



Seattle Christian Schools

Parent/Student HANDBOOK 2011-12

“Renewed”

Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is – His good, pleasing and perfect will.

Romans 12:2

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www.seattlechristian.org

(Last revised August 25, 2011)

Welcome

to the 2011-12 school year

at Seattle Christian Schools!

This handbook is your reference guide to the rules and procedures of Seattle Christian Schools that are important in providing a quality Christian learning environment for all students. Working in partnership with the home and the church, we trust you find this to be a meaningful year of educational and spiritual growth for your child(ren).

Seattle Christian Schools endeavors to provide a quality education program that is thoroughly Christian in direction, process and content. Thus, we define "Christian education" to mean that Christ is the central motivating force and that biblical principles are the operating guidelines for each area of the school program whether written or understood.

Seattle Christian Schools is primarily for the discipling and nurturing of Christian young people. Evangelism, however, will be a part of our program so that students may have every opportunity to be in right relationship with God. Evangelism is also an expected fruit of discipleship as evidenced by student and staff reaching out to others.

Students' attitudes are the most important factor governing their success in school and in life. Each person's attitude is reflected in things said and done. The Bible tells us that the things that we think about and treasure will be the things that are reflected in our actions. Therefore, it is our desire to help students to grow personally in their relationship with the Lord, their peers and with those in authority. To this end, Seattle Christian Schools has the following statement of mission:

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.

Colossians 1:28

On behalf of the entire staff of SCS, welcome to the 2011-12 school year. We consider it a true privilege to serve the students and families at Seattle Christian and look forward to a great year out ahead!

In His Service,



Gloria Hunter
Superintendent

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I. INTRODUCTION

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).

Non-Discrimination Statement

Seattle Christian School continues to accept students of any race, color, national and ethnic origin, disability, or 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 in administration of its educational policies, admissions policies, scholarship, and loan programs, athletic and other school-administered programs. SCS does reserve the right to select students on the basis of academic performance and personal qualifications including a willingness and ability to cooperate with Seattle Christian Schools' administration and staff and to abide by its policies.

Walk Worthy (*Attitudes for Success*)

At Seattle Christian, we want to provide a setting of biblical principles and Christian conduct where young people can become more like Christ.

- I. Make your attitudes and words pleasing to God.
- II. Show respect for the views and property of others.
- III. Practice the Golden Rule.
- IV. Be accountable for time and work.
- V. Listen while others are talking.
- VI. Accept consequences for your actions.
- VII. Criticize ideas, not persons.
- VIII. Guard your tongue. Let the words of your mouth be pleasing to God.
- IX. Recognize everyone is a valuable person; everyone is worthy because we are all created in the image of God.
- X. Use time wisely.

School Sponsorship

Seattle Christian Schools is operated by the Seattle Christian School Association, an interdenominational non-profit corporation organized under the laws of the state of Washington. The schools are parent-sponsored and governed by a self-perpetuating Board of not less than five members. They set policy and direct the schools according to the bylaws.

Affiliations

Seattle Christian Schools is a member of:

- Association of Christian Schools International (ACSI)
- Northwest Accreditation Commission (NWAC)
- Pacific Northwest Association for College Admission Counseling (PNACAC)
- Principals' Association of Christian Schools (PACS)
- Washington Federation of Independent Schools (WFIS)
- Washington Council for High School and College Relations (WCHSCR)
- Washington School Counselors Association (WSCA)
- Washington Secondary School Athletic Administrators Association (WSSAAA)

High School Athletics/Activities

Nisqually League (1A/2B)

Cascade Christian

Orting

Life Christian

Charles Wright

Seattle Christian

Chimacum

Vashon

Nisqually League (2A)

Eatonville

Steilacoom

Fife

Washington

West Central District III

Washington Interscholastic Activities Association

Middle School Athletics

Nisqually Middle School League

Accreditations

Seattle Christian Schools has been accredited for a six-year period (2009-2015) by the Association of Christian Schools International (ACSI) and the Northwest Association of Accredited Schools (NAAS). SCS is also accredited by the Washington State Board of Education.

School Colors

Seattle Christian's school colors are red and white. In biblical terms red stands for the blood of Jesus and for cleansing, white signifies purity. Black may be used as a base color.

Mascot

The mascot or symbol of Seattle Christian Schools is the Warrior. Ephesians 6 states that we are to "put on the whole armor of God..."

School Song

Sing a song of victory

Seattle Christian School

Serving Christ our risen Lord

In all we say and do.

Raising high the red and white

Press onward to our goal

Strive together and we'll win

Against each foe!

II. SCHOOL OPERATIONS

Staff

SUPERINTENDENT.....	Gloria Hunter
Administrative Assistant.....	Stacey Whitten
ELEMENTARY PRINCIPAL	Julie Giardino
Elementary Secretary.....	Tammy Bowen
SECONDARY PRINCIPAL.....	Stephanie Knipp
Secondary Administrative Assistant/Attendance.....	Andie Smith
Registrar	Kaylene Shomber
Secondary Office Assistant.....	Traci Goolsbey
SECONDARY ATHLETIC DIRECTOR/ADMINISTRATOR.....	Craig Wroldstad
Administrative Assistant.....	Jenn Buyagawan
ADMISSIONS COORDINATOR.....	Fran Hubeek
BUSINESS MANAGER.....	Angie Cadwell
Accounting Assistant.....	Julie Gunhus
MAINTENANCE LEAD	
PUBLIC RELATIONS COORDINATOR.....	Carol Ridings
Public Relations Assistant	Donna Rablin
RECEPTIONIST.....	Lloydine Linman
SYSTEMS ADMINISTRATOR.....	Kevin Thomas
TRANSPORTATION COORDINATOR.....	Shawn DeOrnellis

SCS Board of Trustees

Tom Cross - President	Suzy Kumasaka
Sheri Barronian - Vice-President	Chris Glynn
Joe Hoff - Treasurer	
Steve Straume - Secretary	

Telephone Information and Office Hours

Central Office	206-246-8241 , fax 206-246-9066	7:30am - 4:00pm
Secondary (7-12)	206-246-8241 , fax 206-438-5496	7:15am – 3:45pm
Elementary (K-6)	206-246-8241	7:30am – 4:00pm
Warrior Kids' Club	206-786-3519 <i>Before and after school care for elementary students at a rate of \$5 per hour. Extended time beyond 6:00pm pick up will be billed at \$1.00 per minute.</i>	
	Before school care	begins at 7:00am
	After school care	3:30pm – 6:00pm

We desire to serve parents, visitors, and all people phoning our school offices as efficiently as possible. For this reason student phone use must be limited to emergencies only. If the school is responsible for an inconvenience (such as schedule changes), the students will be permitted to call parents or carpool people via the office phones.

School Hours

Students should arrive not more than 30 minutes before school starts nor stay more than 15 minutes after school is dismissed.

