



Parent-Student Handbook 2021-22

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www.seattlechristian.org

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Statement of Faith

1. I believe that there is one God (Deut. 6:4; Mark 12:29-30), eternally existent (Psalm 90:2; Rev. 4:8), in three Persons: Father, Son, and Holy Spirit (Matt. 28:19; II Cor. 13:14), immutable and infinite in wisdom, holiness, power, justice, goodness and truth.
2. I believe in the inerrancy of the Holy Scriptures of the Old and New Testaments. I believe that:
 - a) God, who is Himself Truth and speaks Truth only, has inspired Holy Scripture in order thereby to reveal Himself to lost mankind through Jesus Christ as Creator and Lord, Redeemer and Judge. Holy Scripture is God's witness to Himself.
 - b) Holy Scripture, being God's own Word, written by men prepared and superintended by His Spirit, is of infallible divine authority in all matters upon which it touches: it is to be believed, as God's instruction, in all that it affirms; obeyed, as God's command, in all that it requires; embraced, as God's pledge, in all that it promises.
 - c) The Holy Spirit, the divine author of the Holy Scriptures, both authenticates Scripture to us by His inward witness and opens our minds to understand its meaning.
 - d) Being wholly and verbally God-given, Scripture is without error or fault in its teaching, no less in what it states about God's acts in creation and the events of world history, and about its own literary origins under God, than in its witness to God's saving grace in individual lives.
 - e) The authority of Scripture is inescapably impaired if this total divine inerrancy is in any way limited or disregarded, or made relative to a view of truth contrary to the Bible's own; and such lapse brings serious loss to the individual, and Seattle Christian School (Matt. 5:17-19; I Cor. 2:13; II Tim. 3:16-17; II Peter 1:20-21).
3. I believe that God in the beginning created the heaven and the earth (Gen. 1:1; Acts 17:24; Col. 1:16; Heb. 11:3), and that He still upholds them by His providence (Heb. 1:3; Col. 1:17).
4. I believe that God created man good and after His own image (Gen. 1:27, 31), that man of his own will sinned against his Creator (Gen. 3:1-7), that man thereby cast himself and his posterity into deepest sin (Gen. 3:16-19; Rom. 5:12) and that man can be saved from sin only by faith in Jesus Christ (Rom. 5:18; Acts 4:12).
5. I believe in the deity of Jesus Christ (John 1:1; John 20:28), in His virgin birth (Matt. 1:23; Luke 1:26-33), in His sinless life (II Cor. 5:21; Heb. 4:15), in His miracle-working power (Matt. 8:3, 16; John 11:43-44), in His vicarious and atoning death (I Peter 2:24; I John 2:2), in His bodily resurrection (Luke 24:34; I Cor. 15:4-8), in His ascension to the right hand of the Father (Mark 16:19; Acts 1:9-11), and in His personal return in power and glory (Matt. 24:30; Acts 1:11). I believe that for me He was "made to be sin" and for my sins He suffered the judgment of divine justice, voluntarily shedding His precious blood and dying on Calvary's cross, "the just for the unjust, that He might bring us to God" (I Peter 3:18). I confess Him as my personal Savior and Lord.
6. I believe in the present ministry of the Holy Spirit by Whose indwelling the Christian is enabled to live a godly life (I Cor. 6:11, 19-20; Gal. 5:16-26). I believe that God has called me "unto holiness," to "walk not after the flesh but after the Spirit," to live the victorious Christian life, yielded and separated unto God, in constant subjection to my Lord and Savior Jesus Christ, and to be a living witness before others of His all-sufficient grace, power and peace (Rom. 6:11-13, 8:2,4,12,13; II Cor. 6:14-18; 12:9; Eph. 4:22-24; Col. 2:6; I Thess. 4:7; Heb. 12:14; I Peter 1:14-16; II Peter 1:5-8; I John 1:6-9; 2:15-17).
7. I believe in the spiritual unity of believers in Christ (John 10:16; Eph. 4:4-6).
8. I believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation (John 5:28-29).

(Adopted by Seattle Christian School Board of Directors April 27, 1981.)

SCHOOL INFORMATION

Mission Statement

We proclaim Jesus Christ in all aspects of our program emphasizing academic excellence and biblical Christian values partnering with parents and the Church to prepare godly young men and women so that they may impact their world for Christ.

School Sponsorship

Seattle Christian School is operated by the Seattle Christian School Association, a non-denominational non-profit corporation organized under the laws of the state of Washington. *The school is parent-sponsored and governed by a self-perpetuating Board. Using the Policy Governance philosophy, the Board of Trustees is responsible for ensuring the school aligns with the mission, vision, and established Bylaws of SCS. Seattle Christian School Policy 3.0*

School Accreditation

Seattle Christian School is approved by the State Board of Education. SCS is dually accredited by the Association of Christian Schools International (ACSI) and Cognia (formerly known as AdvancEd.)

School Affiliations

Seattle Christian School is a member of:

- Association of Christian Schools International (ACSI)
- Washington Federation of Independent Schools (WFIS)
- Washington Interscholastic Activities Association (WIAA)
- Washington Council for High School and College Relations (WCHSCR)
- Washington Secondary School Athletic Administrators Association (WSSAAA)

Non-Discrimination Statement

Seattle Christian School continues to accept students of any race, color, national and ethnic origin, disability, and sex, and admits them to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, disability, or sex in the administration of its educational policies, admissions policies, tuition assistance offerings, loan programs, athletic programs, nor any other school-administered programs.

SCS does reserve the right to select students on the basis of academic performance, religion, faith and personal qualifications, including a willingness and ability to cooperate with Seattle Christian School' administration and staff, and to abide by its policies. *Board Policy 2.2*

SCS Board of Trustees

President – Nick Jansson
Vice President – Richard Mullen
Secretary – Carol Murray
Treasurer – Debbie Beck
Trustee – Andrew Busz
Trustee – Teresa Savage
Trustee – Dani Yorkston

ADMINISTRATORS AND STAFF

CENTRAL OFFICE

Superintendent – Chad McNatt

Administrative Assistant to the Superintendent and Human Resources - Stacey Whitten

Admissions Coordinator - Dawn Gorder

Business Manager - Lori Neumann

Accounts Payable, Payroll & Benefits - Jennifer Clark

Accounts Receivable - Coleen DelMar

Facilities Manager and Spiritual Life - Adam Jones

K-12 Student Support - Martha Hoefel

Public Relations and Development Manager - Carol Ridings

PR Assistant and Events - Carlissa Markovich

Marketing and Communications - Keri Welch

Software Database Specialist - Carrie Doherty

Technology Manager - Darrin McDermott

Transportation Coordinator - Angela Wilcox

Warrior Deli Lead – Deanne Hilburn

ELEMENTARY SCHOOL

Elementary Principal - Daxa Thomas

Administrative Assistant to the Elementary Principal - Amy Goodrich

Elementary Office Assistant - Janel Greig

SECONDARY SCHOOL

Secondary Principal - Matt Althoff

Administrative Assistant to the Secondary Principal - Jennifer Buyagawan

Administrative Attendance/Registrar - Shannon Castaneda

Secondary Athletic Director - Mark Burton

Administrative Assistant - Michelle Knack

Secondary Guidance Counselor - Stacy Miller

Hours of Operation

Central Office	7:30am-4:00 pm
Elementary School Office	7:30 am-4:00 pm
School Day	8:00 am-3:00 pm
Warrior Kids’ Club Before School Care	7:00 am-7:30 am
Warrior Kids’ Club After School Care	3:15 pm-5:00 pm
Secondary School Office	7:15 am-3:45 pm
School Day	7:45 am-2:45 pm

School Closures and Schedule Changes

For information on school closures and schedule changes due to inclement weather, please use the following resources:

- Text messages and emails from Seattle Christian School
- SCS Social Media posts (Facebook and Instagram)
- Flash Alert (sign-ups through SCS weekly communications)

Campus Information

Seattle Christian is a closed campus available to students, their families, and approved visitors.

- *Visitors must sign in at the appropriate office, wear a name tag and face covering during their visit while following other health and safety protocols.*
- *Face coverings required indoors, except while eating and drinking at designated times and spaces during the day. Face coverings are optional for outdoors.*
- The North parking lot gate is closed during the day for safety and security purposes.
- Students, families, and visitors should avoid leaving valuables in their vehicles when on campus.
- SCS is not responsible for lost or stolen property.
- The use of school facilities and/or athletic fields for non-SCS events must be approved by the Superintendent.
- Until further notice, the elementary big toy area is not available after school for families gathering to play and fellowship. This area is reserved for staff and students in Warrior Kids Club.
- Pets are not allowed on campus. Trained service animals are welcome.
- The use of alcohol, tobacco, cigarettes, e-cigarettes, nicotine delivery devices, marijuana, and drugs are strictly prohibited.
- Bicycles may be used for student transportation, if approved by a parent. All other personal transportation devices (skateboards, roller blades, hover boards, etc.) are prohibited.

Video Surveillance

Video cameras are located in hallways throughout the school and in the school parking lot to help provide a safe environment for staff, students, families, and guests. Video tape recordings may be used as evidence in cases involving safety concerns, student discipline, and other school matters.

Visitors on Campus

Visitors are allowed on campus during the school day with permission from the Central Office, Elementary Office, or Secondary Office for the following reasons:

- To pick up a student
- To conduct school or official business
- To offer support in a classroom or office area when invited
- To visit as a prospective family or student

Visitors must report to the appropriate office to sign in and receive a visitor's pass/name tag. Visitors will be required to follow the same health and safety procedures in place for employees and students. Visitors without identification will be questioned to determine their need to be on campus and may be escorted off the premises. Volunteers working directly with students must verify vaccination status through Human Resources.

Parking Lot Regulations

All drivers, student and adult, are expected to follow the parking lot regulations below.

- For the safety of our students and families, there is a **5-mph speed limit** throughout the campus.
- In cooperation with SeaTac Fire Department, SCS has clearly marked all fire lane areas according to state standards. All drivers should follow directional signs and avoid stopping and parking by roadsides painted red.

- Parking in fire lanes is strictly prohibited. Loading and unloading is prohibited at all times in the fire lane loop in front of the central office.
- Except during elementary pick-up, the access road behind the elementary school is not available for pick-up or drop-off of students.
- Parking is not allowed south of the softball field, except when directed to do so by a parking attendant.
- All visitors to campus during the school day (including parents) should park in the marked visitor spaces by each building.

Student Parking

- Student drivers must complete a [parking application](#), provide a copy of their valid driver's license and proof of insurance.
- Students approved to park on campus will be billed a parking fee of \$100.
- Students are only allowed to park in their designated parking spot. Due to the limited number of parking spaces available on SCS property, students with senior or junior status will be given priority to park their vehicles on the property for the first month of school.
- Exceeding the **5-mph** speed limit, driving recklessly or creating a disturbance will result in loss of the privilege of parking on campus.
- Applications for parking permits will be accepted throughout the year on a first-come first-serve basis, as spaces are available.
- Spaces will be limited to one per family.
- Students who do not register their vehicles or park improperly may lose future parking privileges.
- Campus parking is a privilege, not a right.
- SCS is not financially liable for damage to vehicles on campus.
- Students should not leave valuables in their vehicles.

PARENT INFORMATION

Parent Partnership

Seattle Christian School will utilize the term "parent" throughout this document to reference the primary caretakers of the student in attendance.

It is a priority of Seattle Christian to partner with parents to prepare our students to "impact their world for Christ." Parents should take an active role in their children's spiritual and academic development. Administrators, teachers, and staff at Seattle Christian strive to keep open lines of communication to ensure this partnership is a successful one. We ask that parents help ensure effective partnership by doing the following:

- Utilizing [Canvas](#) to track student assignments and [PlusPortals](#) for grades
- Participating in parent/teacher/student conferences
- Reading and responding (as necessary) to school emails and communications
- Attending informational events
- Adhering to the Matthew 18 principle for addressing conflict by discreetly and respectfully communicating with the appropriate teacher or staff member, and encouraging students to do the same. Should a student or parent have difficulty resolving conflict with a teacher, s/he should contact the appropriate principal.
- Praying

Parent Teacher Fellowship

The SCS partnership with parents' centers on the call in Deuteronomy 6 to instill faith in our children for generations to come. There are multiple opportunities in a variety of contexts throughout the year to engage with other families and with school leadership.

Serving and Laboring Together (S.A.L.T.)

S.A.L.T. is a program to enhance parent involvement in Seattle Christian School. The goal of S.A.L.T. is to provide parents with opportunities to serve and honor the Lord by helping to meet the needs of the SCS community. The following are helpful guidelines for the S.A.L.T. Program at SCS:

- *Each family is required to serve at SCS by volunteering a set amount of hours each school year. Parents also have the option of paying a fee of \$15 per hour if they are unable to serve the set volunteer hours required. S.A.L.T. hours may be served by parents or grandparents of SCS students.*
- Specific S.A.L.T. hour opportunities will also be communicated through individual classroom newsletters and in school wide communications as needed.
- All S.A.L.T. hours must be submitted online through the SCS website under MySCS/SALT/Track it Forward - <https://www.seattlechristian.org/my-scs/salt/>
- Parents are expected to monitor their S.A.L.T. hour balance.
- All S.A.L.T. hours must be submitted by **April 15** of each school year.
- Families that have not fulfilled their required service hours will receive an invoice in May.
- For families failing to submit hours prior to the April 15 deadline, a \$25 fee will be charged to their account if adjustments are requested.

Parents may also earn S.A.L.T. hours by purchasing and donating items for school events and fundraisers. A standard of **ONE** S.A.L.T. hour may be submitted for every **\$15** spent towards class parties, providing food/baked goods for SCS events, sports teams, fine arts events, extracurricular activities and teacher luncheons.

Please check with your child's teacher for specific S.A.L.T. opportunities in the classroom. For other specific S.A.L.T. opportunity questions, please contact Carlissa Markovich, cmarkovich@seattlechristian.org. For questions concerning S.A.L.T. payments or submitting S.A.L.T. hours, contact Coleen DelMar, cdelmar@seattlechristian.org.

Volunteer Requirements, Expectations and Procedures

All Seattle Christian volunteers are required to maintain the highest level of professionalism while working in partnership with the Seattle Christian School community.

Volunteer Requirements

- All SCS volunteers must complete the school's Volunteer Disclosure Form to be considered for volunteering for classroom assistance, field trips, clubs, athletics, office support or other school sponsored activities. *Forms should be submitted to the appropriate office a minimum of five business days before the scheduled volunteer assignment.*
- *Volunteers working directly with students must disclose their Covid vaccine status (vaccination card, religious or medical exemption form) to Human Resources a minimum of five business days before the scheduled volunteer assignment.*
- All disclosure forms are submitted to the Human Resources department for completion of the Washington State Patrol WATCH background check.
- Upon receipt of an acceptable WATCH check *and Covid vaccine status (if required)*, the volunteer and the appropriate school office will be notified.

