:16; John 14:16,17, 26; John 16:3:3-7; John 16:7-14; Acts 1:8; Romans 8:9-11; 8:14-17; 1 Corinthians 2:10-14

## **HOLY SCRIPTURES**

We believe that the Bible is the divine revelation, authoritative, infallible and complete Word of God, and that it is therefore our final authority in matters of faith and practice.

2 Timothy 3:16-17; 2 Peter 1:20-21; Proverbs 30:5-6

## **CREATION**

We believe the Genesis account of creation is a literal, historical record of the direct acts of God.

Genesis 1:1-11

## **SIN AND MAN**

We believe that man was created in the image of God; that he sinned and thereby incurred physical death and spiritual death, which is separation from God. We believe that all human beings are born with a sinful nature and are in need of salvation from their plight.

Genesis 1:27; Genesis 3:6-24; Romans 3:28; Romans 5:12-19

## **SATAN/DEVIL**

We believe that Satan was created by God and enjoyed heavenly honors but through pride and ambition to be as the Almighty, he was cast out of Heaven by God. He is now the unholy god of this world, the enemy of God and man's great tempter and accuser.

Isaiah 14:12-15; Ezekiel 28:14-17; Revelations 12:7-90; 20:1-3; 20:10

## **SALVATION**

We believe salvation is offered to all men and involves the redemptive work of Jesus Christ on the Cross. God saves from sin and death, all who come to Him through Jesus Christ, His Son for Eternity.

Hebrews 9:14-22; John 6:44; 14:6; 1 Thessalonians 5:23; John 3:16; James 1:21

## **HEAVEN/HELL**

We believe Heaven is the place of eternal blessedness for the saved and that hell is the place of eternal conscious punishment for the lost.

Revelation 20:11-21:8; John 5:28-29; Matthew 25:46

## **LOCAL CHURCH**

We believe the Church consists of those who have trusted Christ as Savior through faith in his Redemptive work on the cross. We believe the Church is God's tool for reaching the world with the gospel by equipping believers with the tools and skills necessary to live out the gospel through their personal lives and that every believer should serve in the local church and to be a witness of Christ outside the church.

Ephesians 5:25-29; I Corinthians 11:23-34; 12:12-13; 12:27-28;  
Hebrews 12:23; Colossians 1:12-19; Acts 2:42-47; 14:23; I Timothy 3;  
Acts 20:28; Hebrews 10:25;

## **Human Identity and Marriage**

We believe Human identity is defined by God in the Holy Scriptures as male and female as distinguished by their unique created design and clear biological and physical differences.

We believe Human Marriage, in accordance with the Holy Scriptures, is also defined by God as the unique union of a Male and Female according to their God given created identity and sex. Therefore, marriage is the union of two people of opposite sex and correct gender representation to their original design.

Genesis 1:26–27; Genesis 2:7; Genesis 2:18; Genesis 2:21–25;  
Matthew 19:3–6; Mark 10:6; Ephesians 5:21–33

## **Morality Statement**

Southwinds Christian Academy's role is to work in conjunction with the home to mold students to be Christ like. Of necessity, this involves the schools understanding and belief of what qualities or characteristics exemplify a Christ like life. Therefore, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the Biblical lifestyle the school teaches. This includes but is not limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, bisexual activity or promoting such practices or being unable to support the moral principles of the school.

## Section 2 Admissions

### General

#### **Students are admitted based on:**

- Completion of family interview
- Availability of classroom space
- Student personal character and integrity
- Student entrance test and/or scholastic records
- Agreement to standards set in handbook, Southwinds Christians Academy Statement of Faith and morality statement

#### **Students not permitted to enroll:**

- Those who have been expelled from previous schools
- Those with a history of discipline including but not limited to physical or verbal aggression, drug-related incidents, weapon violations, immorality, or habitual/excessive absenteeism.
- Refusal to the agreement of handbook requirements, Statement of Faith and Morality statement.
- Students with learning or behavior issues that our school is not equipped to accommodate

### Age Requirements

#### **K4 program**      Monday, Wednesday, & Friday from 8:30am-3:00pm.

- Must be age 4 before or on September 1<sup>st</sup> of the school year
- Must be fully potty trained

#### **Kindergarten**

- Must be age 5 before or on September 1<sup>st</sup> of the school year
- Must be fully potty trained

#### **1<sup>st</sup>- 4<sup>th</sup> grades**

- Successfully complete and pass previous school year
- New student must pass placement testing

## **Non-Discrimination Policy:**

Southwinds Christian Academy admits students without regard to race, color, nationality or ethnic origin. Each student, regardless of background, with the help of parents, is expected to work to achieve the goals set by the school administration.