ELEMENTARY (K-6): 8:00am – 3:00pm

Front doors are opened at 7:30am

Students are supervised until 3:15pm

Students in **secondary student-driven** carpools are supervised until 3:15pm

SECONDARY (7-12): 7:45am – 2:45pm

Access doors are opened at 7:15am and locked at 3:15pm. Students are to be picked up in front of secondary by 3:15pm unless they are participating in a school-related activity.

Closed Campus Expectations

When a student is dropped off at the school, it is expected that the student will not leave the campus. Students, who need to leave the school grounds for any reason; including illness, or senior checkout privilege, need to sign out with the appropriate office (Elementary Office for K-6 and Secondary Office for 7-12). Those who fail to sign out may be disciplined and may be considered truant from class. After school, students are to go directly home unless attending a school-related activity, in which case they are to remain at the activity for its duration. After the activity, students are to go directly home or wait in the gym hall to be picked up. For safety reasons, students are not allowed to wander the building, or property, during school-related activities. An adult must supervise all elementary aged children at all times.

School Year Calendar 2011-12

August 2011				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

October 2011				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

December 2011				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February 2012				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

April 2012				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

June 2012				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September 2011				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2011				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

January 2012				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

March 2012				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2012				
M	T	W	T	F
		1	2	3
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

July 2012				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

AUGUST 2011
 22, 23 - New Staff Orientation
 24, 25, 26, 29, 30 - Staff Training and Work Days
 29 - Orientation for ALL incoming 7th and 9th graders and New Sec. Student Orientation
 29 - New Parent Orientation
 31 - K-12 First Day of School

SEPTEMBER 2011
 5 - Labor Day

OCTOBER 2011
 6, 7 - K-12 Half Day - Staff Development

NOVEMBER 2011
 2 - First Quarter Ends
 9, 10 - K-12 Parent/Teacher Conf - No School
 11 - No School - Veterans Day
 23 - K-12 Half Day
 Grandparents' Day
 24, 25 - No School - Thanksgiving Break

DECEMBER 2011
 19 - 30 - Christmas Break

JANUARY 2012
 2 - No School - New Years Holiday
 3 - Welcome Back - K-12
 16 - No School - MLK Jr. Day
 17 - Secondary Finals Begin
 18, 19, 20 - Finals/Staff Grading
 K-12 Half Day
 20 - First Semester Ends

FEBRUARY 2012
 20 - No School - Presidents' Day

MARCH 2012
 2 - K-12 Half Day - Staff Development
 30 - Third Quarter Ends

APRIL 2012
 2-6 - InterSCession-Gr. 9-12
 8 - Easter
 9-13 - No School - Easter Break

MAY 2012
 28 - No School - Memorial Day

JUNE 2012
 3 - Graduation
 5 - Secondary Finals Begin
 6, 7, 8 - Finals/Staff Grading
 -K-12 Half Days
 8 - Last Day of School

JULY 2012

Finances

FISCAL PAYMENTS

FACTS Management Company will service your school account. Your annual contract that includes tuition and fees are divided into (10) monthly installments and are processed through automatic bank payments on the 5th or the 20th of each month (August through May). The only billing that will be done through Seattle Christian Schools will be for tutoring fees and S.A.L.T. fees. In addition, FACTS Management Services will deduct a \$25 late fee on any late payments.

REENROLLMENT

1. **Beginning of 2nd Semester** - No student shall be permitted to begin classes the 2nd Semester if payments are delinquent unless satisfactory arrangements* have been made.
2. **New School Year** - No student shall be permitted to begin classes unless all accounts are current **or the Finance Committee of the Board approves appropriate arrangements.**

* **"Satisfactory arrangements"** for the removal of an existing delinquency shall be defined to mean a written commitment on the part of 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.

N.S.F. CHECKS (NON-SUFFICIENT FUNDS)

When an NSF check is returned to SCS, it will be immediately re-deposited. If NSF a second time, the party is notified by phone or mail. Follow-up will continue as warranted in each individual situation. A \$25 charge may be assessed to the account.

FACTS Management Services
P.O. Box 67037
Lincoln, NE 68506
877.606.2587

Lost and Found

Each year many items are lost, but their owners retrieve few. Location of receptacles containing lost and found items will be announced at the beginning of each school year. Periodically during the year, unclaimed items will be discarded. Check with the appropriate office if you have questions.

Lunch

ELEMENTARY - students bring a sack lunch and eat in the auditorium. Milk tickets may be purchased at the office. Milk cost is published each September. Microwaves will be available. Limited menu choices will be available as the year progresses. **SECONDARY** - Students may bring lunches from home. The Senior Store has some food items available for purchase (menu choices vary.) Other special items are occasionally sold by classes or clubs to raise money for activities.

Students must eat lunch in the auditorium. Eating is allowed in the classrooms by permission only or as part of an adult-supervised meeting. High school students are allowed to eat outside as long as the grounds remain litter free. **The parking lot is off-limits to students, except for seniors leaving or arriving from Senior Privilege.**

Transportation and Parking Regulations

All drivers, student and adult, must follow the driving directions as outlined in this handbook.

GENERAL

1. In cooperation with the SeaTac Fire Department, SCS has clearly marked all “No Parking, Fire Lane” areas according to state standards including area in front of the elementary office. It is important to both read directional signs and look for roadsides that are painted red.
2. The Fire Department is diligent in patrolling our grounds for vehicles not in compliance and will issue citations for such illegal parking.
3. Loading and Unloading is prohibited at all times in the Fire Lane Loop in Front of the Central Offices. Disregard for this policy may result in the student’s loss of driving privileges.
4. Except for elementary pick-up time of 3:00 p.m. – 3:30 p.m. agreed upon by the SeaTac Fire Department and SCS, the access road behind elementary is not available for pick-up/drop-off of students, either during school hours or after hours.
5. Business-related deliveries only may be made via the access road.
6. Parking is **NOT** allowed south of the NW Bollard by the Softball field, except when directed to do so by a parking attendant.

RESERVED PARKING

1. Reserved spaces for staff and students are assigned from 7:30 a.m. – 3:30 p.m. on school days, with the exception of Central Offices spaces, which are assigned until 4:00 p.m.
2. Disabled and 24 Hour parking spaces require a special permit at all times.
3. Parking is **NOT** allowed in the Bus Loading/Unloading Zone, except when directed to do so by a parking attendant during Special Events that require the Over-flow parking Plan to be put into effect.
4. Waiting is allowed in the Bus Loading/Unloading Zone as long as the driver stays with the vehicle and is ready to move out of the Bus Zone when the bus arrives.

STUDENT PARKING

1. 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.
2. **ALL** cars that a student drives to school must be registered.
3. Completed applications should include (***Incomplete applications will not be processed***):
 - a. Copy of valid Driver’s License
 - b. Copy of proof of insurance
 - c. \$50.00 Non-refundable fee.
4. Applications for parking permits will be accepted throughout the year on a first-come first-serve basis, as spaces are available.
5. Spaces will be limited to one per family.
6. Students are not allowed to park in “Visitor Parking” at anytime during the school day.
7. Students who do not register their vehicles or park improperly may lose their parking privileges.