Individuals desiring to volunteer who may have negative criminal histories must contact a school administrator to set up a time to meet with the HR Manager and school administrator to determine if volunteering is an appropriate activity.

The school reserves the right to terminate any volunteer for breaching school policies, procedures or expectations, or for endangering the health or safety of students or staff. The school is under no obligation to accept the services of a volunteer. The acceptance and utilization of the services of any person on a voluntary basis will be at the discretion of the school, and the utilization of such services may be discontinued by the school at any time.

Campus Arrival and Departure - Volunteers may park in the visitor parking stalls. All volunteers must sign in at the appropriate office, wear a face covering, volunteer identification and adhere to other school health and safety protocols. When leaving campus, volunteers must sign out in the appropriate office and return the volunteer identification.

Communication - Volunteering should be a positive experience for the volunteer, students and school employees. If questions or concerns arise about the school, classroom procedures, working conditions, etc. volunteers should engage the appropriate personnel for clarity or resolution. Generally, this person is the teacher, principal, program leader or HR Manager.

Confidentiality - School volunteers may see and hear things concerning students' work, behavior, records and/or family experiences. This information is to remain confidential. Volunteers may not repeat events that happen to or about a student other than to authorized school employees. If a safety or at-risk issue is revealed to a volunteer, they should share this information with the student's teacher or school administrator immediately.

Conduct - School volunteers agree to conduct themselves in a manner that aligns with policies and guidelines in the Seattle Christian School Parent-Student Handbook, which is available by request and on the school website.

Dependability - Volunteers should arrive on time for their scheduled service. Teachers and staff have planned activities around this service. Volunteers not able to meet at the agreed upon schedule should notify the appropriate school personnel.

Emergency Response - School personnel will give instructions through the intercom or in person for on-campus emergencies. Volunteers should familiarize themselves with building exits and be aware of evacuation procedures. Volunteers are not allowed to dispense medication to students at any time. First-aid should only be administered by trained, school personnel with volunteers acting only in critical situations.

Equity Awareness - Volunteers should be aware that student's backgrounds, abilities and experiences are varied. Volunteers should remain consistent by applying the same care and encouragement to every student.

Student Behavior - School personnel are responsible for student behaviors. Please gently reinforce school rules. Seek guidance from the teacher, principal or program leader, if inappropriate behaviors occur when volunteering.

Student Supervision - School personnel will give guidance for student supervision in the classroom, field trips, bus rides, or other school activities. Please be aware of these protocols when making decisions and guiding students.

With respect to the treatment of volunteers, the Superintendent may not cause or allow conditions that are unfair, unsafe, unbiblical or undignified as outlined in [Board Policy 2.3 found on the Seattle Christian website](#).

Lunch and Snacks for Elementary Students

Students may bring a sack lunch from home and eat in the designated area.

SCS utilizes the vendor [EZ School for payments for school lunch offerings](#). Parents will be informed through weekly communications regarding procedures for account set-up and menu selections.

- Milk is available to purchase from the school through the EZ School program.
- Students may also bring snacks to school to eat in the classroom as directed by each teacher.
- Microwaves are not currently available for student use in elementary.
- Please do not pack soda and/or caffeinated drinks to school in student lunches *and avoid excessive sugary snacks and candy*.
- Gum chewing is not allowed in elementary.
- Students are not permitted to bring food for their classmates.

Lunch for Secondary Students

Students may bring lunches from home. The Warrior Deli has food items available for purchase (menu choices vary) and can be preordered using the [EZ School order and payment](#) website.

- Middle school students must eat lunch in the auditorium.
- High school students are allowed to eat *in designated areas* outside as long as the grounds remain litter free.
- Eating is allowed in the classrooms by permission only.
- The parking lot is off-limits to students, except for seniors leaving or arriving from Senior Privilege.
- All food deliveries should be brought to the secondary office. Students are not permitted to leave class for food deliveries.
- Other special food items are occasionally sold by classes or clubs to raise money for activities.

Finances

FACTS Management Company will service each family's school account. Annual contracts, including tuition and fees, are divided into monthly installments and are processed through automatic bank payments on the 5th or the 20th of each month. FACTS Management Company will deduct a \$25 late fee on any late payments. Parents can reach FACTS Management Company at 1-877-606-2587.

Additional billing through Seattle Christian for athletic fees, InterSCession, Warrior Kids Club, S.A.L.T. fees, etc. is available on the parent portal via [PlusPortals](#) accessed through the "My SCS" tab on the school website.

Parents are expected to stay current on the payment of tuition, fees, and fines. Unless arrangements are made with through the Business Manager and Superintendent, delinquent payments will result in the following:

- No student will be permitted to begin 2nd semester classes until 1st semester payments are made in full.
- No student will be permitted to re-enroll and begin the school year unless all accounts are current.
- Diplomas, report cards, and transcripts will be released only after all tuition, fees, and fines have been paid in full.
- *Quarterly late fees will be added to family accounts that are past due.*

Authorization for continued enrollment will only be granted if satisfactory arrangements have been made in the form of a written commitment by a responsible adult to pay or meet the obligations of the delinquent amount within a reasonable and definite period of time. This commitment will be recognized by both parties as being legally enforceable as to future collection.

Should a check with non-sufficient funds be returned to SCS, it will be immediately re-deposited. If the check is returned a second time, the party will be notified by phone or by mail. Follow up will continue as warranted in each individual situation. A \$30 charge may be assessed for checks with non-sufficient funds.

Withdrawal From School

Families withdrawing from SCS must present their request in writing. This request is to be presented or emailed to the admissions coordinator in the Central Office. Instructions will be given regarding paperwork required for each student depending on their grade level and involvement in activities. All family accounts must be paid in full before student records are released. *If withdrawing during the school year, payment for the current semester is required.* Student withdrawals are not final until confirmed by the Superintendent.

ATTENDANCE

School Attendance

Being present and on time each day for school positively impacts learning and habits for all students. Please ensure your student(s) attend school regularly, and that they arrive at school on time.

To help SCS account for each student on a daily basis, parents are asked to contact the appropriate office to notify the school of an absence or a late arrival:

- *For grades K-6*, please email elementaryattendance@seattlechristian.org
- *For grades 7-12*, please email secondaryattendance@seattlechristian.org
- Parents may also report an absence or late arrival through the form on the SCS website

Should a student struggle with excessive absences or tardiness to school, SCS will contact parents in an effort to help resolve any problems. Should attendance issues continue, accountability measures will be taken as this negatively impacts the individual learning progress of the student as well as the classroom environment.

Student Drop-off

- Parents of elementary students should drop-off students in front of the elementary building each morning.
- Parents of secondary students should drop off students in front of the secondary building each morning.
- Please see the traffic flow map and adhere to those guidelines to ensure smooth and safe traffic flow for all drivers.

Student Pick-Up

Elementary

- Elementary students are called and dismissed to the pick-up area behind the school as their parents or carpools arrive.
- Parents and carpool drivers will show their placard to the parking attendant as they drive through the pick-up line.

- *Elementary dismissal is 2:55pm to 3:15pm. Students not picked up by 3:15pm will be sent to Warrior Kids' Club.*
- *Please do not arrive for dismissal prior to 2:55pm as this causes a traffic back-up on campus.*

Secondary

- Parents of secondary students should pick up students in front of the secondary building after 2:45.
- Secondary parents may park and wait in the two, right pick-up lanes as long as they remain in their vehicles.

There are a number of drop-off and pick-up scenarios that are unique to certain families. Please see the list below for procedures regarding these scenarios.

I am a secondary parent picking up both elementary and secondary students.

- I arrive on campus at 2:40pm and proceed around the building to the designated area to pick up the elementary student(s) and continue to the secondary. (If you are exiting to the north on Military, pick up your student in the second level top parking. If you are exiting to the south, pick up your student in the third or lowest level of parking. Please do not stop at the south end of the secondary building, as this is a fire lane.)

I am an elementary parent/elementary carpool.

- I arrive on campus no earlier than 2:55pm. I understand that arriving earlier will cause a traffic back-up on campus and Military Road.
- I arrive on campus and stay to the extreme left in my lane as I proceed to the west side of the school to the designated area. My student's name will be called and they will be instructed to walk to the pick-up area.

I am a secondary student driver needing to pick up elementary student(s).

- I go to elementary between 2:55 – 3:00 pm to pick up the elementary student(s) from their office.
- I am now responsible for the elementary student(s) in my carpool.

I am a secondary (7-12 grades), non-driving student with siblings or carpool friends in the elementary.

- I may not walk to the elementary classroom to pick up my siblings or carpool friends
- I may not meet my carpool in the elementary dismissal line
 - I am to be waiting on the secondary campus to be picked up by my driver

If you have a drop-off or pick-up situation that is not addressed above, please contact the appropriate office for assistance.

Early Dismissal and Sign-Out

Students needing to leave school prior to the end of the school day must provide the office with a note signed by the parent. The student will report to the office at the given time and the school will release the student to the parent's care at that time. The parent/parent designee is responsible for the child when s/he leaves the office.

Secondary students who drive must also have a note signed by a parent in order to be dismissed early from school. The student will be notified by the office when s/he is allowed to leave class, and s/he must sign out in the office before leaving school grounds. If a student returns to school before the end of the school day, s/he must sign back in to receive an admit slip to class.

HEALTH AND SAFETY

Health and Safety Requirements

SCS will follow requirements from the Washington State Department of Health for K-12 school health and safety protocol. These requirements for schools may change throughout the year, and SCS will communicate accordingly as updates occur. For the latest information, please view the state website. <https://www.doh.wa.gov/Emergencies/Coronavirus>

Health Protocol

The health and safety of our students are of paramount importance and merit the commitment and cooperation of the entire SCS community. Per the current Washington State Department of Health requirements for this school year, students, faculty/staff, vendors, parents, volunteers, or guests will be permitted indoors on-campus if the following health conditions are met:

- Shows no symptoms of illness
- Have not tested positive for COVID-19 in the past 10 days
- Is properly wearing a face covering regardless of vaccination status

Face Coverings

- *Indoors: Face coverings are required indoors, except while eating at designated times. Acceptable face coverings include cloth masks, surgical masks or a clear face shield with a drape. Face coverings must fit snugly against the sides of the face, cover the nose and mouth with at least one layer of fabric without visible holes.*
- *Outdoors: Face coverings are optional outdoors regardless of vaccination status.*

Physical Distancing

Students are expected to be three feet apart when reasonable throughout the day, both indoors and outdoors.

Personal Hygiene

Students are expected to wash hands and/or use hand sanitizer throughout the day and refrain from touching one's face as much as possible.

Health Checks

Anyone experiencing signs of illness is expected to remain at home. While there is currently no requirement for daily health screening from the Department of Health, it is of the utmost importance that anyone experiencing indicators of sickness remain at home until recovered. Per our standard illness protocol, all students with a fever of 99 or above must remain at home for 72 hours and access schoolwork remotely unless the fever or illness prevents it.

Cleaning and Ventilation

Regular disinfecting and cleaning across campus, especially in high touch areas, will continue, along with monitoring ventilation and ensuring appropriate air flow and quality throughout the building.

What to Do if a Student Tests Positive for COVID-19

Any student who tests positive for COVID-19 should isolate at home and notify the school office immediately upon receipt of the test result. This isolation guidance applies regardless of vaccination status.

If a student tests positive for SARS-CoV-2 by a molecular or antigen test, they can return to school when the following criteria are met:

- 5 days* have passed since symptom onset, or since positive test specimen collection date if no symptoms are present (*Note: People who are severely ill or severely immunocompromised may need to isolate for up to 20 days.); AND
- No symptoms are present, or symptoms are resolving; AND
- No fever within the past 24 hours without the use of fever reducing medications.

Students must continue monitoring for symptoms and wearing a well-fitting mask around others through day 10 (days 6-10) both in and out of school, including during extracurricular and sports activities.

It is advised, but not currently required, that individuals who have been in isolation acquire an antigen test on day 5 or later of their isolation period, but only if the above criteria for completing isolation have been met. If choosing to test, and the result is positive, individuals must continue to isolate until day 10. If the test result is negative, they may return to school and must continue to wear a well-fitting mask around others at home and in public until day 10.

If a person with COVID-19 symptoms tests negative for SARS-CoV-2 with a molecular or antigen test, they may return to school following existing school illness management policies as long as they are not a close contact of someone with COVID-19 and subject to quarantine. If a person with COVID-19 symptoms tests negative for SARS-CoV-2 with an antigen test, it is recommended they either have a confirmatory molecular test or repeat an antigen test within 48 hours. If the individual is using an at-home test, they should carefully follow all package instructions.

If a person with COVID-19 symptoms does not get tested for SARS-CoV-2 or does not see a health care provider and given an alternative diagnosis, they should follow the same isolation guidance as persons who test positive for SARS-CoV-2. This is regardless of vaccination status.

What to Do if Someone is a Close Contact of Someone with COVID-19

Generally, a “close contact” is someone who was within six feet of a person with COVID-19 for at least 15 cumulative minutes over a 24-hour period during the period of time when the person with COVID-19 was infectious. The infectious period of someone with COVID-19 starts two days before the onset of symptoms or is estimated as two days before the positive test collection date if someone with COVID-19 is asymptomatic. This definition applies regardless of whether the case or contact was wearing a mask. If identified as a close contact, a person may need to quarantine as outlined:

- In a K-12 indoor or outdoor classroom or other structured environment with assigned seating, the close contact definition excludes students and staff who were at least three feet away from an infected individual when (a) both were appropriately wearing well-fitting face coverings/masks and (b) other prevention strategies were in place.
- The definition of a close contact may vary in some situations (e.g., less time spent in close proximity to an unmasked person who is coughing, direct cough/sneeze spray, or other contact that is more intense like sharing drinks, eating utensils, etc.).

What to Do if Someone Develops Symptoms of COVID-19 while at School

- Any person on campus who exhibits COVID-19-like symptoms must be promptly isolated from others in designated space, sent home, and referred to diagnostic testing as soon as feasible.
- If someone is on campus while contagious with COVID-19, it is possible that students, staff, and/or guests may have been exposed. A person is contagious with COVID-19 starting two days before they have symptoms (or if asymptomatic, two days before they test positive for SARS-CoV-2) and through the end of their isolation period. Close contacts of a person with COVID-19 should be identified to determine if they must quarantine.

What to Do if Someone Visited School while Contagious with COVID-19

If someone visited a school while contagious with COVID-19, it is possible that students, staff, and/or guests may have been exposed. A person is contagious with COVID-19 starting two days before they have symptoms (or if asymptomatic, two days before they test positive for SARS-CoV-2) and through the end of their isolation period. Close contacts of a person with COVID-19 should be identified to determine if they must quarantine.