## **Special Learning or Behavior Issues:**

Southwinds Christian Academy is currently **not** equipped to handle students with unique challenges in the classroom. This includes learning and behavioral disabilities. Although the school does not discriminate, the administration reserves the right to refuse admittance to students who would be better served by a school to handle these special cases. If your child has previously been in special education classes, please keep this in mind when considering applying.

## **Process of Admissions:**

### **Step 1      Tour**

Call to Schedule a Tour of our School. Our Staff would be happy to show you around and answer any questions you may have.

To schedule a tour, call the office: **281 351-7677**

### **Step 2      Online Application & Records Submission**

To apply online go to [www.southwindschurch.com/academy](http://www.southwindschurch.com/academy) to get started.

You will be requested to upload a copy of the current or most recent report card and immunization/exemption records.

- \* **SCA Handbook should be read before applying through Gradelink**
- \* **A non-refundable \$50 Application fee is due at time of submission**

### **Step 3      Testing**

Schedule your child's Entrance Test through our school office. Students are placed into the grade in accordance with the entrance test results.

To schedule an Entrance Test call the Office: **281 351-7677**

**\* A non-refundable \$100 Testing & Assessment fee is due at testing time**

#### **Step 4      Interview**

A family interview is required with the school administration. Family interviews must take place after Entrance Testing is complete.

**\*An SCA representative will call you to schedule an interview appointment**

#### **Step 5      Approval**

Upon completion of the Entrance Testing and Family Interview a prospective family will be notified of admittance into SCA.

#### **Step 6      Final Enrollment**

**\* A non-refundable \$300 book/material fee is due for Final Enrollment**

### **Parent Withdrawals:**

Upon enrollment, parents enter a contract with Southwinds Christian Academy and are under financial obligation for tuition for the entire school year. If you choose to withdrawal your child during the school year, you will still be bound to pay the account in full. If you still choose to withdrawal please do the following:

- Notify the administration and child' in advance
- Be aware of all fees and tuition still owed and make final payment arrangement with the office.

\* Student records will not be released to next school or parent until account is paid in full.

### **Dismissals:**

Southwinds Christian Academy reserves the right to dismiss any student as determined by the administration and/or Pastors of Southwinds Baptist Church. Some qualifications for dismissals (without refund) include but are not limited to:

- Falsifying or withholding any information in regards to student academia or behavior
- Students failing to progress academically

- Students becoming a detriment to the learning or safety of other students
  - Compromising the integrity of the school
  - Excessive absenteeism and/or excessive tardiness
  - Using or writing foul or vulgar language
  - Disrespect or insubordination to authority
  - The possession or transmission and/or use of any tobacco, vapes, drugs, alcohol, knives, firearms, fireworks or any item that is used as a weapon
  - The use of sexually inappropriate language, pictures, or internet sites
  - Threats, intimidation to others, or bodily harm
  - Parents or students making negative comments about the academy, administration, and/or teachers on social media or other public platforms
- \* Student records will not be released to next school or parent until account is paid in full.

## **Re-Enrollment**

Southwinds Christian Academy will begin re-enrollment in February each year with a date for re-enrollment as a deadline. If re-enrollment and fees are met by set deadline, the student will be guaranteed a spot for the following school year. After May 1<sup>st</sup>, a late fee will be applied and it may be possible that classes are full, thus not guaranteeing a spot for the next school year. Students will then be put on a waiting list.

## **Student Transfer**

Student records will be requested by Southwinds Christian Academy. Parents are asked to attach a copy of current or most recent report card to the online application. SCA will request all other records from the student's previous school.

Homeschool students must present a document stating curriculum and subjects previously taken along with grades. We are asking this form be dated and signed by a parent or legal guardian.

Grade placement is determined by previous records and placement testing provided by SCA.

Before starting school, each student is required to have on file a Health Record listing all immunizations, diseases and illnesses. Immunizations must be dated, and the form must be signed by a physician. Those who have elected to exempt their child from any or all mandated immunizations must complete and submit an exemption form to the school office by the start of school. These forms may be printed from the Website.