VISITOR PARKING

1. There are clearly marked visitor spaces located in the top section of the east parking lot and in the north lot by the Elementary building.

2. When visiting our campus please sign-in at one of the three offices and let them know the license number of your vehicle.
3. Please do not park in any space marked reserved. An empty space does not necessarily denote an available space.
4. Please do not park in spaces reserved for "Coaches" after 2:15 p.m.
5. In anticipation of visitors exceeding our visitor parking capacity, parking attendants or directional signs will direct you to over-flow parking areas.

SPEED LIMIT - For the safety of our students, there is a **10 MPH** speed limit throughout the campus.

CARPPOOL INFORMATION

Those interested in carpooling may complete the "Car-Pool" data sheet that is included in the summer mailing. This information will be compiled and distributed to those individuals to assist them in finding a compatible carpool.

PARENT/VOLUNTEER OR STAFF FOR STUDENT TRANSPORTATION (School Vehicles) -

1. Parents, volunteers or staff who wish to drive a school owned or leased vehicle for transporting students (including their own) to school related events must complete the following process.
2. Complete a WSP background check.
3. Provide Proof of Insurance
4. Provide a Copy of their Driver's License.
5. Provide a current copy of their Driver's Abstract.
6. Provide a copy of their current First Aid/CPR card
7. Go on a Ride-A-Long with the Transportation Director

All of these items must be completed, turned into and approved by the school Superintendent, before driving privileges begin. Driving privileges are good for one school year.

PARENT/VOLUNTEER OR STAFF FOR STUDENT TRANSPORTATION (Personal Vehicles) –

1. In addition to completing all of the requirements in Section G above, parents, volunteers or staff who wish to drive their personal vehicles for transporting students (including their own) to school related events, must
1. complete and sign a "Waiver of Liability Form"

STUDENT TRANSPORTATION

Seattle Christian Schools is responsible for the safe transportation of students to all school sponsored events for which transportation is provided. **Students will not be allowed to transport themselves or other students to such events (see *Travel Waiver section for exceptions*).** Failure to follow transportation procedure may result in loss of transportation privileges.

TRANSPORTATION POLICY AND PROCEDURE FOR ATHLETICS, EXTRACURRICULAR ACTIVITIES AND FIELD TRIPS

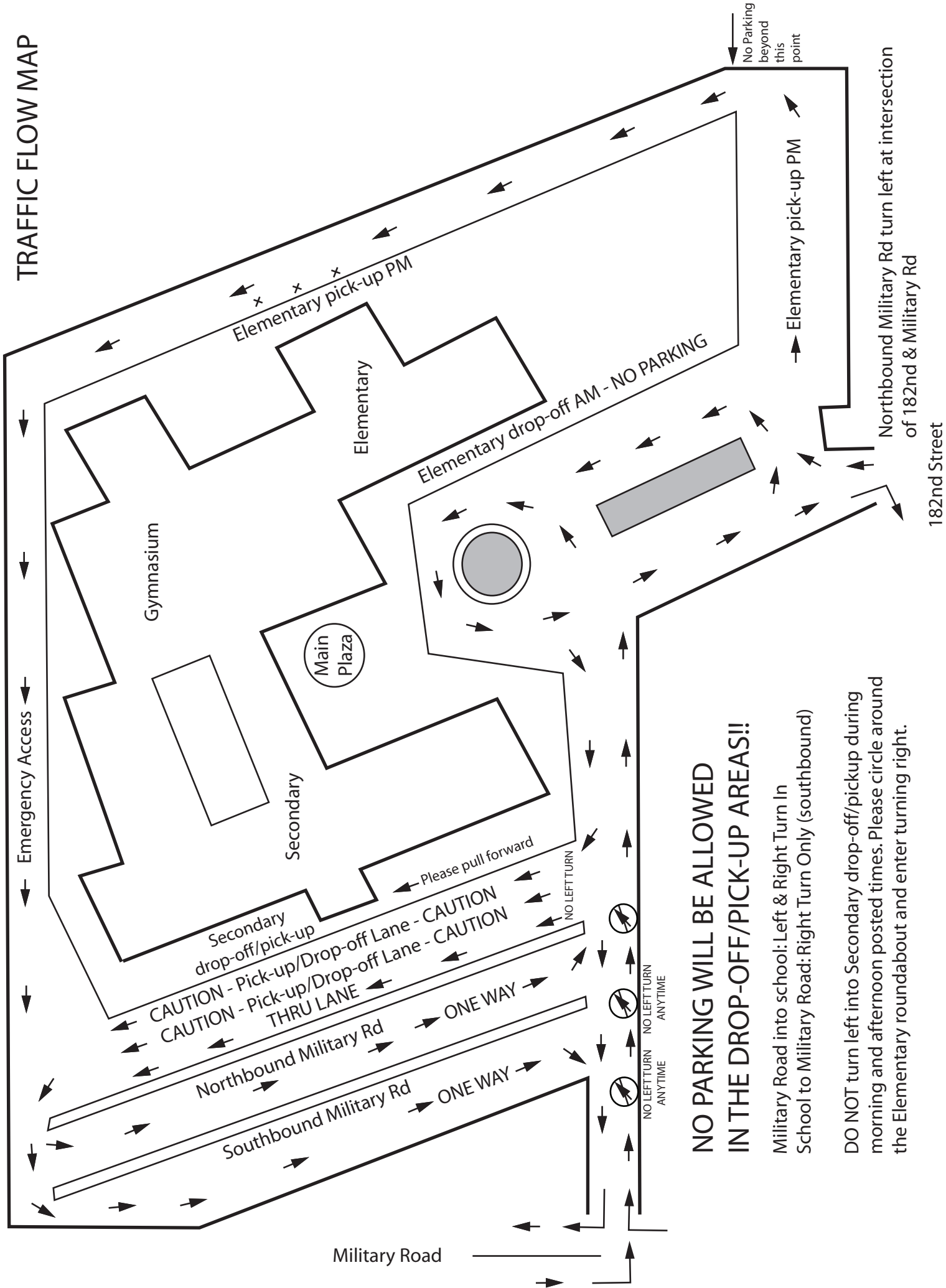
1. **When dropping off or picking up students for athletic events, extracurricular activities and field trips** use only the **Loading/Unloading Zone** in front of the Elementary building. Students who are dropped off or picked up in the **Fire Lanes** may be subject to disciplinary action.