Quarantine Guidelines

“Quarantine” is when someone who has been exposed to COVID-19 stays home and away from others for the recommended period of time. Note: In case of a positive test result, it is vital that families and the corresponding school office be in timely and clear communication to discern the best path forward regarding the health of the positive individual and the health of others.

Who Must Quarantine:

Students who come into close contact with someone with COVID-19 should quarantine for at least 5 days (day 0 through day 5) after their last close contact with a person who has COVID-19 if they are in one of the following groups:*

- *Ages 18 or older and completed the primary series of recommended vaccine, but have not received a recommended booster shot when eligible.*
- *Those who have received the single-dose Johnson & Johnson vaccine (completing the primary series) over 2 months ago and have not received a recommended booster shot.*
- *Those who are not vaccinated or have not completed a primary vaccine series.*

**For household exposures, this would be the last day the person with COVID-19 is considered infectious.*

Who Does Not Need to Quarantine:

Students who come into close contact with someone with COVID-19 do not need to quarantine if they:

- *Are ages 18 or older and have received all recommended vaccine doses, including boosters and additional primary shots for some immunocompromised people.*
- *Are ages 5-17 years and completed the primary series of COVID-19 vaccines.*
- *Had confirmed COVID-19 within the last 90 days.*

There are three quarantine options for close contacts.

1. ***For schools participating in a Test to Stay program* – Students eligible for Test to Stay may attend school, school-related extracurricular activities, and school-aged childcare during their quarantine period if they participate in serial testing. This is known as modified quarantine. Students who opt out of testing are not eligible for modified quarantine.***

*(*SCS is currently exploring enrollment in this program. Communication to families will follow accordingly. Until then, we are not yet authorized to utilize this quarantine option.)*

2. ***For schools not participating in a Test to Stay program – Students must quarantine at home. Quarantine can end after 5 full days beginning after the last close contact (the date of last close contact is considered day 0) if:***
 - *no symptoms have developed, AND*
 - *after receiving a negative test result from a test taken no sooner than day 5.*

Students must wait to receive a negative test result from a test taken no sooner than day 5 post-exposure and provide the negative test result to the school in order to return to school.

Negative test results may come from school testing programs, a health care provider, local health jurisdiction, pharmacy, or other community-based test site. In addition to reporting the result to school personnel, it is recommended that at-home test results be reported to public health.

Students should continue monitoring for symptoms and wearing a well-fitting mask around others through day 10 (days 6-10) both in and out of school, including during extracurricular and sports activities.

3. If an individual or student who is a close contact chooses not to test or does not get tested:

- *10-day Quarantine: Quarantine should last for 10 days after the last close contact. However, if any COVID-19 symptoms develop during the 10 days, the individual should isolate and get tested.*

In certain circumstances, a longer quarantine may be warranted:

- *14-day Quarantine: Quarantine may be recommended for 14 days after the last close contact with the COVID-19 positive person. Monitor for symptoms during this time, and if any COVID-19 symptoms develop during the 14 days, get tested.*

School personnel will notify students and families, as deemed necessary, of any COVID-related campus exposure and direct the quarantine duration for each scenario.

Outbreak Protocol

A COVID-19 outbreak in a school is considered when the following have been met:

- *Multiple probable or confirmed COVID-19 cases comprising at least 10% of students, teachers, or staff within a specified core group¹ OR*
- *At least 3 cases within a specified group meet the criteria for a probable or confirmed COVID-19 case; AND*
- *Cases have symptom onset or positive test result within 14 days of each other, AND*
- *Cases were not identified as close contacts of each other in another setting (i.e., household) outside of the school setting, AND*
- *Cases were epidemiologically linked in the school setting or a school-sanctioned extracurricular activity*

In situations where there is not an outbreak, but COVID-related concerns rise to such a level that the school and/or learning program is unable to operate due to challenges with staffing or learning fidelity, the decision may be made to shift a cohort, a branch of the school, or even the entire school to remote learning for a time.

Any case of COVID-19 among faculty/staff or students will be reported by the school to the local health department following specific procedures for data collection and contact tracing.

Learning Fidelity while in Quarantine

- *If a student tests positive for COVID-19, s/he will be able to access work via Canvas or through the teacher(s) to keep up with learning on an adjusted timeline as they are able to during their recovery period.*
- *If individual students are identified as close contacts, support will be provided by the teacher(s) along with accessibility to work via Canvas to ensure that meaningful learning can continue during the quarantine period.*
- *If a cohort (an entire grade level, or elementary classroom, etc.) is shifted to remote learning due to COVID-related concerns, the entire cohort will be learning online together throughout the quarantine period.*
- *If the elementary or secondary school or both are shifted to remote learning, learning together will continue online throughout the quarantine period.*

ATHLETICS PROTOCOL

Sporting activities must follow the requirements listed below. In this document, universal masking means that face coverings are required for all participants, regardless of vaccination status. Physical Education (PE) classes are curricular classes and are not considered sporting activities. Students and staff must all wear masks indoors during PE classes. Masks are not required outdoors.

The use of cohorts within the team limits the potential for team-wide transmission in the event of an exposure or outbreak and should be considered for practices, warm-ups, and when traveling.

Travel trips must follow CDC's order for all riders and drivers to wear a mask on buses or other public transportation, regardless of vaccination status. Seat cohorts together on the bus and separate the cohorts by at least 3 feet to the degree possible. Increase ventilation by opening windows as weather permits.

Athletes, coaches, athletic trainers and other support personnel should maintain at least 6 feet to the degree possible when not playing (e.g., on the bench, in the dugout, on the sideline, in locker rooms and other similar situations). Please also refer to DOH's Guidance for Sporting Activities for additional information.

Face Covering Requirements for Athletics

- *Universal masking is required by all athletes, coaches, athletic trainers and support personnel when in weight rooms, regardless of vaccination status. Weight rooms are high-risk indoor settings. They are often poorly ventilated, crowded and used by athletes from sports of multiple contact levels, as well as PE students. Practice physical distancing to the degree possible.*
- *Masks are not required for athletes while competing in low-contact or moderate contact sports indoors, regardless of vaccination status. Masks are encouraged when practicing indoors. Universal masking is required indoors when not practicing or competing. Contact risk levels for individual sports are referenced in DOH's Guidance for Sports and Fitness Activities.*
- *Masks are not required for fully vaccinated athletes competing in high-contact indoor sports. Masks are not required for unvaccinated athletes competing in high-contact indoor sports if they participate in screening testing. Masks are encouraged when practicing indoors. Universal masking is required indoors when not practicing or competing. Contact risk levels for individual sports are referenced in DOH's Guidance for Sports and Fitness Activities*
 - *Indoor basketball, wrestling, and water polo are high-contact sports and require screening testing of unvaccinated individuals in order to participate. See the section on Screening Testing for Sporting Activities below.*
 - *Cheer is a high aerosol-generating activity. Fully vaccinated cheerleaders do not have to wear a mask when practicing, performing or competing. Unvaccinated cheerleaders do not have to wear a mask when practicing, performing or competing if they participate in screening testing. Universal masking of cheerleaders is required indoors when not practicing, performing or competing.*
 - *High contact indoor athletes who are engaging in practices off-season must either:*
 - *Practice universal masking at all times, regardless of vaccination status; or*
 - *Initiate the screening testing protocol of unvaccinated athletes to allow the removal of masks by all athletes, vaccinated and unvaccinated, while practicing. Masks must be worn at all other times when not practicing, regardless of vaccination status*
- *Masks are not required for outdoor sports of any contact level, but are recommended in settings where unvaccinated athletes, coaches, athletic trainers and/or support personnel are in close proximity, such as standing on the sidelines, in a huddle, or sitting in a dugout.*

- *All coaches, athletic trainers, and other support personnel involved with sporting activities must wear face coverings indoors in K-12 settings, regardless of vaccination status.*
- *Referees who are fully vaccinated do not have to wear face coverings indoors when actively officiating and running (e.g., basketball). When they are not running, masks are required (e.g., talking with coaches, between quarters). Unvaccinated referees must wear face coverings at all times when they are officiating, unless they participate in screening testing.*
- *Masking is required universally for all spectators attending indoor K-12 sporting activities, regardless of vaccination status. Audience members should be seated in “family units” and those small groups should be spaced at least three feet apart.*

Screening Testing for Sporting Activities

- *Screening testing is required for all unvaccinated athletes in high contact indoor sports (basketball, wrestling, water polo). Fully vaccinated athletes do not have to participate in screening testing. Screening testing must be performed twice weekly using a molecular or antigen test. A rapid antigen test should be performed on all unvaccinated athletes within 24 hours of the competition. In a multi-day event, testing should occur before each competition. The second test during the week should be performed 3-4 days prior to or after the competition and may be a molecular or antigen test. If a molecular test is performed, the athlete does not need to isolate while awaiting screening test results unless they are exhibiting symptoms.*
- *Unvaccinated athletes participating in indoor low or moderate contact sports are recommended, but not required, to participate in screening testing once or twice weekly. This is especially important when community transmission is substantial or high. Please see the CDC’s matrix (Table 1) for definitions of the levels of community transmission.*
- *Any athlete with a positive test must be excluded from the event and removed from the venue. See Responding to Cases or Suspected Cases of COVID-19 for more information. Positive test results must be reported to the local health jurisdiction as outlined in the Reporting Cases and Outbreaks and Working with Public Health section. Contact tracing should be performed per guidance in the What to Do if Someone is a Close Contact of Someone with COVID-19 section. The team should work with local public health to determine how to approach isolation, quarantine, and further testing.*
- *Unvaccinated athletes, coaches, athletic trainers and other support personnel identified as close contacts should quarantine immediately, even if they recently had a negative test.*
- *Fully vaccinated athletes, coaches, athletic trainers and other support personnel identified as close contacts should be tested 3-5 days following a known exposure to someone with suspected or confirmed COVID-19 and wear a mask for 14 days or until they receive a negative test result. They should isolate and follow appropriate guidance if they test positive. If they develop symptoms consistent with COVID-19, they should isolate themselves from others, be clinically evaluated for COVID-19, and tested for SARS-CoV-2 if indicated. The symptomatic fully vaccinated person should inform their healthcare provider of their vaccination status at the time of presentation to care.*

PERFORMING ARTS PROTOCOL

Many students in performing arts engage in activities that are high aerosol-generating and increase the risk for COVID-19 transmission. The purpose of this guidance is to ensure all students have access to their chosen performing arts course. Face coverings/masks are not required when outdoors. Distancing of at least 3 feet is also recommended outdoors. When indoors, universal masking of all students and faculty is required.

- *Universal masking with appropriate material is required by all students and staff in performing arts classes and while participating in performing arts activities.*
- *Aerosol-producing musicians, e.g., singers, woodwinds and brass, speech/debate, and theater performers are required to wear appropriate masks/face coverings and/or use appropriate bell covers while performing. Woodwinds and brass performers may remove their face coverings/masks when performing on their instrument and must replace their face*

covering/mask during non-performance time. Face coverings/masks with slits are recommended but not required.

- *Universal masking with appropriate material is required in general music and elementary classrooms when singing is performed. When not singing, students should wear cloth masks as required in other classrooms.*
- *Bell covers with appropriate material are required for brass and woodwind instruments when indoors. Bell covers are recommended when playing outdoors but not required*
- *Reduce shared equipment to the degree possible. Have students use hand sanitizer before using shared equipment like music stands. If hand sanitizer is readily available and used often, shared equipment does not need to be sanitized between each group; regular daily cleaning is sufficient. For shared instruments, students should have their own mouthpieces. Allow the instrument to sit for 24 hours between uses.*
- *Maximize ventilation of the space as much as possible.*

Extracurricular Performing Arts Performances and Activities

Students, teachers, and support staff must follow all requirements within this document when participating in school-sponsored performing arts activities and performances, even if not in a K-12 classroom setting.

Performances

- *For performances, audience members should be seated in “family units” and those small groups should be spaced at least 3 feet apart. All audience members must wear a mask, regardless of vaccination status.*
- *Universal masking is required during performances for participants, including appropriate face coverings and bell covers on woodwind and brass instruments.*

Travel for Performing Arts

- *Travel trips must follow CDC’s order for all riders and drivers to wear a mask on buses or other public transportation, regardless of vaccination status. Seat cohorts together on the bus and separate the cohorts by at least 3 feet to the degree possible. Increase ventilation by opening windows as weather permits.*

Testing Requirements for Performing Arts

- *Any participant with a positive test must be excluded from the event and removed from the venue. See Responding to Cases or Suspected Cases of COVID-19 for more information. Positive test results must be reported to the local health jurisdiction as outlined in the Reporting Cases and Outbreaks and Working with Public Health section. Contact tracing should be performed per guidance in the “What to Do if Someone is a Close Contact of Someone with COVID-19 section.” The performing arts group should work with local public health to determine how to approach isolation, quarantine, and further testing.*
- *Unvaccinated students, teachers, or other support personnel identified as close contacts should quarantine immediately, even if they recently had a negative test.*
- *Fully vaccinated students, teachers, or other support personnel identified as close contacts should be tested 3-5 days following a known exposure to someone with suspected or confirmed COVID-19 and wear a mask for 14 days or until they receive a negative test result. They should isolate and follow appropriate guidance if they test positive. If they develop symptoms consistent with COVID-19, they should isolate themselves from others, be clinically evaluated for COVID-19, and tested for SARS-CoV-2 if indicated. The symptomatic fully vaccinated person should inform their healthcare provider of their vaccination status at the time of presentation to care.*

OTHER EXTRACURRICULAR ACTIVITIES PROTOCOL (Clubs, Interest Groups, STEM Fairs, Field Trips, etc.)

Students, teachers, and support staff must follow all requirements within this document when participating in school-sponsored activities, contests, shows, etc., even if not in a K-12 classroom setting.

Other Extracurricular Activities

- *Universal masking of all students, staff, volunteers is required indoors. Face coverings or masks are not required outdoors but are recommended in settings where students and attendees will be in sustained close proximity or if there is potential for crowding.*
- *Physical distancing of at least three feet is required indoors to the degree possible.*
- *For shows, exhibits etc., visitors or audience members should be seated or travel through exhibits in “family units” and those small groups should be spaced at least 3 feet apart. All students, audience members, judges, or other guests must wear a mask, regardless of vaccination status.*
- *Any activity involving Performing Arts (e.g., talent show, international night, etc.) or Sports should follow the guidance provided in those sections.*

Travel for Other Extracurricular Activities

- *Travel trips must follow CDC’s order for all riders and drivers to wear a mask on buses or other public transportation, regardless of vaccination status. Seat cohorts together on the bus and separate the cohorts by at least 3 feet to the degree possible. Increase ventilation by opening windows as weather permits.*
- *Universal masking is required indoors. Masks are recommended for crowded outdoor events, such as festivals*

Health and Safety Requirements

*SCS will follow requirements from the Washington State Department of Health for K-12 school health and safety protocols and when students should remain at home. These requirements are subject to change throughout the year so for the latest information, please view the state website.
<https://www.doh.wa.gov/Emergencies/Coronavirus>*

Medication

Washington state law permits school staff to administer medication only in limited situations. When possible, the parents and physician are urged to design a schedule for giving medication outside school hours. Medication is defined to mean all drugs, whether prescription or “over the counter” which includes pain relievers and cough drops.