## Section 3    Academics

### **Curriculum**

Classes at SCA utilize the Abeka curriculum. Abeka is a proven Bible Based, nationally accepted curriculum that provides a high-quality education for the student.

Abeka utilizes a traditional teaching approach that gives the early student the best foundation for future learning. A phonics based reading approach assists the student in all future learning. We do not utilize common core math. Abeka curriculum features textbooks and support materials for both students and teachers.

For more information on Abeka, please go to their website: [www.abeka.com](http://www.abeka.com)

### **Gradelink**

Gradelink is an online, student information system that hosts all student data information as well as communication ability. Administration, staff and teachers can communicate to families via the gradelink portal. Parents can access grades, assignments, calendar, and financial information.

### **Grading Scale**

Southwinds Christian Academy will adhere to the following grading scale:

A – 90-100  
B - 80-89  
C - 75-79  
D - 70-74  
F - 0-69

Check the current school calendar for start and end dates of grades. Report cards will be given out 2-3 days after. Currently, K-3<sup>rd</sup> will operate on 6, six week grading period while 4<sup>th</sup> grade will operate on 4 nine weeks grading periods.

## **Homework**

SCA believes family time is valuable and important as well as parental involvement in student educational development. Therefore, teachers will not give unnecessary homework. Homework is reserved for extra practice on a particular concept, an unfinished class assignment, or absent work. The school administration recommends to teachers to keep Wednesday's clear of homework so that the family may attend church. Parents need to review homework but may not do the assignment for them. Students suspected of submitting work they are not solely responsible in doing will receive a zero on that assignment.

## **Communication**

### **Parent/Teacher communication**

Parent/teacher communication can be done through gradelink and teacher email accounts. We ask that parents do not contact teachers through personal email or cell phones. Please communicate through the teacher's school account or call the office to leave a message and the teacher will call you back at his/her convenience. Meetings or conferences can be requested by both the parent and/or teacher at any time during the year.

### **Parent/Student communication**

Parents are encouraged to take care of all communications with their children before school arrival. However, if it is necessary to get an urgent or transportation message to a student, please contact the main office at **281 351-7677** and a staff member will get that message to the student.

### **Parent/Southwinds Christian Academy Communication**

Parents are responsible for any and all information sent home by SCA personnel. Check take-home folders, emails, and texts sent out by SCA.

For any emergency or inclement weather communication, we will send both email and text messages through the school notification system, Gradelink.

Feel free to call the office for any questions. **281 351-7677**

## **Resolving Conflict**

If a parent has a problem with a teacher, that parent should contact the teacher or the office to arrange a time for a conference. If the problem cannot be resolved, the parent should contact the administrator to arrange a conference with the teacher and administrator to work towards a solution. If it is still not resolved or if a parent has a conflict with the administrator, then the senior Pastor of Southwinds Baptist Church should be asked to help resolve the issue. If a parent has a conflict with another family or another child, please see the administrator for proper steps to handle the conflict.

## **Visitors**

All visitors must report to the office during class hours. Visitors who have previously made arrangements to be in the classroom for observation or class special days, will be escorted to the class they are visiting by SCA staff or administration. Please provide a driver's license for verification.

All visitors need to be approved through parents or legal guardians to be on campus to see a student (i.e. grandparents, aunts, uncles, siblings, etc.). The office requires an email or note be sent in take-home folder signed by the parent giving permission.

Parents are requested to stop by the office if they need to leave something for the teacher or student. Parents and Visitors should not go directly to a classroom, as this interrupts learning and violates our safety procedures.

## **Section 4      Financial Information**

### **Funding & Payment Information**

Southwinds Christian Academy neither solicits nor accepts government funding of any type. Therefore, it is crucial to the ongoing success of the school that fees and tuition be paid on time.

### **Tuition 2021/2022**

Tuition for the 2021/2022 school year is \$6,000 per student. 1<sup>st</sup> months tuition is due on August 1<sup>st</sup> or at enrollment whichever applies. Students enrolling during the school year will be charged the appropriated 1<sup>st</sup> months tuition.

### **Payment Schedule**

Tuition payments are due on the 1<sup>st</sup> day each month. Tuition is based on a 10 payment schedule beginning August 1<sup>st</sup> each year. Full payment of tuition at enrollment will be given a 5% discount.