2. **Parking for athletic, extracurricular events and field trips.** All reserved spaces, except 24 Hour and Handicapped, are considered "Open" after 3:30 PM each school day. Elementary parents participating in a field trip may park in the tetherball area of the elementary playground. Parking is not allowed along the curbs in front of elementary or secondary, or south of the bollard and chain at the softball field, unless directed to do so by a parking attendant.
3. **When school transportation is provided to an event,** all students are required to use school transportation in order to play or participate in the event. *(See Travel Waiver Section below for exceptions.)*

TRAVEL WAIVERS

1. A signed Travel Waiver signifies the parent's and student's desire to separate from school provided transportation, thus releasing the school of any liability for injury or harm that may come to the student as a result of not using the school provided transportation. Travel Waivers may be put into effect for one of two reasons:
2. **Post- Event Travel Waiver (Separation after the school event.)** This Travel Waiver should be signed when the student wishes to separate from school provided transportation after the event is completed, (i.e. ride home with parents after game or field trip). One Travel Waiver may be signed to cover an entire athletic season.
3. **Pre-Event Travel Waiver (Separation before the school event.)** This Travel Waiver must be signed when the parent and/or student wishes to provide their own transportation to a required school event for which school transportation is provided, (i.e. golf practice or home matches at Riverbend Golf Course). These Travel Waivers require prior authorization by the coach/athletic director and the transportation director. They will be provided on a case-by-case basis. **Students are NEVER allowed to transport other students to a school sponsored activity.**
4. The forms mentioned above may be obtained through your respective school office.
5. Students who are being disciplined for Transportation Policy Infractions will not be authorized to drive themselves or be driven by anyone else. (See Bus Discipline Section).
6. All Travel Waivers shall be completed, signed and turned into the transportation director 24 hours before the desired event. Failure to do so may result in non-release of the student from school- provided transportation.

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.

Bus Behavior Expectations

1. Passenger Requirements:
 - a. board the bus only after receiving permission from the driver.
 - b. keep head, hands and feet inside the bus.
 - c. remain seated and facing forward.
 - d. be courteous & cooperative to the driver & each other.
 - e. speak in a normal speaking voice.
 - f. keep the bus clean.
2. Except under special, pre-arranged circumstances, eating and drinking is not allowed on the bus.
3. Windows may not be lowered below the third notch down on the window frame.

Afternoon Dismissal

Thank you for your patience and perseverance in the AM arrival and PM dismissal procedure. We greatly value opportunities of working together. Please check the following dismissal scenarios with this in mind.

1. My elementary student walks to and/or from school.

- a. I send a permission slip stating dates/persons walking with my student(s) to be kept on file in the elementary office.
- b. An adult supervisor will walk my elementary student to the walkers' gate no later than 3:05pm (The walking student must be met by an adult who will walk the student home, not to a parked car).

2. I am an elementary parent/elementary carpool.

- a. I arrive on campus **no earlier than 3:00pm** that will allow secondary students and secondary carpools time to leave campus.
- b. I arrive on campus and stay to the extreme right in my lane as I proceed to the west side of the school to the undercover area. My student will be waiting for me with his/her respective teacher.

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

- a. I arrive on campus by 3:00pm 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.**)*

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

- a. I go to the auditorium between 3:00 – 3:10pm to pick up the supervised elementary student(s).
- b. I am now responsible for the elementary student(s) in my carpool.

5. I am an elementary/secondary parent or carpool driver who desires to park and walk into the elementary building to pick up elementary student(s).

- a. I park in the lower east parking lot (undesignated parking area), walk to the elementary dismissal area; **make contact** with the teacher before leaving with my student(s).

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

- a. **I may not walk to the elementary classroom or undercover area to pick up my siblings or carpool friends**
- b. **I may not meet my carpool in the undercover area because**
 - i. I am not a secondary STUDENT DRIVER,
 - ii. I am not a PARENT (see #4),
 - iii. I am not to leave the secondary campus,
 - iv. I am to be waiting on the secondary campus to be picked up (see #3).

Health and Safety

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 divisional 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 policies 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.

Copies of Seattle Christian Schools' HIV/HBV policy are available upon request from the Superintendent's Office.

Fire / Evacuations / Earthquake / Lockdown

Fire and earthquake evacuation and lockdown drills shall 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.

In the event of a prolonged emergency, SCS has limited emergency supplies on hand.. These are stored in easily accessible areas to be used when necessary.

Each staff member has an Emergency Procedures Manual that provides a detailed outline of emergency procedures for each possible situation that may arise.

Illness

School policy dictates that an ill student will not remain at school. A student may remain in the health room for no longer than one hour.

- Students will be sent home during the day if it is determined by the office staff that they are too sick to remain in school, he/she will need to be picked up by a parent/guardian or an adult designated by the parent/guardian.
- Students may not return to school unless they have been fever free (without the aid of Tylenol or other fever reducer) for 24 hours. If your child has a fever for more than three days, you should contact your child's Health Care Provider.
- Students should also stay home until it has been 24 hours since the last time they vomited.

- If a student is on antibiotics for strep throat, please keep them home until they have been on antibiotics for 24 hours.

Keeping your child home will speed your child's healing process, as well as helping to lessen the spread of illness at school.

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."

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

1. An Authorization for Administration of Oral Medication form (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. 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.
9. 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.

III. ATTENDANCE AND TARDY PROCEDURES

Attendance Policy

All students are expected to be regular and punctual in attendance. Absences will be excused if they are for illness, medical/dental needs, bereavement, emergency, or if the student has completed a planned absence form.

What is the Parents' Role?

1. It is the parents' responsibility to help their student get to school regularly and punctually.
2. **To help us account for each student on a daily basis**, parents are requested to notify SCS in the morning that their student will be absent that day or arriving late.
 - a) For grades K-6 please call 206-246-8241 x1000.
 - b) For grades 7-12, please call 206-246-8241 x1202 or fill out the online form at <http://www.seattlechristian.com/parents/attendance.asp>
3. Within two days, parents should provide written excuses for their children following an absence or late arrival. **If the attendance office does not receive notice within 2 days of an absence, late arrival or early dismissal, the student may receive a zero for all classes missed. Each individual teacher determines consequences.**
4. Students are expected to make prior arrangement for their homework when an extended/planned absence from school will occur. (See "Planned Absences")
5. Parents are encouraged to seek the assistance of teachers and administrators when their children are having difficulties due to irregular attendance.

What is the Schools' Role?

1. The school will see that parents and students are aware of Seattle Christian Schools' attendance policy.
2. The school will review absences and any other irregular attendance patterns.
3. If a problem develops, the school will work with students and parents for improvement in attendance.
4. The school will instigate disciplinary action, detention or suspension, for continued attendance problems.

What is the Teacher's Role?

Keep accurate daily class attendance records.

Secondary

1. Teachers will not admit a student who has arrived late to class without an admit slip.
2. Set, publish and post attendance standards and consequences for tardies and absences for each class.
3. Discuss, counsel and/or warn students regarding tardies, absences, performance, make-up work and class status.

Elementary Absences

Parents are requested to call the school office when a student will be absent from school. This is particularly true if a student walks to school. A note explaining the nature of the absence should be sent with the student when he/she returns to school. The note should be given to the teacher.