Prior to administration of any medication, the following requirements must be met:

1. An [Authorization for Administration of Oral Medication form](http://www.seattlechristian.org) (available at www.seattlechristian.org) must be on file giving name of medication, dosage, time, dates to be given, student name, parent/guardian signature, and date.
2. An Authorization for Administration of Oral Medication for each medication must be on file; that there exists a valid health reason which makes administration of such medication advisable during school hours or when a student is under the supervision of school officials. The Authorization for Administration of Oral Medication note must also indicate name of medication, dosage, time, and dates to be given, possible side effects, physician’s/dentist’s signature. This request is valid for a period not to exceed one year.
3. All medication must be in the originally labeled container and be labeled with student’s name.
4. A responsible adult should bring medication to school.
5. In grades 7-12, where the parent, physician, and school official believe it is in the best interest of the student that he or she carry the medication, the student shall carry written permission from the parent, indicating the name and dosage of the medication, plus dates and time to be given. Only one day’s dosage (in originally labeled container), as well as parent’s written permission, shall be carried by the student. Prior approval must be given and noted by the secondary office. There will be no self-administration of medications by students in grades K-6.
6. If requirements 1, 2, 3 are not met and parents want the child to have the medication, the parent may come to school and administer it.
7. In most cases, it will be the child’s responsibility to come to the office at the appropriate time for medication. The parent may put a note in the lunch box to remind the child to take the medication.
8. The school office staff must be consulted prior to bringing any injectable medications to school.

A separate consent form is available and must be completed for any student who may require emergency medications while at school. This may include a student with asthma or severe allergies.

Accidents

A student who witnesses an accident or who is injured on campus should report it immediately to a staff adult, who will make a written report to the appropriate school office. If a teacher or staff member is unavailable, the accident should immediately be reported to the central, secondary or elementary office. Students should only attempt first aid on their own if there is no staff member available. All students must be covered with an accident insurance policy, either through our school group insurance or by a personal family policy.

Blood-Borne Pathogens (HIV/HBV)

AIDS and hepatitis procedures for SCS are based largely on the guidelines and recommendations published by the Centers for Disease Control (CDC), United States Public Health Services and health requirements determined by the state of Washington.

Emergency Preparedness

Safety and security are critical for establishing a learning environment where all students can thrive. From daily safety measures to campus security planning to emergency drill practice, SCS is committed to a safe and secure environment.

Fire, earthquake, evacuation and lockdown drills will be conducted regularly. Students should note the emergency plan posted in each classroom. Students are expected to follow the directions of staff/faculty members, behave in an orderly manner, follow all instructions willingly, remain with the adult to whom assigned, and return promptly when the all clear is given. All faculty and staff are trained in these procedures annually.

TECHNOLOGY OVERVIEW

Technology can be a powerful tool in the learning process. As with all aspects of Warrior life, students are expected to abide by the Warrior Strong conduct guidelines (p. 34). Additionally, students using school-issued devices will sign an agreement regarding responsibilities and expectations for those devices. Training and support for technology integration, school wi-fi access, and usage will be provided for everyone.

Required Devices & Usage

- **Grades K-2** students will need access to a device at home, such as a tablet, laptop, or desktop.
 - Devices will be used in the event of pivoting to remote learning due to health concerns or as directed by the teacher for certain projects or assignments.
 - Each classroom is equipped with a small bank of devices for on-campus, in-person learning.
 - K-2nd grade students are not expected to bring their devices to school.
- **Grades 3-8** students will need a laptop to be used both on-campus and at home as directed by the teacher(s).
 - Devices should come to school fully charged with a power cord.
 - Devices are also required in the event of pivoting to remote learning due to health concerns.
 - **Grades 3-6** – Although students will not be using their personal devices every day in class, they should be prepared to bring them as directed by their teacher.

- **Grades 7–8** - Although students will not be using their personal devices every day in every class, it is important they have their device with them so that they are prepared to do so.
- **Grades 9-12** students will need a laptop to be used both on-campus and at home each day.
 - Teachers will regularly utilize various tech tools and platforms with high school students, thus necessitating a one-to-one device expectation.
 - Devices should come to school fully charged with a power cord.
 - Devices are also required in the event of pivoting to remote learning due to health concerns.
- **Device Specifications**
 - Windows 10 operating system
 - Installations:
 - Windows 10 Software
 - Google Chrome
 - Zoom App
 - Windows Defender Antivirus (build into Windows 10 software)
 - Microsoft Office 365 Suite software (provided at no cost by SCS)
 - Canvas App (provided at no cost by SCS)
 - Camera
 - Speakers
 - Headphones
 - Power/adaptor cord
 - Protective case
 - Note: Mac iOS users are strongly encouraged to purchase a Windows device or utilize a school-issued device if available to streamline instruction and technical support.

Remote Learning

The educational experience at SCS is designed for in-person learning. If a student stays home due to a health concern, access to school work will be provided by the teacher(s) along with an adjusted timeline and support for completion as appropriate. Synchronous, remote streaming into the classroom during the school day will not be available, but one-on-one time with the teacher is provided as needed.

If it is determined the entire SCS campus (or subsection) must shift to remote learning due to an internal health concern or a State level mandate, the following plan will be in place:

- The weekly schedule for K-12 will continue as Monday-Friday.
- There will be a mix of synchronous (scheduled) and asynchronous (flexible) learning.
- Regular video conferencing will be utilized with all teachers and students.
- Additional details distinctive to elementary or secondary programs will be provided.

ELEMENTARY STUDENT INFORMATION

ELEMENTARY STUDENT ATTENDANCE

Daily Attendance

The school day begins promptly at 8:00 a.m. for elementary students. Regular class attendance positively impacts student achievement. When students are absent from any class period, they miss valuable learning experiences and information that cannot be captured through homework alone. Absences will be excused if they are due to illness, medical/dental needs, bereavement, or an emergency. Absences are considered unexcused until verified as an excused absence by the principal. Parents should explain the nature of a student absence via a note (email, [web attendance form](#), or hand written) to the *elementary office* from a parent/guardian *on or before the date of absence*.

Family vacations and recreational trips will not be considered excused absences, nor will excuses such as “overslept”, “sleeping in”, or “staying home to work on assignments.” A pattern of absences may result in disciplinary consequences as determined by the principal.

Tardies and Late Arrivals

Students are expected to be punctual and in their classrooms by 8:00 a.m. This develops habits that will benefit students in their adult lives. Students who arrive after the designated times may ring the doorbell and have their health check performed outside the main doors.

Excessive tardies may result in an email letter to parents and/or a conference with the principal to determine a more effective plan for being on time each day.

Make-Up Work

The student, or parent of the student, should communicate with his/her teacher the day following an absence to plan for missed classwork and assignments. Parents requesting homework for students who may be out for an extended illness should contact the elementary office in the morning to allow adequate time for teachers to prepare materials for pick-up *within 24 hours of the day of absence*. Planned long-term absences will be handled on a case by case basis.

ELEMENTARY INSTRUCTIONAL PROGRAM

Elementary General Program

Integration of biblical principles and values are vital components of Christian education at Seattle Christian School. Basic emphasis academically includes instruction in *English* language arts, math, social studies, science and *the Bible*. In addition to the above core curriculum, vocal and instrumental music, technology, physical education, visual art, and library are incorporated.

The learning support program is offered for students who need assistance in reading (and math when possible) to meet grade level standards.

Bible Translation

For elementary classroom purposes, memorization will be done from the New International Version (NIV).

Chapel

Chapel provides an opportunity for students and staff to grow in their personal relationship with Jesus. Students enjoy singing a variety of praise and worship songs which are led by our elementary worship team and faculty. Chapel also includes a message focused on a monthly theme. Teaching from God's Word, speakers help students gain a deeper understanding of who God is and how to apply His truth to their lives. Chapel takes place on Wednesday mornings and includes a variety of configurations in both larger and smaller group settings to accommodate for physical distancing as well as different venues for learning, worship and help students grow in their faith.

Textbooks

Textbooks are the temporary property of the students to whom they are assigned. There is no purchase or rental charge for them. They are to be treated with care and respect. A textbook should have a life span of at least five years, and should be maintained in excellent condition. Students whose textbooks show excessive damage or deterioration will be fined. Lost books will be replaced at the student's expense.

School Supplies

Students are responsible to purchase their own school supplies unless receiving other instructions from the teacher. Supply lists are posted on the SCS website. Calculators may be required for some math and/or science classes.

Physical Education Clothing

Elementary students must wear athletic shoes to participate in P. E. class. Open-toed shoes, open-heeled shoes, slippers, boots, socks, etc. are not allowed for safety reasons.

Grading Guidelines

Our goal as a school is to see all students performing at high levels and learning the core concepts and skills necessary to be successful at their grade level. We believe grades are only one indicator of academic effort and academic achievement. *Grades are not an indicator of self-worth, but are about giving feedback on a student's growth. They should be viewed in light of a student's ability and performance based on class expectations and grade level standards.*

Seattle Christian School uses letter grades (A, B, C, D, F)– in grades 3-6; and number grades (1, 2, 3, 4) in grades K-2 for grading purposes on report cards.

The following is a general guideline to help parents interpret letter grades:

- (A) 90-100
- (B) 80-89
- (C) 70-79
- (D) 60-69
- (F) Below 60

Specific grading policies will be communicated to the parents by teachers.

Homework Expectations

Homework helps reinforce the concepts and skills students have been introduced to in the classroom and is an important part of the learning process. Homework also provides students an opportunity to develop effective study habits and time management skills.

Teachers will communicate homework assignments and expectations to students and families. As a rule of thumb, students in grade K-2 may receive about 30 minutes of homework while 3rd – 6th grade students may receive up to an hour worth. These guidelines may vary, if remote learning is implemented.

Homework is used to help reinforce learning, retain knowledge, provide additional practice, encourage self-evaluation, and develop self-directed learning. Therefore, it may not be graded to indicate student progress on a skill, but rather for effort and to communicate responsible work habits.

Academic work is the primary responsibility of students enrolled at Seattle Christian School. Activities, sports and other endeavors outside of school should not interfere with a student's ability to complete assignments or prepare for school.

Report Cards

Report cards are issued quarterly for all elementary students. *There will be opportunities for families to partner with teachers and discuss student progress in order to improve student achievement.* Report cards for all students will be sent electronically to the family email address on file. *If you do not receive this, please inform our office staff.*

Conferences

Elementary students will be dismissed from school for two days in the fall *and spring* to provide time for conferences which will include the students, parents, and teachers. The classroom teachers and elementary office will work with each family to schedule conferences. Because conferencing together is a vital aspect of the educational experience, all families are expected to participate.

Requests for Specific Teachers

Student placement in classrooms is determined by teacher *and other staff input*, academic equity, heterogeneous composition and social interaction. *Please refrain from making requests for specific teachers.* If a parent has additional information that s/he believes would be pertinent for the school to take into consideration regarding class placement, the request must be submitted to the elementary office by *May 1*.

SECONDARY STUDENT INFORMATION

SECONDARY STUDENT ATTENDANCE

Daily Attendance

Regular class attendance positively impacts student achievement. When students are absent from any class, they miss valuable learning experiences and information that cannot be captured through homework alone. Due to the block schedule, absences are particularly detrimental and should be avoided whenever possible.

In building the school calendar for 2020-21, we were careful to place our staff development days on Fridays and on holiday weekends. We ask that you take advantage of these long weekends and scheduled breaks (Christmas break, spring break, summer break, etc.) when planning family vacations, recreational trips, college visits, medical/dental appointments, etc.

There are, of course, extenuating circumstances that can impact regular attendance. Extended illnesses, bereavement, and medical emergencies cannot be planned for, and can result in a larger number of unplanned absences. Should a student face one of these circumstances, we will work with the student and the family to develop a fair plan and timeline to make up missed assignments and learning activities.

School sponsored activities (music festivals; athletic events; field trips; etc.) are not considered absences, as students are representing SCS during those activities.

Morning Programs and Routines

Morning programs and routines are an important part of the school day. These programs are designed to keep students informed about school information and to provide opportunities for personal and spiritual growth. Participation in morning programs (*Home Room/Squad Time*) is mandatory for secondary students. Please see that your student arrives at school in time to be at all morning activities.

Tardies and Late Arrivals

Each student has ample time to get to class on time. Students are expected to be in their classroom, prepared for class when the bell rings. Tardy is defined as arriving up to 15 minutes late to class. Any late arrival to a class, whether to school or to a class in the middle of the day, requires an admit slip from the secondary office. Chronic attendance issues may result in lunch detention, parent conference, attendance contract and/or possible loss of credit.

Students who are late to school for any reason (tardiness, traffic, appointment, etc.) must sign in at the Secondary Office, present a note of explanation and obtain a pass to class. All students are expected to be at school *by their designated start time* the morning following all evening games and student events.

For attendance purposes, three tardies during a semester will be considered equal to one absence. Please see attendance expectations for absences above, and the section on excessive tardiness on p. 28.

Early Dismissal

Parents are asked to make requests for early dismissal of students only in case of doctor or dentist appointments or unusual family emergencies (not for personal matters). To obtain an early dismissal, students are to present a written request to the Secondary Office before school begins. An early dismissal slip will then be issued. Students will have the slip signed by their teacher and are to sign out with the Secondary Office before leaving the school grounds. If a student returns to school s/he should sign in with the Secondary Office to obtain an admit slip before returning to class. Students will be expected to make up all classroom work missed.

Excessive Absences

Excessive absences are detrimental to a student's learning and success in a class. Should a student miss 8 days of a class during a semester –for any reason– that would be the equivalent of missing 10% of the seat time in that class. Missing that much class time would make it very difficult for a student to maintain continuity and effective engagement in the course. It would also be a challenge for both the student and the teacher to arrange make-up time for learning activities and assignments.

A student may not receive credit for a course in which s/he has exceeded 8 absences during a semester. This includes all absences, regardless of the reason, with the exception of participation in school-sponsored activities.

The student and parent will be notified after four absences and after seven absences. If a student exceeds 8 absences for the semester, the student/parent may petition for credit if s/he believes there are extenuating circumstances that merit review. The parent initiates this process by writing a letter of petition and explanation of circumstances to the principal for review.

Make-Up Work

It is the student's responsibility to arrange for all make up work in advance of a known absence or immediately following an absence. The student should approach his/her teachers the day following the absence to make a plan for missed classwork and assignments. Failure to communicate with the teacher upon return to class *can* result in loss of points/credit on assignment according to the course's late/missing work policy.