### **Late Payments**

Any payment received after the 5<sup>th</sup> day of the month will be assessed a \$25 late fee. Any student account that is 30 days past due may subject the student to withdrawal until the account is current. School records will not be released to another school until the account is paid in full.

### **Payment Options**

#### **Full Payment**

Families desiring to pay the full tuition amount at enrollment may do so through the Gradelink portal. A discount of 5% off of Tuition only will be given. Payment must be made at Enrollment.

#### **Online ACH**

Parents wishing to pay online through bank account direct payments may do so through their Gradelink login. Associated fees will be assessed for all online ACH payments.

### **Online Credit Card**

Parents desiring to pay online Credit Card payments may do so through their Gradelink login. Associated fees will be assessed for all online Credit Card payments.

## **Before & After School Care**

### **Before School Care**

Before school care begins at 7:30 am and is free to all SCA students.

Students must follow the instruction of the Before School Care directors and they must adhere the Before School Care policies and procedures.

### **After School Care**

After school is available to all students for additional cost of \$10 per day per student. After school care runs from 3 pm to 5 pm each school day.

Students must follow the instruction of the After School Care directors and they must adhere the After School Care policies and procedures

## **Contributions**

Southwinds Christian Academy welcomes financial support and donations to help further the mission of the school. Generous and tax-deductible donations help to ensure educational excellence and progress.

## **Section 5**    **Attendance**

### **School Day Schedule**

The school day begins at 8:30 am and ends at 3 pm Monday through Friday.

### **Student Drop Off**

**Please use the West Campus drive for the Drop Off entrance**

Parents are encouraged to drop their children off under the port a cheche in front of the Family Life Center in the East bound lane. Drop off will be under the direction of Before School Care with drop off no earlier than 7:30 am. After dropping your child off, please move quickly out of the way for other parents dropping off their children. Parents are to never leave their car unattended in the drop off location. If you prefer to walk your child into the building please park your car in the parking lot and escort your child into the building.

**Please exit the campus through the East Campus drive**

After 8:40, parents must bring their child to the Office for check in and a staff member will escort the child to their classroom.

### **Student Pick Up**

**Please use the West Campus drive for parent Pick Up line**

Parent pick up begins at 3 pm. Parents are instructed to line up their cars in the East bound lane in front of the Family Life Center. School staff will assist parents in the pick up process.

**Please exit the campus through the East Campus drive**

### **Tardiness**

The school day starts at 8:30 and students are expected to be on time.

Any student arriving after 8:30 will be counted as Tardy. If arriving after 8:40 am,

parents must bring their child to the Office for check in and a staff member will escort the child to their classroom.

Excessive tardies and absences may result in a meeting with the School Administrator and if not corrected, could result in dismissal from school.

## Absences

There are no excused absences except for student sickness, death in the immediate family, doctor and dentist appointments. Doctor's notes are expected and must be communicated with the office.

Excessive unexcused absences are not conducive to learning and could result in dismissal from school.

No refunds on tuition are made because of absences.

## Early Dismissal

Frequent and persistent early dismissals are not conducive to learning. If parents need to pick their child up early, they must check in with the Office and then move to the Family Life Center for pick up. No child will be dismissed from school unless parents check in with the Office first.

## Weather

In the event of any severe weather warning, students will be taken to designated safe areas.

School closure will follow the Tomball Independent School District decisions. Parents will be notified through the school notification system, Gradelink, through text and email

## Section 6    General

### **Medical**

#### **Immunizations**

Before starting school, each student is required to have on file a Health Record listing all immunizations, diseases and illnesses. Immunizations must be dated, and the form must be signed by a physician. Those who have elected to exempt their child from any or all mandated immunizations must complete and submit an exemption form to the school office by the start of school. These forms may be printed from the Website.

#### **Medications**

If a student needs to take medicine during school hours, it must be left with the secretary. The following procedural rules must be followed:

- All medication must be in the original container labeled with the student's name, dosage and time of administration.
- The school will not administer any medicine not labeled properly.
- No over the counter medication (non-prescription) medication will be given without a written statement from the physician and parent.
- Students are not permitted to keep medications with them during school hours.
- Cough drops are not considered medication and do not need to be left with the secretary.