Elementary Early Dismissal

Students needing to leave school prior to the end of the school day will provide the teacher with a note signed by the parent. The student will report to the office at the given time where the parent may pick him/her up. The parent/parent-designee is responsible for the child when he/she leaves the office and the school grounds.

Secondary Absences

All students are expected to be regular and punctual in attendance.

The school day begins promptly at 7:45 a.m. each day.

Participation in Homerooms, Morning Start and High School Class Meetings is mandatory.

To help us account for each student on a daily basis, parents are requested to inform the Attendance Secretary, Mrs. Smith, each morning if your student will be absent, arriving late, or leaving early. To report your student's absence each day for grades 7-12, please either:

- Call Mrs. Smith at (206) 246-8241 ext. 1202
- Send an email to secondaryattendance@seattlechristian.org
- Or submit a "Secondary Attendance Report" form on the SCS website

Absences will be excused if they are school related, for illness, medical/dental needs, bereavement, emergency, or if the student has completed a planned absence form.

Absences are considered unexcused until verified as an excused absence via a note (email, web attendance or hand written) to the Attendance Secretary from a parent/guardian within 2 days of an absence.

If your student needs to leave early for a doctor's appointment, it is requested that you either **send a note with your student in the morning or call ahead** so we can have your student waiting for you when you arrive.

Homework requests may be made on the second day of an absence before 10:00 a.m. for full-day absences only.

It is the student's responsibility to arrange for all make-up work following an excused absence. A pattern of unexcused absences may result in suspension, grade reduction and loss of credit.

Excuses such as "overslept," "sleeping in," or staying home to work on assignments are not valid reasons for an excused absence.

Please Note: The principal makes final determination as to whether an absence is excused or unexcused.

Planned Absences / School Related Absences

Students who are aware in advance that they will be absent from any class must complete a **Planned Absence Form** which is available from the Secondary Office. **Planned Absence Forms** are also encouraged for pre-arranged medical appointments. **This form must be completed and returned to the Secondary Office by 3:00pm on the day prior to the absence.** Students are expected to make up all work missed on a schedule determined by their teacher.

Failure to turn in a Planned Absence Form will result in an unexcused absence. It is the student's responsibility to get all missed work from their teachers. (For activities/athletic attendance requirements please see page 61.)

Excessive Absences

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.

A student may not receive credit for a course in which s/he has exceeded 12 absences per semester, whether excused or unexcused. This includes absences for medical appointments and illnesses. School-related absences are not included.

The parent will be notified after eight absences if a student is in jeopardy of losing credit in one or more classes. If a student exceeds 12 absences, the parent may petition for credit if the parent 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. Valid reasons for petition include illness and family emergencies.

Skip Days / Class Skips

There is no time when it is appropriate for individuals or groups of students to be absent under the guise of "skip days." This type of absence is a violation of school rules and may result in suspension and/or other disciplinary actions.

A student is considered skipping class when he/she misses all or part of a class period without permission, or fails to go where he/she has been directed. The student may receive a "zero" for that class period and/or be subject to disciplinary action.

Closed Campus

Seattle Christian is a closed campus, meaning once a student arrives on campus he/she may not leave during the school day without permission from the office. Seniors may be awarded Senior Privilege which allows them off campus at specified times.

Major Attendance Violations

Penalties for attendance violations will be as follows: (Refer to additional consequences if involved in athletics.)

Definition of truancy: out of school without permission

1. **First truancy** - parent notification and/or detention assigned.
2. **Second truancy** - parent and student meeting with administrator, and/or Discipline Category II consequences.
3. **Third truancy** – parent notification and/or Discipline Category III consequences.

Early Dismissals

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 hair appointments, tuxedo fittings, senior pictures, driver's license testing or other 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 he/she 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.

Homerooms / Morning Start

Homerooms and Morning Start are an important part of our school day since it is during this time that daily announcements are read and devotions take place. It is disruptive to have students coming in at different times and defeats the unifying and informative purpose of the Morning Start time. Please see that your student arrives at school in time to be in Morning Start when it begins at 7:45am.

Late Arrivals

Students are expected to be punctual both to school and to classes. This develops habits that will benefit students in their adult lives. 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. (Out-of-gas, needed rest, carpool was late, left assignment or book at home, etc. will **not** be valid reasons for excused tardies.) Students arriving late will be considered tardy unless excused by Secondary Office. Students who drive to school assume full responsibility for arriving on time.

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 (see Athletics; section C for school attendance requirements).

Students are not to miss a class in order to retrieve something from home, or to finish an assignment.

Excessive Tardies to Homeroom/Morning Start/Chapel

Excessive tardiness to homerooms, Morning Start or chapel will result in the student being required to serve detention during lunch. Students will be notified in advance to bring a sack lunch and a teacher will supervise a quiet study period during lunchtime. Skipping or unexcused absences from homeroom, Morning Start or chapel will result in lunch detention.

Elementary Tardies

Students are expected to be punctual to school and to classes. This develops habits that will benefit students in their adult lives. If a student comes to school late, he/she is to go directly to the office to obtain a classroom admittance slip. Excessive tardies will result in a letter to parents or a call from the principal.

Secondary Tardies

Each student has ample time to get to all classes on time. SCS students are expected to be quietly in their seats when class begins. If a chronic tardiness problem occurs and attempts by the teacher to solve the problem have failed, the student will be referred to the office for appropriate action from the administrator.

Tardy Procedures

Tardy is defined as arriving up to 15 minutes late to class. Any late arrival to a class requires an admit slip. These admit slips come from the secondary office.

Action for Tardies

Each classroom teacher will communicate in a class syllabus the penalty for tardies. A student's grade can be impacted by tardies because of the loss in class time and the disruption caused to the class.

Withdrawal from School

A student withdrawing from school must bring written permission from his/her parents or guardian. This request is to be presented to the Registrar in the Secondary Office. The student will then be asked to complete a withdrawal form that will need to be signed by all teachers and appropriate staff. It is then returned to the Registrar.

School Changes and Closures

If there is snow in your area and you question whether school will be canceled or open late:

- Go to www.seattlechristian.org and follow the links on the home page for closure information.
- A message will also be available on the school voicemail, website, and at www.schoolreport.org
- Tune to radio and/or television stations for school closure information.

Visitors

Visitors are allowed on campus with permission from the Elementary, Secondary or Central Office for these reasons:

1. To pick up a student
2. To conduct official business
3. To visit as a prospective family or student

Visitors must report to the appropriate office (Elementary, Secondary or Central) to sign in and receive a visitor's pass. Visitors without identification will be questioned to determine their need to be on campus and may be escorted from the premises.

Visitors to Elementary

Elementary age children are welcome to visit for one day. . Arrangements are to be made in advance with the administrator.