Major Attendance Violations – Truancy

Truancy is defined as any time a student is out of school or out of his/her assigned classroom without permission.

First truancy - parent notification and/or detention assigned.

Second truancy - parent and student meeting with administrator, and/or Discipline Category II consequences.

Third truancy – parent notification and/or Discipline Category III consequences.

Students may not make up assignments missed due to truancy.

SECONDARY INSTRUCTIONAL PROGRAM

Middle School Program

The SCS middle school program is designed to meet three specific needs of the middle school student: the need to **connect** their learning to the world; the need to **explore** new things; and the need to **belong** to a supportive, encouraging community of Christ followers. Through challenging coursework, off-campus learning opportunities, a wide variety of elective classes, and a focus on relationship building, we seek to support middle school students as they build a foundation for high school and post-secondary opportunities.

Middle school students participate in an eight-period schedule. The schedule includes six core courses: Bible; Math; Language Arts; Science; Social Studies; and Physical Education. It also includes two elective courses which rotate every six weeks. We offer a wide selection of elective offerings in the performing arts, the visual arts, STEM disciplines, languages, and life skills. All courses are taught within the context of a Biblical worldview.

The middle school years are also critical ones as students learn how to navigate more complex friendships and social situations. Through student small groups, chapel messages, and advisory lessons, we seek to equip students to develop kind, God-honoring relationships with their peers and with their teachers.

High School Program

The high school academic program provides students with rigorous, meaningful learning experiences grounded in a biblical worldview. Students have the opportunity to pursue coursework that meet university admissions requirements and that helps prepare them for life after graduation. Students earn a high school diploma upon the completion of standard coursework set forth by the Washington State Higher Education Coordinating Board and the College Academic Distribution Requirements (CADR).

Advisory

Advisory takes place during the middle of the school day several times each week. A number of programs, including Discipleship Groups, character development, and counselor check and connect times, take place during advisory. These programs provide students with opportunities to build relationships and to focus on their own personal, social, and emotional growth.

Bible Translation

Secondary teachers use a variety of bible translations depending on the nature of the courses they teach and on the needs of their students. If students are purchasing a new Bible, the ESV translation is recommended.

Chapel

Chapel takes place on Wednesday mornings and includes a variety of configurations in both larger and smaller group settings to accommodate for physical distancing as well as different venues for learning and worship.

Discipleship Groups

Discipleship groups provide students with opportunities to grow as disciples of Jesus Christ within the context of a relationships. Students are placed into small groups by age and gender, and each small group has a staff supervisor. Groups engage in discussion and study based on the needs and interests of the group. Discipleship groups meet weekly, and meeting times are scheduled into the school day.

InterSCession

InterSCession is a yearly requirement for *all high school students*. It includes a one-week period of elective classes held between the third and fourth quarters. Course offerings provide students with learning opportunities that cannot be accomplished within the regular school schedule, including: missions, community service, educational enrichment activities, and study tours. Independent proposals and job shadowing will be permitted on a limited basis. Daily InterSCession attendance is mandatory.

Textbooks

Textbooks are the temporary property of the students to whom they are assigned. There is no purchase or rental charge for them. They are to be treated with care and respect. A textbook should have a life span of at least five years, and should be maintained in excellent condition. Students whose textbooks show excessive damage or deterioration will be fined. Lost books will be replaced at the student's expense. We ask that students use book covers at all times.

School Supplies

Students are responsible to purchase their own school supplies unless they receive other instructions from the teacher. Supply lists are posted on the SCS website. Calculators may be required for some math and/or science classes.

Physical Education Clothing

Students need to provide their own shorts and t-shirts for class. Dress code applies. Gym shoes (to be worn only in the gym) are also required.

Grading Guidelines

As a school, we believe that grades are only one indicator of academic effort and subject matter knowledge. Grades are not an indicator of self-worth, and they should be viewed in light of a student's ability and performance based on class expectations. Seattle Christian School uses letter grades (A, B, C, D, F) in grades 7-12. Individual teachers will explain their grading policies in writing in their course syllabi, and they will communicate the policies to their students.

The following is a general guideline to help parents interpret letter grades:

- (A) 90-100
- (B) 80-89
- (C) 70-79
- (D) 60-69
- (F) Below 60

Due to the rigorous nature and additional work expectations of AP courses, students will earn an additional point for their AP grade. *The scale for AP courses and standard courses are as follows:*

AP Course	Standard Course
(A) 5.0	(A) 4.0
(B) 4.0	(B) 3.0
(C) 3.0	(C) 2.0
(D) 2.0	(D) 1.0
(F) No credit	(F) No credit

P/F: Pass/Fail. Academic credit is given for a P grade but there is no effect on GPA. These grades are normally given for Teacher's Aide, Study Skills courses or Math Lab.

Dropping a Course

Students may drop a semester or yearlong course only within the first two weeks of the semester, except AP courses. When a student initiates dropping a class after the posted timeframe an (F) grade will be recorded on the transcript. AP courses may not be dropped once a student registers for the course.

Retrieving Credit

All required courses must be repeated if failed. If a student fails a course they must either retake the course at SCS or pursue retrieval credit from an accredited school approved by SCS. In either case, the original attempt will be listed on the transcript with the grade earned, but labeled with (NC) meaning "no credit" and will not affect the GPA. The retrieval credit or re-taken course will also go on the transcript and the grade for that course will be recorded and calculated into the GPA.

Grade Reports

Letter grades are reported four times each year. First and third quarter grades are an indicator of progress to date. At the end of the second and fourth quarters, the grade reflects performance for the

semester and is a compilation of the two quarter grades. These are final grades and are recorded on the final transcript.

Notices of academic progress and/or deficient work are communicated during the middle of each quarter so that parents will be aware of any potential problems before the quarter ends. Parents are encouraged to access PlusPortals or contact the school whenever they have questions.

Grade Checks

Grade checks will occur every two weeks. Students participating in interscholastic athletics and activities, Senior Privilege and other extracurricular activities are subject to removal from participation in such activities on the basis of academic progress. Academic excellence should be a priority for students as they participate in co-curricular activities.

Graduation Requirements for the class of 2020 and beyond

To graduate from Seattle Christian High School, a student must earn a minimum of 26 credits. 0.5 indicates a semester course and 1.0 indicates a yearlong course.

Department	Minimum Credits for Graduation	Details
Bible	4.0	1 credit each year enrolled at SCS
Language Arts	4.0	1 credit each year of high school
Social Studies	3.0	1 credit of US History, 1 Civics / Contemporary World Problems 1 elective
World Languages	2.0	Must be the same World Language
Math	3.0	Must complete Algebra 1 and Geometry
Science	3.0	2 credits must be lab science
Fine Arts	2.0	
Fitness	2.0	0.5 credit of Health
Career and Technical Education (CTE)	2.0	
Additional Elective	1.0	
Washington State History		Completed grades 7-12

For more detailed course information see the Course Guide/Academic Handbook.

Homework Expectations

Students can expect to do a reasonable amount of homework each night. Homework helps to reinforce learning that takes place in the classroom, and helps students to develop effective study skills and time management skills.

Students and parents can access homework assignments on PlusPortals. Teachers will also communicate homework assignments directly to students during class time. As a rule of thumb, students should expect to have a homework load equal to their grade level times 10 minutes. For example, a ninth-grade student should expect around 90 minutes of homework a night. Homework load may vary depending on the time of year and on the student's course load. If a student feels that s/he has too much homework, s/he should approach the teacher(s) to work out a solution.

AP classes and Dual Credit have additional requirements that may increase the amount of student homework in those classes.

Academic work is the primary responsibility of students enrolled in Seattle Christian School. Activities, sports, and jobs outside of school should not interfere with a student's ability to complete assignments or prepare for school.

Tests, Projects and Final Exams

Assessments are scheduled as needed by the teacher. Depending on the level of difficulty, no more than two assessments or finals should be scheduled in any one day. The student is responsible for notifying the teacher if a conflict exists and the teacher will work with the student to find a solution.

Final exams are given at the end of each semester in grades 7-12, and are generally comprehensive in nature.

Parent-Teacher Conferences

Secondary students will be dismissed from school for two days in October to provide time for Parent/Teacher Conferences. Parents attend the conferences and meet with individual teachers on a first-come-first-served basis.

HIGH SCHOOL COURSEWORK

Grade Promotion

Students are expected to make adequate yearly progress toward high school graduation. In order to qualify for promotion to the next grade level, students must meet the following expectations:

- **Sophomore Status** – a minimum of 5 credits earned by the end of freshman year
- **Junior Status** – a minimum of 11 credits earned by the end of sophomore year
- **Senior Status** – a minimum of 17 credits earned by the end of junior year, including completion of three credits of Language Arts and three credits of Bible.

Students who fail to maintain these expectations will not be allowed to enroll at SCS.

Dual Credit Courses

Seattle Christian School partners with Colorado Christian University, Northwest University and Northwest Nazarene University to offer dual credit for several of our high school courses. Students can earn college credit as they successfully complete their Seattle Christian courses. They register and pay for the courses through Colorado Christian and/or Northwest Nazarene. Payment for NWU courses are processed by SCS. Once they complete each course with a grade of C or better, they have transcribed college credit from those universities.

CCU, NU and NNU are all accredited universities. Credits earned are transferrable to most public and private colleges and universities across the country.

Puget Sound Skills Center Courses

Seattle Christian School has partnered with the Puget Sound Skills Center to offer a number of unique occupational and career courses for our students. Students register for courses at the Skills Center and take them as a part of their regular school day. Most Puget Sound Skills Center courses give students the opportunity to earn college credit as well as industry certification/experience.

High School Course Equivalencies

In some cases, students may take for-credit courses outside of the regular course offerings at Seattle Christian. Credits will only be granted if the course aligns with the SCS mission and if it is taken through an accredited institution. Students must gain ***approval from the principal*** before beginning the course. For more information about high school course equivalencies, or to gain approval for a course to be taken outside of SCS, students may contact the principal, the registrar, or the counselor.

If approved, students may pursue high school credits in the following while still enrolled at SCS:

- Online courses through approved, accredited providers
- Credit retrieval courses through approved, accredited providers
- Occupational courses at the Puget Sound Skills Center
- College or university courses

PRIVILEGES AND AWARDS

Senior Privilege

Senior privilege provides eligible seniors with added independence and responsibility by allowing them to leave campus during the school day. A senior may qualify for senior privilege if s/he has a cumulative GPA of 2.5 or higher with no failing grades at the most recent grading checkpoint. Once a senior earns this privilege, s/he must maintain the above standards in order to retain privilege.

SCS has the following expectations for seniors using this privilege:

- Students must have a signed letter of approval on file in the secondary office
- Students must use the privilege in a responsible manner
- Students may use the privilege only during lunch; no other classes are acceptable
- Students must sign out at the secondary office and leave campus
- Students must report to their next class period on time
- Students must maintain a consistent attendance record and positive classroom behavior in all of their classes

Failure to meet these expectations, or failure to maintain the academic standard for senior privilege, will result in temporary or permanent loss of senior privilege.

Academic Honors

Students who demonstrate exemplary performance may be recognized in one of the following ways

Honors – Cumulative GPA of 3.40-3.79

High Honors – Cumulative GPA of 3.80-3.99

Grand Honors – Cumulative GPA of 4.0 *or above*

Graduation Honor Cord (1) – Senior with a cumulative GPA of 3.40-3.79

Graduation Honor Cord (2) – Senior with a cumulative GPA of 3.80 or above

Senior Class Valedictorian

Grand Honors status will be awarded to all graduating seniors who have maintained a 4.0 GPA *or above* through the first semester of their senior year. To earn the distinction of Valedictorian, a student must have taken a minimum of two honors and/or AP courses. In the event that no students in the class meet the above standard, the distinction of Valedictorian will be awarded to the student with the highest class rank (highest cumulative GPA).

National Honor Society

Qualified students are selected by Seattle Christian faculty and staff based on a strong record of scholarship, leadership, character, and community service.

SECONDARY AND ELEMENTARY STUDENT CONDUCT

GENERAL CONDUCT

Warrior Strong

At SCS, we seek to honor God and one another with our choices as we develop Christlike character. We emphasize Warrior Strong as a way to identify what it means for us to follow the example of Christ in our hearts, minds, behaviors and relationships. In other words, it is our lens for what it looks like to love God and love others (Luke 10) as we live out the fruit of the Spirit (Galatians 5). This provides the basis for chapel messages, small group dialogue, monthly themes, classroom activities, our daily interactions, and serve as guiding principles for expectations.

School Property and Facilities

Faculty, staff, students, and families share the responsibility of keeping our campus and facilities nice and in working order. Students are expected to take care of all school property and facilities.

- Students should keep lockers, shelves, and storage areas clean and uncluttered.
- Students are responsible for all textbooks, computers, and other educational materials checked out to them.
- Students will be held responsible for costs associated with vandalism and/or damage to school property and/or facilities.
- *School administrators may search student lockers, automobiles and personal belongings on campus at any time without prior notice if there is reasonable cause for concern.*

Alcohol, Drugs, Marijuana, Tobacco, etc.

Seattle Christian School is a drug-free campus. Possession, use, or distribution of alcohol, drugs, marijuana, nicotine delivery devices, narcotics, juuling, vaping, or hallucination agents in any form, including look-alike substances, are strictly prohibited. Students purporting to use or possess these items is also prohibited. If a student attends an event where any of the above items are being used by minors, s/he must leave within five minutes before s/he is considered to be in violation of the student conduct code. Any student found to be in violation shall be subject to emergency expulsion.

Guns / Weapons

All students have a right to attend school without a fear of violence to themselves or others. Guns, knives, and all other weapons or articles *that could be* used as weapons to inflict bodily harm are a hazard to a safe learning environment and the welfare of human beings. Any student carrying a gun or other weapon or *look-alike* on school property shall be subject to *emergency* expulsion at the School's sole discretion. Seattle Christian School will not accept any student who has been expelled from another school because of a gun or weapons violation.

Toys from Home

Students are not to bring toys or trading cards to school as they are disruptive to the learning environment. Items will be held by the teacher and returned to the student at the end of the day. Toys from home are not allowed at school on the playground or in the building. If a student is given special permission by a staff member to have personal property or toys at school, it must be used only when and where permitted.

Additional School Community Policies and Standards

-
- Certain behaviors are expressly prohibited in Scripture and therefore should not be engaged in by members of our SCS community. These include theft, lying, dishonesty, gossip, slander,

profanity, vulgarity, sexual promiscuity (including adultery and premarital sex), homosexual behavior, drunkenness and occult practices.