**\* Medication Administration forms are available in the office.**

**\* Parents are responsible for picking up any medications needing to be taken home before the closing of office hours.**

#### **Illness**

Students with a temperature of 100 degrees or more will not be permitted into class.

Any student that develops fever of 100 degrees or more, vomiting or

diarrhea during the school day will be taken to the office and parents will be notified for pick up.

A student must be fever free, without medication, for 24 hours before returning to class.

Parents, whose students have been out of class with sickness for more than 2 days, are encouraged to contact the teacher making arrangements for pick up of class work through the office.

## **Communicable Diseases**

SCA strives to maintain a healthy environment to prevent the spread of communicable diseases.

The term communicable disease shall mean an illness that arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by susceptible host or infected person or animal to another person.

A teacher or staff member who reasonably suspects that a student or employee has a communicable disease shall immediately contact the school administrator.

## **Bloodborne Pathogens**

The policy of Southwinds Christian Academy is to use recognized “universal precautions” in handling all blood or bodily fluids that have been known to contain several infectious diseases.

## **Dress Code**

Uniforms are required for SCA. Blue, gray or white Polo shirts and Khaki pants, knee length shorts or Skorts or skirts are acceptable.

Pants are not to sag or be worn below the waist. Skorts, shorts and skirts must be knee length and modest.

All clothes worn should be in accordance with the standards of SCA and parents are responsible for providing proper clothing for students deemed in violation of the dress code.

Proper footwear must be worn for safety. Tennis shoes or sneakers covering the entire foot are acceptable. Unacceptable footwear would include flip flops, sandals, house slippers and crocs.

Special days may include wearing jeans to school, however, jeans must not be distracting to learning.

Special activity dress can include wind pants, jeans, cargo pants, knee length shorts and t-shirts. Special activity days are determined by the school and communicated with parents.

## Lunches

Students must bring a sack lunch and drink daily. All lunch containers must have the students name on it. SCA is not equipped either to provide lunch or to assist in hot lunches with microwaves/ovens.

Parents are encouraged to have lunch with their children and other students, however, they must check in at the office before going to lunchroom.

It is expected that all students would handle their lunch and lunchroom with respect and cleanliness.

## Discipline

Southwinds Christian Academy exists to assist parents by providing a quality Christian education. Our desire is that each child will develop a personal relationship with Jesus Christ and mature in that relationship.

Our goal is that each student will accept responsibility for their personal development and behavior. Discipline is necessary for the well-being and safety of the entire school. Classroom order provided by the teacher consistent with scriptural teaching is critical to the overall health of the class.

Any concerns by a teacher or school staff member will be handled with discretion, respect and through proper channels.

Attendance at SCA is a privilege and not a right. The privilege may be forfeited by any student who does not conform to the standards and regulations of the school.

At any time, in the opinion of the school administration and after repeated attempts at counsel, when a student displays a consistent and rebellious spirit and attitude, the school may dismiss the student. SCA gives great commitment and love to the students and families we serve, however, there is greater commitment to the Lord Jesus Christ and to the total school family.

Appropriate discipline is a concern for the entire SCA team. The following Biblical

standards will govern all school and classroom discipline issues.

- Discipline is a reflection of love and concern and as such is used to nurture and train the student.
- Authority and Responsibility is delegated to the teacher to maintain discipline in the classroom. It is imperative that Teachers and Parents communicate closely in discipline matters.
- Discretion and Respect will be given to every situation. Only those directly involved with a specific incident will be communicated with.

## **Search & Seizure**

Southwinds Christian Academy reserves the right to search any student's person and belongings in the event the school suspects that a student possesses an unapproved item.

This search may be conducted without the student's or parent's knowledge. However, the search will be conducted in the presence of the teacher and another staff member. Enrollment into SCA constitutes parental and student consent to such searches. All searches will be handled discreetly and respectfully.

Any search that produces an unapproved item, the following procedures will be followed:

- The item will be confiscated from the student.
- Parents will be notified.
- Extreme cases could result in dismissal from school.

Southwinds Christian Academy reserves the right to change any of the policies in the handbook at our sole discretion with or without notice. An

exemption of a policy for one student or family does not allow for an exemption for everyone and will be made on a case-by-case basis. We reserve the right to make changes and decisions as deemed necessary by the school administration and Southwinds Baptist Church with or without notice at any time.