Visitors to Secondary

Secondary students considering enrollment at SCS are welcome to visit for a day. Students requesting visitors must make advance arrangements with the Secondary Office. This requires submitting a written Visitation Request Form at least two days in advance of the visit that then must be signed by an Administrator. Upon arrival, visitors are to report to the Secondary Office to receive a visitor's pass and meet their host for the day.

Generally, visitors are not allowed before October 1 or after April 15 of the school year unless the appropriate administrator has given prior written approval.

Visitors at lunch or break are welcome if prior permission is granted in writing from an administrator.

IV. INSTRUCTIONAL PROGRAM

Character Trait Curriculum

To develop students who exhibit the characteristics of Christ is a major priority of Seattle Christian Schools. To aid in that development the following curriculum will be used on a school-wide basis. This method will allow parents and school to work together in developing these traits of mature Christianity within the students. The curriculum is based on a four-year cycle with eight characteristics emphasized each year. Additional traits may be included at the teacher's discretion.

MONTH	2011-12	2012-13	2013-14	2014-15
September	Focus on the yearly theme	Focus on the yearly theme	Focus on the yearly theme	Focus on the yearly theme
October	<u>OBEDIENT</u> Deut. 28:1 Deut. 28:13 I Samuel 15:22 John 14:15 John 14:23-24 Jeremiah 7:23 Romans 2:13	<u>HARD WORKING/ DILIGENT</u> I Timothy 4:15 Hebrews 6:10-12 Proverbs 21:15 11 Thess. 3:6-14 Proverbs 10:4 Colossians 3:23	<u>TEACHABLE</u> Psalm 86:11 Exodus 33:13a Psalm 25:4-5 John 14:26	<u>PURPOSEFUL</u> Romans 8:28 Exodus 9:16 Philippians 3:13-14 I Corinthians 10:31
NOVEMBER	<u>KIND</u> Proverbs 11:17 Ephesians 4:32 I Thess. 5:15 Galatians 5:22 Proverbs 19:17	<u>PATIENCE</u> Ephesians 4:2 I Thess. 5:14 James 1:2-3 Hebrews 12:1	<u>CONSIDERATE / COMPASSIONATE</u> Ephesians 4:32 Colossians 3:12 I Peter 3:8 Luke 10: 25-37	<u>FRIENDLY</u> Proverbs 17:17 Proverbs 18:24 Ecclesiastes 4:10 John 15:13
DECEMBER	<u>HOPEFUL</u> Isaiah 40:31 Psalm 42:5 Psalm 130:5,7 Lamentations 3:25 Jeremiah 29:11 Hebrews 10:23 I Timothy 6:17 I John 3:2-3	<u>JOYFUL</u> Philippians 4:4 Luke 2:10-11 Psalm 16:11 Isaiah 51:11 Malachi 4:2	<u>THANKFUL</u> Ephesians 5:20 Philippians 4:6 Colossians 3:15-17 Psalm 100:4 I Chronicles 16:8	<u>GENEROUS</u> Psalm 112:5 I Timothy 6:18-19 Proverbs 22:9 Proverbs 11:25 II Corinthians 9:6-7
JANUARY	<u>PURITY</u> Psalm 51:10 Proverbs 15:26 Psalm 119:9 I John 1:7,9 Matthew 5:8 Philippians 4:8 II Timothy 2:22 II Corinthians 7:1	<u>ORDERLY</u> I Corinthians 14:40 Colossians 2:5	<u>ATTENTIVE</u> Hebrews 2:1 I Peter 5:8 Proverbs 4:1,20 John 10:27 Proverbs 19:20	<u>WISE</u> Proverbs 11:30 Ephesians 5:16-17 Proverbs 12:15 Proverbs 13:20 Psalm 90:12 Job 28:28 Proverbs 2:1-6 James 3:17
FEBRUARY	<u>ACCOUNTABLE</u> Romans 3:19 Romans 14:12 Hebrews 4:13 Ezekiel 33:6-9	<u>REPENTANT</u> Jeremiah 15:19a Acts 3:19-20 Isaiah 30:15a II Corinthians 7:10 Revelation 3:19-20	<u>DISCIPLINED / SELF CONTROLLED</u> I Corinthians 9:24-27 Proverbs 10:17 Hebrews 12:7-11 Proverbs 25:28 II Timothy 1:7	<u>TRUTHFUL</u> Proverbs 12:22 Proverbs 3:3 Ephesians 4:15,25 Psalm 15:1-5
MARCH	<u>GRACIOUS</u> Proverbs 22:11 Ecclesiastes 10:12 I Peter 4:10 Colossians 4:6	<u>MERCIFUL</u> Micah 6:8 Luke 6:36 Zechariah 7:9 Matthew 5:7	<u>FORGIVING</u> Colossians 3:13 Matthew 6:14-15 Matthew 18:21-22 Proverbs 19:11 Proverbs 24:17	<u>DEVOTED</u> Romans 12:10 Matthew 6:24 I Chronicles 22:19a Isaiah 38:3
APRIL	<u>SINCERITY</u> II Corinthians 2:17 Hebrews 10:21-22 I Peter 1:22	<u>FAITHFUL</u> II Timothy 4:7 Revelation 2:10b Romans 12:10 Hebrews 10:38	<u>GOD-FEARING/ WORSHIPFUL</u> Psalm 95:6 Psalm 29:2 I Peter 1:17 John 4:23 Proverbs 1:7	<u>HOLY</u> Romans 12:1 Ephesians 1:3-4 I Peter 2:9 Hebrews 10:10 II Corinthians 7:1 I Peter 1:15-16
MAY	<u>STANDING ALONE</u> Ephesians 6:13-14 Isaiah 7:9 Daniel 3, 6 Genesis 6 I Kings 18	<u>COURAGEOUS</u> Deuteronomy 31:6 Philippians 1:20 I Corinthians 16:13-14	<u>DISCERNING</u> Philippians 1:9-11 Proverbs 18:15 I Kings 3:9a Proverbs 16:21	<u>STEADFAST</u> I Cor. 15:58 (see also KJV) Isaiah 26:3 Psalm 57:7 Psalm 112:6-8
JUNE	Review	Review	Review	Review

Bible Translation

For use in Bible classes, SCS recommends that students have a King James Version, a New International Version or a New American Standard Version of the Bible. For classroom purposes, memorization will be done from the New International Version (NIV).

Spiritual Life

SPIRITUAL LIFE CONFERENCE (Secondary):

One week each year is set aside as a time to focus on the spiritual growth of students. A special speaker challenges the students during daily chapel sessions and follow-up in Bible classes allows students to further apply the theme being explored. Whenever possible, an evening parent meeting will be held during the week to allow parents to develop strategies for enhancing the spiritual growth of their children with a focus toward the speaker's theme.

CHAPEL:

Chapel should be a highlight of each week for each student. It is an opportunity for students and staff to fellowship together around the Word of God and to have the Lord speak to them in a variety of ways. Knowing that we are in the Lord's presence, students should be quiet and undistracted throughout the chapel period.