- SCS is a smoke-free campus. No smoking, use of tobacco or nicotine delivery devices are to be utilized by guests or visitors on the school premises is permitted.
- Public displays of affection will not be permitted on campus or at school-sponsored events.
- No activities or games that involve monetary risk for the participants are to be held on school premises or as part of a school-sponsored activity.
- At sporting events and school activities 'booing' and other negative behavior by participants and spectators will not be tolerated. Repeated offenses may result in removal from the activity.
- Participation in school social activities is limited to SCS students unless the administration makes a specific exception under stipulated guidelines for a specific activity on a one-time basis.

Cell Phones

Elementary students are not allowed to use cell phones or other personal electronic devices at school. If a student carries a cell phone to and from school, s/he should store the cell phone in his/her locker or backpack for the duration of the school day. Elementary students who need to communicate with their parent or guardian may use a phone in the elementary office.

Students in grades 7-12 are allowed to bring cell phones to school. We acknowledge that cell phones are a helpful communication tool for many students and families, and we want to work with students to help them develop respect and professionalism in their cell phone habits. We also want to encourage healthy communication, interaction, and community within our school. With those things in mind, secondary students should follow these guidelines for cell phone use:

- During class time, cell phones should be silenced and stored in the student's locker or backpack
- Students may use cell phones during class only with specific permission from the teacher to use them for academic work
- Break times are designed to give students a rest between classes, and to allow them time to socialize and prepare for their next classes. If a student needs to communicate with their parents/family using their phone, they should do so during breaks. However, we encourage students to place a priority on personal engagement with their peers over digital entertainment during break time.
- Middle school students may not use cell phones during advisory and lunch.
- Students may use headphones during the school day only when directed by a teacher to do so.

Personal entertainment devices such as iPods and portable video game systems are not to be used during school time. They should be stored in a student's locker for the duration of the school day.

Acceptable Use of Technology – Guidelines for all users (staff, students, guests) of the SCS Network

The purpose of Seattle Christian's acceptable use standards is to ensure godly, safe and appropriate use of educational technology on campus. The policy applies to all electronic devices used on campus, including: school computers and tablets; student laptops and tablets; e-readers; and mobile phones.

These guidelines will:

- Prevent unauthorized access, hacking, and other unlawful online activity
- Prevent unauthorized online disclosure, use or dissemination of personal identification of minors
- Comply with the Children's Internet Protection Act - CIPA (Pub L No. 106-554 and USC 254h) and E-Rate requirements
- Better ensure student and staff online, social networking, and website safety
- Require students and parents to acknowledge they have read and agree to the Guidelines each school year

- Authorize annual student digital citizenship and safety via Common Sense Media and other resources

Access to Inappropriate Material – SCS uses Firewalls and Internet Filtering mechanisms to block and/or filter the Internet and prevent the access of inappropriate information to SCS students, staff, and guests. Blocking of internet sites will be in accordance with the CIPA and biblical standards and will be applied to visual depictions of material deemed obscene, pornographic, or harmful to minors.

Internet Use - The internet gives teachers and students access to valuable resources and collaborative tools, and as such, it can be an excellent educational tool. With this access comes the potential of encountering material that may not be considered to be of educational value or may potentially be offensive. The use of the internet is a privilege, not a right, and inappropriate use will result in the loss of that privilege.

Responsible Use of Social Media – Social media can provide students with opportunities to connect with each other and with their friends. Social media sites are blocked by the SCS web filter, and students should limit social media activity to time outside of school. While social media activity occurs primarily outside the school building, the interactions that take place can have negative effects on the school and learning environment. For that reason, the following social media behavior is prohibited for SCS students:

- Use of profane, vulgar, or abusive language
- Use of mean, harassing, or insulting comments
- Posting pictures, videos, or messages featuring SCS classmates, faculty, or staff without specific permission from the person

Inappropriate use of social media, whether on or off campus, is unacceptable and will result in disciplinary action as determined by the principal. Please see the handbook section on Cyberbullying on p. 40 for more information.

Students are expected to exercise responsible behavior and digital citizenship when using the internet. These responsibilities include:

- Using the internet in a way that is consistent with the mission and policies of Seattle Christian School
- Using the internet for school related or staff approved educational work
- Adhering to the handbook guidelines for copyright and academic honesty
- Respecting the data and privacy of other users
- Sending e-mail or accessing web pages only with teacher approval
- Keeping personal information about oneself or others private. Such personal information includes address, phone number, credit card numbers, social security numbers, password, or other confidential information.
- Understanding that electronic communication is not guaranteed to be private. System administrators may access e-mail or monitor activity when there is reason to suspect inappropriate conduct or when there is a problem with the system.

Inappropriate Use of Technology

- Using technology of any kind for inappropriate, offensive, or harassing communication is strictly prohibited
- Copying, altering, or tampering with data files, software programs, or system settings on any school computer is strictly prohibited

- Sharing login information and logging into – or attempting to log into – another person’s account is strictly prohibited.
- Unauthorized persons may not use equipment, software, security passwords, network accounts, or access information belonging to the school or to other users
- Attempts to bypass or hack SCS security procedures, the SCS network systems or share such unauthorized activity with other users is strictly prohibited.
- Intentionally causing physical damage to a school computer or device is strictly prohibited. The student will be held financially responsible for any damage caused to the computer or device.
- No food or drink (including water) are allowed in the computer labs or when using a school’s computer at any location.
- Seattle Christian School reserves the right to review and remove any material stored on its equipment

Students violating these standards and/or guidelines will be subject to the following:

- Disabling of account for a period of time determined by the secondary principal
- Detention, suspension, or other consequence based on the nature of the infraction
- The involvement of Law Enforcement when appropriate

These standards and guidelines are to be adhered to at all times on and off campus with school provided equipment.

APPEARANCE

Student Dress Code

We emphasize modesty, neatness and appropriateness in student dress. Any type of attire which causes disruption to the *learning* environment is not acceptable. This includes common fashion trends that can tend toward immodesty or be distracting based on how they are worn (i.e. fit, color, fabric, or other clothing paired with it). With this in mind, we encourage students and families to be mindful of clothing choices.

Current trends and fads will be addressed by the administration as they arise and school appropriateness is at the discretion of the school administrator. *Administrators reserve the right to exercise discretion related to clothing and appearance.* When in doubt please don't wear it or check with an administrator or office personnel.

The following guidelines are to assist you in determining suitability of clothing worn to school:

- Clothing must fit according to generally accepted adult standards.
- Pants must fit at the waist and be size appropriate.
- No skin on legs should be shown higher *than 4"* above the kneecap. This includes dresses, skirts, shorts (including PE attire), slits, rips or holes.
- Midriffs and cleavage must not be showing at any time.
- Tops must have straps which need to be at least 2" in width.
- Clothing designs logos or endorsement of products may not refer to or infer gambling, alcohol, tobacco, drugs, sex, violence, and/or negative mass media.
- *Clothing designs may not showcase secular bands, artists, or secular entities.*
- Underwear, boxers and bras are not to be visible.
- Hair is to be clean and neatly groomed.

In general, students ought to be fully and appropriately covered. **The following types of clothing and accessories are not acceptable:**

- Elementary students may not wear flip-flops, open toed or open heeled footwear for safety reasons
- Spaghetti straps, open back, backless, off the shoulder, or low-cut tops
- Tight, form-fitting clothing
- Caps, hats, hoods and head-coverings are not to be worn inside the school building during school hours
- Piercings are acceptable on ears and noses only. Gages and extreme piercings are not allowed.
- Visible tattoos (including fake tattoos) are not allowed. If a student has a tattoo, it must be covered while on campus and during any school activity.
- Face paint is not allowed during the school day including spirit days.

Formal Attire (Homecoming, Junior-Senior Banquet, Graduation, etc.)

Formal attire must always comply with the guidelines of Seattle Christian School' dress code for students guests and visitors. Violations may result in immediate expulsion from the event without benefit of refund. Please contact the administrator's office in advance of the occasion if in doubt as to the acceptability of attire.

Accountability

Students choosing not to abide by the SCS dress code rationale and guidelines will be asked to immediately correct the situation. Should a problem continue with a particular student after clear warnings have been given, appropriate action will be taken by the administration. Appropriate action for subsequent offenders may include, but is not limited to removal of privilege, parent conference, detention, purchase of SCS gear charged to the parent's account, or suspension in accordance with SCS Discipline Policy. No warnings may be given in extreme cases as determined by the administration.

ACADEMIC DISHONESTY

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What Is Academic Dishonesty?

As you know, we value academic integrity very highly and do not permit any forms of dishonesty or deception that unfairly, improperly or illegally enhance a grade on an individual assignment or a course grade. The following is a list of behaviors that constitute academic dishonesty. We are aware, however, that new forms of cheating, plagiarism and other forms of dishonesty may arise and therefore, we expect every student to interpret the requirement of academic honesty and integrity broadly and in good faith. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask a teacher before you do it!

Academic dishonesty includes, but is not limited to:

Cheating on Exams

1. Copying from others.
2. Having or using notes, formulas or other information in a programmable calculator or other electronic device without explicit teacher review and permission.
3. Having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or obtain unauthorized information.
4. Taking an exam for another student, or permitting someone else to take a test for you.
5. Asking another to give you improper assistance, including offering money or other benefits.
6. Asking for or accepting money or any other benefit in return for giving another improper assistance.
7. Providing or receiving information about all or part of an exam, including answers (e.g., telling someone in a subsequent period what was on your exam, or being told this information).
8. Having or using a "cheat sheet" (a piece of paper with answers, formulas, information, notes of any kind) that is not specifically authorized by the teacher.
9. Altering a graded exam and resubmitting it for a better grade.
10. Working together on a take-home exam, unless specifically authorized by the teacher.
11. Gaining or providing unauthorized access to examination materials.

Note: Simply having possession during an exam of any prohibited or unauthorized information or device, whether or not it is actually used, is an act of academic dishonesty and will be dealt with as such.

Sources

1. *Goldey-Beacom College Academic Honor Code*, <http://gbc.edu/advisement/honorcode.html>
2. *University of Pennsylvania Code of Academic Integrity*, <http://www.vpul.upenn.edu/osl/acadint.html>
3. *Cornell University Code of Academic Integrity*, <http://www.cuinfo.cornell.edu/Academic/AIC.html>

Plagiarism in Papers and Assignments

1. Giving or getting improper assistance on an assignment meant to be individual work (When in doubt, ask.)
2. Including in any assignment turned in for credit any materials not based on your own research and writing. This includes:
 - a. Using the services of a commercial term paper company.
 - b. Using the services of another student.
 - c. Copying part or all of another person's paper and submitting it as your own for an assignment.
3. Acting as a provider of paper(s) for a student or students.
4. Submitting substantial portions of the same academic work for credit in more than one course without consulting both teachers (self-plagiarism).
5. Failing to use quotation marks where appropriate.
6. Failing to properly acknowledge paraphrased materials via textual attribution, footnotes, endnotes and/or a bibliography.
7. Making up data for an experiment ("fudging data").
8. Citing nonexistent sources (articles, books, etc.).

Other

1. Misrepresenting your academic accomplishments, such as by tampering with computer records.
2. Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an exam or paper.
3. Failing to promptly stop work on an exam when the time allocated has elapsed.
4. Forging a signature.
5. Hoarding or damaging library materials.

Note: Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.

Academic Dishonesty Procedures

Because academic dishonesty undermines the teaching and learning process, it is a serious breach of discipline. In all cases of academic dishonesty, the teacher in whose class the infraction occurs will document the incident, report it to the principal, and notify the student's parents.

The following are possible consequences that may occur in instances of academic dishonesty based on severity and/or frequency of occurrence: reduced or no credit given on assignment, required re-submission with grade penalty, academic honesty contract, in-school suspension, failing grade in the course, or expulsion.

HARASSMENT, INTIMIDATION AND BULLYING

Seattle Christian School is committed to *cultivating* an environment in which all individuals treat each other with dignity and respect and which is free from all forms of discrimination, intimidation and harassment based on race, color, ethnicity, sex, age or disability. *As Christians we believe that all human beings are created in the image of God and must be treated with honor.*

The school is prepared to take action to prevent and correct any violations of this *commitment*. Anyone who violates this policy may be subject to discipline, *up to and including suspension or expulsion.*

The school also reserves the right to discipline individuals for conduct or speech that may not constitute discrimination, intimidation or harassment under this policy (as defined below), but is nonetheless deemed objectionable in the sole discretion of the school. The school will base the severity of the discipline on the circumstances of the violation. For example, discriminatory comments about race, color, age, gender, national origin or disability may be subject to disciplinary action if the conduct is not sufficiently severe or pervasive to constitute harassment, bullying, harassment and intimidation under the law.

Definition of Bullying

*Bullying is a form of youth violence. CDC defines bullying as any unwanted aggressive behavior(s) by another youth or group of youths, who are not siblings or current dating partners, that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm.

As a form of childhood adversity, bullying can include aggression that is physical (hitting, tripping), verbal (name calling, teasing), or relational/social (spreading rumors, leaving out of group). Bullying can also occur through the use of technology, which is called electronic bullying or cyberbullying.

*"Stop Bullying", US CDC and Department of Education, October 3, 2019
<http://www.stopbullying.gov/>

Definition of Cyberbullying

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or

private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

The most common places where cyberbullying occurs are:

- *Social Media, such as Facebook, Instagram, Snapchat, and Tik Tok*
- *Text messaging and messaging apps on mobile or tablet devices*
- *Instant messaging, direct messaging, and online chatting over the internet*
- *Email*
- *Online gaming communities*

Definition of Harassment

Harassment means ongoing unwanted, annoying or offensive *ongoing and unwanted* conduct or speech based on race, color, national origin, sex, age or disability if the conduct or speech (1) creates an environment that is sufficiently severe, pervasive or persistent so as to interfere with an individual's work or academic performance; (2) submission to the conduct or speech is explicitly or implicitly made a term or condition of an individual's academic activities (including extracurricular activities); or (3) submission to, or rejection of, the conduct by the individual is used as the basis for academic decisions affecting the individual. It includes, but is not limited to, threats, demands, requests, teasing, taunts, insults, derogatory comments, slurs, jokes, abuse, torment or other similar action. Harassment also includes sexual harassment as defined below.

Definition of Sexual Harassment

- "Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, and other verbal, or physical conduct of a sexual nature when: Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academics or activities (including extracurricular activities).
- Submission to, or rejection of, the conduct by the individual is used as the basis academic decisions affecting the individual.
- Such conduct (whether intentional or not) has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal or physical conduct of a sexual nature. Without limiting the behavior that might violate this policy, the following are examples of inappropriate conduct:

- Unwanted sexual advances or propositions
- Offering academic benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters
- Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
- Physical conduct such as touching, assaulting, impeding, or blocking movements
- Sharing of explicit drawings, digital images, pictures, and/or videos

What to Do and Where to Report

Students who feel they have been subjected to discrimination, bullying, harassment or intimidation (whether by a school employee or official, student or outsider) are encouraged to promptly report the matter to school personnel. Students or employees who observe discrimination, bullying, harassment or intimidation are also encouraged to report the matter to school personnel. All complaints should be promptly investigated.