Parents are invited and encouraged to attend chapels. No prior arrangements need to be made.

HOMEROOMS:

Each secondary student is placed in a homeroom, which functions together during the fall retreat and throughout the school year. The purpose of homeroom is to encourage student interaction in small groups, facilitate devotions, promote school communication and to develop student leadership. Group activities often focus on exploring the monthly character traits.

Elementary General Program

The most commonly utilized instructional setting is the self-contained model.

Integration of biblical principles and values are vital components of Christian education at Seattle Christian Schools. Basic emphasis academically includes instruction in language arts, math, social studies, science and Bible.

The student support program is offered for students in grades 1-6 who need assistance in reading and math to meet grade level standards. An additional monthly fee is assessed for students participating in this program.

In addition to the above core curriculum, vocal and instrumental music, computer education, physical education, art and library are offered.

Middle School General Program

This is a transitional period in the education of the child. Here the student moves from the elementary self-contained/one-teacher to the secondary specialized/multi-teacher organization. Encouraging self-direction and independent study are incorporated into the educational program. A student support program is offered for students in grades 7 and 8 who need assistance in language arts to meet grade level standards. An additional monthly fee is assessed for students participating in this program.

Capable students may be allowed to progress into selected high school subjects.

Goals

- 1) To provide optimum learning experiences during the middle grades.
- 2) To provide a developmental organization pattern that helps the student progress successfully from elementary to middle school to high school.

Subject Matter

Grade 7

Bible
Language Arts/World Geography (block)
Life Science
Mathematics – 7th
Physical Education/Health

Grade 8

Bible
Language Arts
Earth Science
Mathematics – 8th or Algebra 1-2*
Physical Education/Health
U.S. History / Washington State History**

7th/8th Electives: (Subject to instructor availability)

Art	Spanish Language & Culture	Strings
Band	Math Lab	Study Hall
Choir	Spanish 1-2* (instructor approval required)	

**Eighth grade students who are selected and choose to enroll in Algebra 1-2 or any foreign language need to be aware that these are considered high school classes. Semester grades for these classes will become part of the student's permanent high school transcript.*

***The semester grade for Washington State History will become a part of the student's permanent high school transcript because it fulfills a graduation requirement.*

High School

The high school academic program provides students with rigorous and relevant learning experiences grounded in a biblical worldview. As a college-preparatory school, students have the opportunity to pursue coursework to meet university admissions requirements and gain skills necessary for workplace readiness upon graduation. Co-curricular activities including the arts and athletics also enhance our students' education at Seattle Christian.

InterSCession

InterSCession is a yearly requirement for all high school students, is a one-week period of elective classes held between third and fourth quarter. Course offerings provide students with learning opportunities that cannot be accomplished within the regular school schedule.

Class choices will include missions, community service, enrichment and study tours. Independent proposals and job shadowing will be permitted on a limited basis.

Daily InterSCession attendance is mandatory.

Academics

SCS offers two diplomas: College Preparatory and General. The college prep diploma provides the necessary coursework to meet admission requirements for most universities. Most SCS students pursue the college prep diploma, which requires foreign language and additional math and science courses.

2011-12 SCS High School Course Offerings

BIBLE - 4 credits required	Semester	Year
Bible Survey (9 th)		X
Life of Christ / Acts and Paul (10 th)		X
Various Bible Electives (11 th)	X	
Understanding the Times (12 th)		X
Greek ♦	X	
Latin ♦	X	

♦ Instructor approval required / class size limited

ENGLISH - 4 credits required	Semester	Year
Language Arts 9		X
Honors 9 ♦		X
World Literature (10 th)		X
Honors World Literature (10 th) ♦		X
American Literature (11 th)		X
Honors American Literature (11 th) ♦		X
Language Arts 12		X
AP English ♦		X

♦ Instructor approval required

FINE ARTS - 1 credit required	Semester	Year
Art	X	
Advanced Art (Pre-req: Art) ♦	X	
Chamber Singers (application required)		X
Concert Band		X
Digital Photography (Pre-req.: Multimedia)	X	
Jazz Band / Pep Band		X
Strings Ensemble		X
Theatre Arts	X	
Vision (audition required) ♦		X

♦ Instructor approval required

FOREIGN LANGUAGE - 2 credits required for College Prep (credits must be of the same language - recommend 3 credits)	Semester	Year
Spanish 1-2		X
Spanish 3-4		X
Spanish 5-6 ♦		X
Spanish 7-8 ♦		X
Spanish 9-10 ♦		X

♦ Instructor approval required

HEALTH - 0.5 credit required	Semester	Year
Health	X	

MATH - 3 credits College Prep (recommend 4), 2 credits General	Semester	Year
Algebra 1-2		X
Geometry 1-2		X
Algebra 3-4		X
Math Analysis		X
Business Math*		X
AP Calculus ♦		X

*credits as Math for the General Diploma only

♦ Instructor approval required

OCCUPATIONAL - 1 credit required	Semester	Year
ASB/Leadership ♦♦		X
Business Math		X
Library Aide ♦/Office Aide ♦/Teacher Aide ♦	X	
Mentorship (application required) ♦	X	
Multimedia / Desktop Publishing	X	
Peer Tutoring ♦	X	
Senior Store ♦	X	
Study Skills for Juniors & Seniors ♦	X	
Yearbook ♦	X	

♦ Instructor approval required / limited space available

♦♦ Only open to those elected to office

P.E. - 1.5 credits required	Semester	Year
Co-Ed P.E.	X	
SCS Sport*	X	
Weights & Conditioning	X	

*A school sport may fulfill 0.5 of the 1.5 credits required

SCIENCE - 3 credits required for College Prep, 2 credits for General (must include 1.0 credit algebra-based lab science)	Semester	Year
Biology		X
Chemistry		X
Anatomy/Physiology		X
AP Physics ♦		X

♦ Instructor approval required

SOCIAL STUDIES - 3.5 credits required (0.5 credit from Washington State History taken in M.S.)	Semester	Year
World History		X
U.S. History		X
AP U.S. History ♦		X
Civics**	X	
Contemporary World Scene or Psych**	X	

**required 12th grade ♦ Instructor approval required



Four Year Education Plan Worksheet

General / College Prep Diploma

Graduation/Diploma Requirements Worksheet

Last Name _____

First Name _____

Graduation Year _____

Departments	Credits Gen/Prep	Number of Semesters	Freshman		Sophomore*		Junior*		Senior*		CREDIT TOTALS
Bible	4	8	Bible Survey	Life of Christ Acts & Paul	Bible Elective	Bible Elective	Understanding the Times				
English	4	8	Lang Arts 9 or Honors 9	World Lit or Honors World Lit	American Lit or Honors American Lit	Lang Arts 12 or AP English					
Math	2/3	4/6	Algebra 1-2	Geometry	Algebra 3-4	Math Analysis					
Science	2/3	4/6	Biology		Chemistry	Physics or Anatomy Physiology					
Social Studies	3.5	7	PNW	World History	US History or AP US History	Civics & CWS or Civics & Psychology					
P.E. (classroom)	1	2	PE								
P.E. or Sport	0.5	1									
Health	0.5	1	Health								
Foreign Language	0/2	0/4		Spanish 1-2	Spanish 3-4	Spanish 5-6					
Occupational	1	2		Occ.	Occ.						
Fine Arts	1	2	Fine Art								
Electives	3.5/0	7/0									
TOTAL	23/23.5									=	

* Sophomore status = minimum of 5 total credits by the end of freshman year
 Junior status = minimum of 11 total credits by the end of sophomore year
 Senior status = minimum of 17 total credits by the end of junior year

High School Grade Promotion

To qualify for promotion to the next grade level, the following is required:

Sophomore status – a minimum of five (5) credits earned by the end of the freshman year.