If the discrimination, harassment, bullying or intimidation complaint is against the Superintendent, then the complaint should be immediately filed with the President of the school's Board of Trustees.

Confidentiality

Special safeguards should be applied in handling discrimination, bullying, intimidation and harassment complaints. However, in order to act on behalf of all its students and employees, the school cannot guarantee the anonymity of an individual making a complaint. The school reserves the right to fully investigate every complaint, and to notify a student's parent and appropriate government officials as the circumstances warrant.

Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning discrimination, bullying, intimidation or harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning discrimination, bullying, intimidation or harassment. Any employee or student who, after appropriate investigation, has been determined to have retaliated against anyone for using or expressing the intent to use the complaint procedure in this policy should be subject to disciplinary action, up to and including immediate termination or expulsion.

False Claims

The school recognizes that false allegations of discrimination, bullying, intimidation or harassment can have serious effects on innocent people. Therefore, the school may take disciplinary action, up to and including immediate expulsion, in cases where false or frivolous complaints are submitted. No disciplinary action will be taken where complaints are made in good faith.

Procedure for Investigation

When school officials receive a complaint, he or she will immediately inform a Principal or Superintendent, unless the Superintendent is involved in the alleged discrimination, bullying, intimidation or harassment, in which case the President of the school's Board of Trustees should be immediately informed of the complaint. The Principal or Superintendent (or the President, if applicable) should direct an investigation, if appropriate. If the investigation confirms the allegations, prompt corrective actions should be taken. The individual who suffered the harassing conduct may be generally informed of the corrective action taken. In addition, any employee or student found to be responsible for discrimination, bullying, intimidation or harassment in violation of this policy may be subject to appropriate disciplinary action, up to and including suspension or expulsion. The severity of the disciplinary action will be based upon the circumstances of the violation.

DISCIPLINE PROCEDURES

SCS Discipline Philosophy

SCS has a biblically based approach to student discipline, with a posture of empowering students to make wise choices, holding them accountable when they do not, and doing so with a spirit of dignity. The focus is on student ownership of their actions and corresponding consequences, learning from the situation, and reconciliation. The approach to student discipline is also progressive, investing in each unique student and each situation in a manner that honors SCS standards and conduct categories, is fitting to maximize learning and growth for all involved, and scales in duration and/or intensity.

Conduct Categories

Student misconduct has been divided into three categories, depending on the severity of the violation.

CATEGORY I - Minor disturbances and disruptions that inhibit classroom order and learning.

Category I Examples: Include but are not limited to dress code violations, causing classroom disruption, disobeying classroom rules, excessive tardiness, public display of affection, *and misconduct in hallways, chapel, assembly, lunchroom or offsite school activities.*

Consequences: Offenses may result in detention, loss of privileges/playtime, parent contact, parent-teacher disciplinary conference, student-principal conference, apologies, reconciliation or Category II consequences for recurrent offenses.

CATEGORY II - Activities and attitudes that show a lack of respect for authority or for other students, or frequent and repeated violations of Category I rules.

Category II Examples: Include but are not limited to harassment of any kind, truancy, hazing, fighting, profanity, vulgar, obscene or abusive expression/behavior, bullying, cyber-bullying, inappropriate use of social media, inappropriate use of technology, intimidation, irresponsible driving, insubordination, cheating, lying, mocking or scorning what SCS stands for.

Consequences: Offenses may result in student-principal conference, parent-principal conference, detention, loss of privilege/playtime, suspension and/or Category III consequences for recurrent offenses.

CATEGORY III - Violation of United States, State or City laws; activities, which seriously threaten student safety; activities that show flagrant lack of respect for authority or property; activities that violate biblical moral codes and conduct; or frequent and repeated violation of Category II rules.

Category III Examples: Include but are not limited to consumption or possession of alcohol, drugs or tobacco, premarital sex, assault, possession of weapons, destruction of property, theft.

Consequences: Offenses may result in suspension, *emergency expulsion* or expulsion/withdrawal from SCS and *law enforcement may be contacted if an illegal offense has occurred.*

Definition of Consequences

- *Loss of Privileges (7-12)* - Student shall lose junior-senior privilege and/or all T. A. privileges as applicable.
- *Lunch Detention (7-12)* - Student will report to a specific room during the normal lunch break. The student will be allowed to eat and study.
- *Before or After- School Detention (7-12)* - Assignment of a 1-hour period to be served at the beginning or end of the school day. After-school detention has priority over all other after school activities including sports, work and carpools. Ample notice will be given to allow for transportation arrangement.

- *Short-Term Suspension - Removal from the learning environment for a period of a half day or more, dependent upon the situation and the student status within the progressive discipline model. This removal may be facilitated in-school or out-of-school and is administered in communication with parents. Specific changes in attitudes and actions will be expected prior to re-admission. A re-admission parent-principal conference is recommended for the student to return to school. Disciplinary probation, including forfeiture of Junior-Senior Privilege, is invoked when a student is suspended from school.*
- *Long-Term Suspension - This consequence may be administered when the level and/or frequency of concerns (Categories II and III) is such that a student is suspended for the remainder of the current semester.*
- *Emergency Expulsion - For Category III violations, a student may be removed from campus immediately due to the level of safety threat involving him/herself or others. An investigation will then take place to gain clarity on the details, after which a hearing will be set to determine the standing consequence (short-term suspension, long-term suspension, expulsion, etc.). The emergency expulsion is designed to quickly eliminate the threat, gather information surrounding the situation, then make an informed decision as to next steps.*
- *Expulsion - Expulsion shall be recommended if it becomes apparent the school will not be able to meet the needs of a student, or that student's behavior is preventing classroom instruction. Expulsion may also be recommended for violation of Category III rules, unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probationary admissions or contracts. When expulsion is recommended, a date of withdrawal from school shall be set and withdrawal procedure followed. The expulsion date may be immediate. Recommendations for expulsion shall require the approval of the Superintendent. An expulsion occurs when a student is removed from the school for one calendar year.*

Reasons for Probation and/or Suspension

Academic

- Insufficient academic progress
- Failure of the parents to get recommended professional help for their child

Attitude

- A rebellious spirit that is unchanged after much effort by faculty and staff
- A continued negative attitude and negative influence upon the other students

Disciplinary

- Continued deliberate disobedience
- Committing a serious breach of conduct inside or outside of school that has an adverse effect upon the school's testimony
- Misconduct as outlined by Categories I, II, and III

Enacting Probation and/or Suspension

The probation will take place after the appropriate administrator has reviewed the student's behavior, attitude, and/or academic performance. A conference will be held with the parents, the student, and the administrator to give notification and explanation of the probation.

The administrator has the authority at all times to suspend a student. A student who is causing severe disruption *and/or negative impact* at school may be required to go home during the school day. The length of suspension will be 1-90 school days as determined by the administrator.

Expulsion or Request to Withdraw

A student may be expelled *or asked to withdraw* from school for a serious breach of conduct, and/or repeated problems with behavior or academic performance.

- In the case of such an offense, the recommending administrator will refer work with the superintendent, parents and student to ensure all parties are clear on school behavioral expectations and what the result will be if the student fails to comply.
- The Superintendent has the authority to expel or ask any student to withdraw for non-compliance with the rules and regulations of the school.
- If a student is expelled or asked to withdraw from SCS, the parents shall be obligated to pay the tuition to the end of the current semester.

Appeal Process

Any parent or student who does not agree with the imposition of discipline shall have the right to a conference with the Superintendent for resolving the grievance.

The parent/guardian and student, after exhausting this remedy, may appeal the discipline decision to the Board of Trustees.

Appeal Process

The appeal should clearly identify the school employees involved along with the principal's decision, the reasons for the appeal and the reasons the parent believes the decision was incorrect.

The appeal must be made in writing to the Board of Trustees. This shall be done within **ten** business days from the date when the superintendent's decision has been received by the parent(s).

The Board of Trustees will consider the appeal at the next closed session Board meeting or as designated by the Board President.

The Board has the discretion as to whether to hold a hearing, the date of the hearing, and shall determine who attends. The Board President will respond in writing to the parent(s) within **ten** business days with the decision. If additional time is needed after the hearing, the Board will communicate an updated timeline to the parent or guardian. All written decisions of the Board of Trustees President shall be sent via email to the parent unless the parent requests a different form of communication. The written decision of the SCS Board of Trustees is final.

All decisions of appeals shall be based solely upon the facts and arguments presented during the hearing. Legal counsel shall not be present at any appeal proceedings without five business days prior notice to the Board of Trustees or the Superintendent.

EXTRACURRICULAR ACTIVITIES AND ATHLETICS

EXTRACURRICULAR ACTIVITIES

Co-curricular activities are a vital part of school life. Activity details are communicated through the school weekly communications and teacher e-mails and newsletters. All activities are subject to adjustments due to health and safety mandates by the State of Washington.

Holidays, Parties and Celebrations

All school-sponsored parties will have school-provided supervisory staff in attendance. If you have questions about whether or not a party is school-sponsored, or about supervision of a party, please contact the appropriate school office.

To avoid hurt feelings as well as feelings of exclusion, elementary faculty and staff will not be the facilitator for distribution of non-school party invitations. Parents wishing to provide *a birthday treat for their child* are to arrange with the *appropriate school office* in advance. Balloon bouquets, flowers and party paraphernalia are inappropriate as the classroom setting conveys an environment conducive to learning. *Helium balloons are not allowed on campus as the helium gas can trigger the school fire alarm.*

- Christmas is observed as the celebration of Christ's birth. To avoid possible conflict with parental beliefs and practices, secular symbols while included at times are deemphasized, as we celebrate the birth of our Savior.
- While Halloween is not observed at Seattle Christian School elements of the fall and harvest season are incorporated.

Elementary Student Activities

EXTRA-CURRICULAR ACTIVITIES are offered throughout the year to elementary students. Activities may include Running Club, Basketball program, Chess Club, Lego/Robotics Club, Student Council, Spanish Language and Culture and more. Activities, membership guidelines and costs affiliated with these programs are announced throughout the school year.

FIELD TRIPS are enrichment opportunities through which elementary students enhance their classroom learning experiences. Parents are invited to chaperone field trip activities by making verbal/written arrangements with the classroom teacher. Unfortunately, younger siblings are not invited to accompany the chaperone parent on the field trip, as the parent will be responsible for the safety and supervision of an assigned group of students. *Any parent interested in chaperoning a field trip must complete the volunteer background ahead of time.*

Secondary Student Activities

The SCS experience extends outside the walls of the classroom, as students share life and build relationships together. Students can participate in a variety of activities, including:

STUDENT LEADERSHIP – *We take a “teams approach” to student leadership, allowing students to serve in positions of leadership based on their passions and gifting. Our leadership teams include ASB, mentorship, worship, and Fellowship of Christian Athletes with each contributing to a robust and vibrant school culture. High school students interested in participating on a leadership team will go through a nomination and application process. As potential student leaders, they must meet academic and conduct requirements in order to run for an office. The principal and leadership advisors will hold a meeting during the spring semester to explain these expectations and requirements to students.*

STUDENT CLUBS – Clubs provide students with opportunities to pursue their interests outside of the classroom. They are student-driven and can focus on a wide range of interests, provided they are aligned with the mission of Seattle Christian School. Students interested in starting a club should ask for an application from the secondary office.

ATHLETICS – Interscholastic sports give SCS students the opportunity to use their athletic gifts in practice and in competition. Please see the “Interscholastic Athletics and Activities” section below for detailed information about the SCS athletics program.

Eligibility for Student Activities

All students participating in a school-sponsored student activity must meet and maintain certain academic requirements. Students must have a 2.0 grade point with no failing grades at each grading checkpoint in order to remain eligible. Students who do not meet these academic requirements will be required to miss all scheduled events/activities for a minimum of one week. If, after one week, the student has raised his/her grades to meet the eligibility standards, s/he may return to full participation. If a student is not able to meet the eligibility requirements after one week, or if a student has ongoing difficulty remaining eligible for a student activity, s/he may be dismissed from the activity at the discretion of the activity advisor and/or the secondary administration.

All students participating in a school-sponsored student activity must also exhibit exemplary conduct. Ongoing disciplinary issues, whether at school or as a part of the student activity, will be grounds for dismissal from the activity at the discretion of the activity advisor and/or the secondary administration.

INTERSCHOLASTIC ATHLETICS AND ACTIVITIES

Seattle Christian students have the opportunity to participate in interscholastic sports as a part of the SCS athletics program.

Middle School Athletics

Middle school students may participate in the following sports: boys/girls basketball, boys/girls soccer, boys/girls track and field, and boys/girls cross country, boys baseball; girls fast pitch softball and girls volleyball.

High School Athletics

High school students may participate in the following sports: boys/girls basketball, boys/girls soccer; boys/girls golf, boys/girls track, boys/girls cross country, boys baseball; girls fast pitch softball, and girls volleyball.

Sportsmanship and Citizenship

Athletics is an important part of the Christian school experience. We actively integrate faith, learning and character development within all of our teams.

Seattle Christian students who participate in athletics/activities represent the school in a distinctive way. These students, therefore, take upon themselves the responsibility of defending and promoting the ideas of the school by their words and actions. As a representative of SCS, each person involved in athletics should realize that it is an honor to be a representative of Jesus Christ and SCS. We value honesty, humility, respect and fair play. Although winning seasons and contests are sought, our greater concern is keeping perspective and practicing sportsmanship/citizenship.

Athletic Eligibility

Students must have a 2.0 grade point with no failing grades at each grading checkpoint in order to remain eligible for interscholastic athletics and cheer.

Consequences for Failure to meet Eligibility Requirements

1. Ineligible two days after grades are posted in Secondary Student Services.
2. Ineligible for a minimum of one calendar week (student will miss a minimum of one contest).
3. At the end of one school week of ineligibility, the student will collect signatures from teachers with a grade check form. After the form is completed, it must be submitted to the Athletic Director. If the student has a 2.0 or higher and no F's, they are immediately eligible to participate. If the student is still ineligible, s/he may repeat the grade check process after each week of ineligibility.
4. After two consecutive weeks of ineligibility or upon the second ineligibility in one season or quarter, the student may be removed from the activity for the season in sports and until the end of the semester in other activities.
5. Failure to meet WIAA grade requirements (passing 6 of 7 classes, 5 of 6 classes, etc.) for a semester will result in an academic suspension: 5 weeks for high school students, 3 weeks for middle school students.

Additional Requirements

1. A student cannot participate in any contest, public appearance or official function while ineligible. While ineligible, practices and meetings are still required, but students may not miss class to participate in or attend any school-related activity.
2. Over vacations such as Christmas break, if a grade check is done on the Friday before vacation and the student is not eligible, the student will be ineligible at least through the Monday after the vacation is over (when another grade check will be done).
3. To begin an activity that has an eligibility requirement, the student must meet that requirement. For the first fall check, the final spring grade average is used for eligibility determination.
4. Where there are simultaneous quarter and semester grades, the better grade takes precedence.
5. Spring Selections: In order to tryout or be considered for a group or position which will begin in the next school year (e.g. cheer, etc.) the student must have met the eligibility requirement during third quarter.
6. A student who falls below a 2.0 may be restricted from any activity that would interfere with his normal class schedule.
7. Exceptions may be made only by an administrator.
8. Participation in activities or events that are a written part of class expectations may take precedence over other academic eligibility requirements for co-curricular activities.

** Mid-quarter progress reports and quarterly report cards*

Seattle Christian Athletic Code of Conduct

In addition to the rules and regulations found in this handbook, the Seattle Christian Athletic Code of Conduct also governs athletic program participants and their parents/guardians.

SCS Goals: To develop Christian young men and women positive character traits, virtues, sportsmanship, skills, fundamentals, team work, having fun and to be successful, we will strive to win.

What You Can Expect From The Coaches

- Each player will be treated fairly, (in some situations we must place the needs of the team before the needs of an individual player), viewing the game with team goals in mind. We will make every effort to be respectful to your child.
- We will emphasize the importance of teaching your child Christ-like character as well as teaching them the skills of the sport.
- We will not conduct major discipline issues with your child in front of the team or talk about these issues with other players. We will make every effort to correct in an instructive way.
- Coaches will not be expected to discuss coaching, strategies, playing time, other players, or style of play with parents.

What We Expect From The Parents Of Our Players

- Parents must release their child to the coaches. If the child looks to the stands for the parent's approval; the parent has not released them. Trust the coaches and accept their judgment; allow them to get the best out of your child so you can enjoy the game.
- Parents wishing to speak with the coaches regarding concerns are asked to set up an appointment to do so. Parents are not to attempt to meet with coaches before, or immediately after a game or practice unless an appointment has been made with the coach.
- Be your child's biggest fan. Take the pressure off your athlete. The goal is to improve your child's Christ-like character and sporting skills. Winning and playing time is secondary.
- Speak positively about other players, before, during and after games. Be an encourager. Do not put down the coaches or any other players on the team in front of your child, another player, or other parents.
- Your behavior in the stands can have a positive or negative effect on Seattle Christian School's character, as well as our players on or off the field/court. The only Christ some people will ever see is our reflection of Him. Let's model Him through our actions.
- Encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at all games and practices. Let the referees do their job (do not argue calls or decisions). No one is perfect and we all make mistakes. This is true of officials, players and coaches. Remember, we are witnesses for Christ and Seattle Christian School at all times.

Athletic Fee

Students who participate in athletics are required to pay an athletic fee for each sport played. This fee has been implemented to defray the costs of facility, transportation and equipment maintenance. Most schools have adopted "pay-to-play" policies to ensure participants are provided with quality athletic programs.

The athletic fee per sport for HS students is \$150 with a maximum of \$300 per student per school year.
The athletic fee per sport for MS students is \$100 with a maximum of \$200 per student per school year.

General Regulations

- Washington Interscholastic Activities Association (WIAA) rules must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc. Each coach has the responsibility to know, to inform team members and parents and to enforce school and WIAA regulations in these matters.
- Prior to the first day of practice in a sport, the athlete must take care of the following:
 - a. Have an updated physical examination, good for two years from date of exam, (cannot lapse during the season), and on file in the athletic office.
 - b. Signed Concussion Information/Sudden Cardiac Arrest Form on file in the athletic office. (A new form must be signed each school year.)
 - c. Have accident insurance through either parents or school.
 - d. Pay fines or turn in equipment from previous sports.
- Conduct by a student athlete that is determined by the head coach and school administration to be detrimental to the athletic program and/or school will result in counseling by the head coach and a school administrator with possible suspension.
- No athlete may quit one sport and turn out for another after the season has begun without the mutual consent of both coaches.
- A display of unsportsmanlike conduct toward an opponent or official or use of improper or questionable language during a practice or contest is inappropriate and will result in counseling by the head coach and possible suspension from one or more athletic contests.
- Violations requiring special administrative attention and/or action as established in the SCS Student Handbook will entail:
 - a. Suspension for one contest following the first violation.
 - b. Suspension for the remainder of the season following the second.
- Theft or malicious destruction of any school or individual's equipment or property is not to be tolerated.
 - a. First offense – the individual may be suspended. Following counseling by the head coach and a school administrator, a decision regarding further participation will be made.
 - b. Second offense – suspension for the remainder of the sports season and a referral of the student to the school administration for appropriate discipline.
- Attendance at all games and practices is mandatory. Sitting out the next contest will occur after the first unexcused absence and dismissal will result after the second. It is up to the coach's discretion to determine whether an absence is excused or unexcused.
- Completion of the sports season is required in order for the athlete to be eligible for a letter or credit (HS) or other team or individual awards. (Exception – injury that limits participation if student continues to attend team events). Letters and awards will not be given to any student suspended for the remainder of the season for athletic code or eligibility violation. If a violation occurs during the season (but is found out later), awards and letters may be revoked.
- The rules and regulations in this code shall apply to any violations, on and off school premises, during the season of participation.
- Variations or additional rules or regulations from the head coach will be submitted and cleared by the athletic director and principal. Any variations or additional rules and regulations must be in writing and on file in the athletic office.

School Attendance Requirements

A student needs to be in school all day in order to participate in an activity (i.e. game or practice) that day. An exception will be made if a student is in school at least half of a school day and is excused for the absent half.

If a student had an approved medical appointment, which caused them to miss more than half of the day, the student must present to the athletic director a signed statement from the doctor and/or parent regarding the absence for an exception to be granted.

A student who has been injured and has had medical treatment cannot participate again until the date indicated by the student's doctor.

All students are expected in school at 7:45 a.m. the morning following all evening games and student events. Students arriving late will receive unexcused absences for classes missed. Any exception would require prior administrative approval.

Truancy from classes during the season could result in

First offense - suspension for one contest.

Second offense - suspension for the remainder of the season.

Alcohol, Drugs, Marijuana, Tobacco Use, etc.

Use of alcohol, drugs, marijuana, tobacco, "nicotine delivery devices", narcotics, *juling*, *vaping* or hallucination agents in any form by all student athletes is prohibited. Athletes purporting to use or possess these items is also prohibited. **Five minute rule** – if you are at a party or event where any of the named items are being used by minors, you have five minutes to leave before you are considered to be in violation of the student and athletic code of conduct.

The following guidelines will be followed when dealing with alcohol, drug and tobacco violations:

I. Alcohol/Drugs/Marijuana

First offense the individual will be suspended from the squad for remainder of sport season. If the violation occurs during the summer or between seasons, the athlete will be suspended from interscholastic competition in their next sport season for three full weeks with only practice privileges.

Second offense - the individual will be suspended from all athletics for one year period.

Third offense - the individual will lose all high school/middle school athletic eligibility.

All school discipline procedures take precedence.

II. Tobacco

a. First offense – The individual will be suspended for the remainder of the season. The suspension may be reduced to 3 weeks (minimum 3 games missed) if the student enrolls in and completes a Tobacco Diversion/Education program approved by the Athletic Director. The program must be completed before eligibility is restored.

b. Second offense – The individual will be suspended for the remainder of the season.

c. Third offense & subsequent violations – The individual will be suspended from athletics for one full year.

d. All school discipline procedures take precedence.

Athletic Suspension

The student has the right to appeal any team suspension, with the appeal process being as follows:

- Written notification to the athletic director within 48 hours of the suspension.
- The athlete, the athlete's parents, head coach, athletic director and a school administrator will then have a conference to determine the outcome of the appeal.

- With the information gathered, the athletic director, head coach and school administrator will make the final decision regarding suspension.

Uniforms and Equipment

- Your coach will issue you a uniform and/or sweats before the first contest. It is your responsibility to keep it clean and in good shape.
- School issued uniforms/equipment are to be worn only while participating with school teams during scheduled contests.
- Students must pay for lost or damaged uniforms. The price will reflect the replacement cost of that uniform.
- Late return charges may be assessed to you if your uniform is not returned to the coach by a designated date after the completion of the sport season.
- Please treat school equipment with care. If your coach gives you responsibility for team equipment, see that your job is carried out completely. The student will repay in full any loss or damage of school equipment due to neglect or carelessness by the student.

Facilities and Transportation

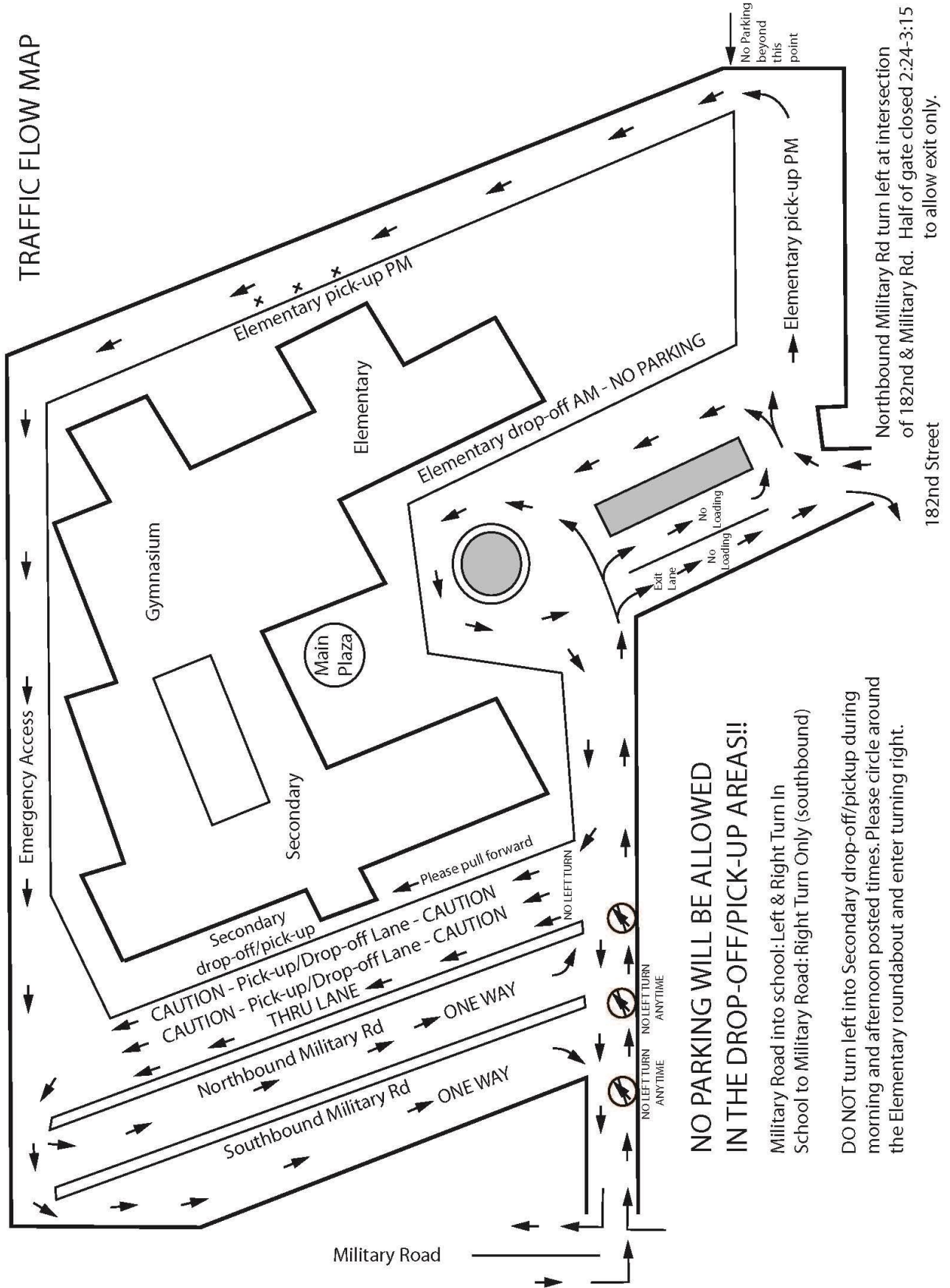
We are blessed to have excellent facilities including two gyms, weight room, locker rooms, and baseball, softball, and soccer fields. You must be a good steward of what we have and use it wisely. Always leave the area cleaner than you found it. Do not tolerate destructiveness or misuse of property.

- a. Students are not allowed in the secondary wing after practice, so remember to get everything you need to take home before practice.
- b. Students are to be out of the gym and locker room area as soon as possible after practice is completed. Parents need to pick up students as soon as possible after a practice.
- c. Each coach will be responsible for his/her team to clean out the vehicle after every use. If this is not done, the team may forfeit the use of school transportation.
- d. All coaches and athletes are required to follow transportation procedures.

Transportation of students to and from required athletic events. When Seattle Christian School transportation is provided for an athletic event:

- Students must ride the bus to and from the athletic event in order to be eligible to play. (*See "Travel Waiver" exception below.*)
- Students may not drive themselves or other students to or from such events.
- Parents may be allowed to drive their student to such an athletic event on a case-by-case basis, provided a "Travel Waiver" pre-event form has been signed and approved by the Athletic Director and Coach and, a minimum of 24 hours before the event. There will be NO exceptions made to this policy.
- Students may be picked up by their parents and driven home from an athletic event provided a Post-Event "Travel Waiver" form has been signed and approved by the Athletic Director or Coach and the Transportation Director, a minimum of 24 hours before the event. If the student's name is not on the "Travel Waiver" list provided to the bus driver, the student must return to school on the bus. Travel Waiver forms can be found in the secondary office or on the SCS website.
- Student athletes will use the 15-minute time allotted them by early dismissal for sports to change into any special apparel needed for the event they are participating in, if they have a changing area assigned to them at the event they may wait until arrival at the destination to change clothes. They may not change clothes on the buses.
- Oversized "gym-type" bags, heavy, sharp, bulky and/or other articles, which may be hazardous in the event of an accident, may not be transported in the passenger area of the bus. If using a bus with under-storage area said items might be stored there. (Applies to sports as well as band classes.)
- Student athletes are not permitted to wear shoes with cleats on a school bus.

TRAFFIC FLOW MAP



NO PARKING WILL BE ALLOWED IN THE DROP-OFF/PICK-UP AREAS!!

Military Road into school: Left & Right Turn In
 School to Military Road: Right Turn Only (southbound)

DO NOT turn left into Secondary drop-off/pickup during morning and afternoon posted times. Please circle around the Elementary roundabout and enter turning right.

Northbound Military Rd turn left at intersection of 182nd & Military Rd. Half of gate closed 2:24-3:15 to allow exit only.