Junior status – a minimum of eleven (11) credits earned by the end of the sophomore year.

Senior status – a minimum of seventeen (17) credits earned by the end of the junior year and completion of three credits of language arts and three credits of Bible.

To graduate from high school, 23.5 credits are required for a college prep diploma and 23 credits are required for the general diploma.

High School Course Equivalencies

1. **PURPOSE** - This policy sets the conditions under which Seattle Christian Schools will grant high school credit for activities other than planned in-class instruction by SCS employees.
2. **BACKGROUND** - The Washington Administrative Code (WAC) sections 180-50-310, 180-50-315, and 180-50-320 allows public schools to define class requirements that are equivalent, or replacement for, some courses required for high school graduation. Even though Seattle Christian Schools does not operate under these WAC sections, the school has decided to implement a similar approach.
3. **GENERAL REQUIREMENT** - Credit will not be granted unless the course aligns with the mission and objectives of Seattle Christian Schools and is earned from an accredited institution. Credit is not granted for courses students have not taken. Students are permitted to skip a prerequisite, however, if their performance warrants such placement as determined by SCS. Bible, Social Studies and Language Arts must be taken at SCS. Students must take a minimum of four (4) classes per semester at SCS.
4. **CREDIT FOR INDEPENDENT STUDY, CORRESPONDENCE COURSES, ELECTRONICALLY MEDIATED (INTERNET) CLASSES, AND OTHER ACCREDITED SCHOOLS** - Credit for courses will be granted under the following conditions:
 - a. The Correspondence / Independent Study / Electronically Mediated (Internet) School is an accredited member of the Northwest Association of Accredited Schools (NAAS), the National University/Continuing Education Association (NUCEA), Northwest Association of Schools and of Colleges and Universities (NASCU) and/or the Commission on International Transregional Accreditation (CITA).
 - b. Approval for taking the course is signed in writing by the principal, registrar and guidance counselor before the student enrolls in the course. The Approval Form is available on the SCS website, in the Secondary Office, and in the Parent/Student Handbook.
 - c. Coursework will be completed by a timeline determined by the principal.
 - d. All grades, passing or failing, will be recorded on the official transcript and be included in the GPA, class rank and any other transcript process. No grades will be removed from the transcript.
 - e. Student is responsible for all fees related to any Independent Study, Correspondence or Electronically Mediated (Internet) Course.
5. **OCCUPATIONAL COURSES AT PUGET SOUND SKILLS CENTER** - Opportunities for juniors and seniors are available for occupational credits through the Puget Sound Skills Center (formerly known as Occupational Skills Center or OSC) in SeaTac. Student's core graduation requirements at SCS must be met before scheduling PSSC classes. At PSSC, courses are available in such areas as medical and health careers, auto diesel technology, and computer/business occupations. SCS will

transcript PSSC courses as occupational only. No credit will be given for English, Math, Science, Health or Fine Arts. Summer courses at PSSC are available for all high school students.

6. **CREDIT FOR COLLEGE/UNIVERSITY COURSES** - Credit will be granted for courses taken at community college, technical college, four-year university and accredited private schools in Washington state. These will include Running Start classes. Students are advised to discuss with the registrar and guidance counselor whether the classes will be accepted at SCS to fulfill core requirements or be treated as an elective.
7. **RUNNING START** – Students planning to receive their high school diploma from Seattle Christian Schools and who are juniors or seniors must also have a minimum 3.0 grade point average at the time they enroll in Running Start. If a student’s total GPA falls below 3.0, SCS may require the student to not enroll in Running Start the next quarter.

APPROVAL - Student must fill out “Approved Form for Independent Study” and obtain proper signatures before registering for Running Start at public school.

HIGH SCHOOL CREDIT - Students must take courses that are 100 level or above and on the “Running Start Course Equivalency List” in order to receive credit. Courses that are not 100 level or above will not count as Running Start classes and parents will be responsible for the full college and SCS tuition. The following credit designations will apply to classes in which a student earns a “D” grade or higher:

- 5-hour RS class will equal 1.0 high school credit
- 3-hour RS class will equal .60 high school credits
- 2-hour RS class will equal .40 high school credit, etc.

REQUIREMENTS - Students must take a minimum of four (4) classes per semester at SCS. Bible, History and English must be taken at SCS. Students must also have a minimum 3.00 grade point average at the time they enroll in Running Start. If a student’s total GPA falls below 3.0, SCS may require the student to not enroll in Running Start the next quarter.

TRANSCRIPTS - SCS will transcript all Running Start grades regardless of pass/fail/withdraw/non-attendance. SCS cannot intervene on behalf of students who are not passing any given class. Report cards and transcripts are sent to the student and public high school; therefore, the student must bring one or the other to the registrar each quarter in order for the grades to be placed on the official transcript.

COST - Tuition at SCS will be reduced by 5% for one (1) and 10% for two (2) Running Start classes for that student only.

ACCESS TO STUDENT RECORDS/FACULTY - Federal guidelines prohibit access to student records and college faculty contact to discuss student grades without the written consent of the student. SCS will abide by these rules.

DEADLINES - Each community college establishes deadlines for quarterly admission to the Running Start program. Public high schools strictly adhere to these dates. It is the responsibility of the student and parent to know these dates and to provide materials to SCS, the public school and the college on time and with the proper signatures.

ATTENDANCE - It is the responsibility of the student to be on time to SCS classes – absences/tardies that result from any Running Start problems will be considered unexcused. Absences/tardies at the college level and the result will be the responsibility of the student. SCS will not intervene.

Grading Guideline

Seattle Christian School uses letter grades “A, B, C, D, F” in grades 4-12; and “E, S, N” in K-3 for grading purposes on report cards.

General grading policies will be listed in the appropriate departmental handbooks. Specific grading policies will be communicated to the parents through class syllabus.

Although SCS does not use percentage grade or percentage equivalents as a school scale or for transcript information, 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

AP (Advanced Placement) courses in the high school follow a stricter percentage equivalent due to the higher level of academic content.

A 'P' grade is available for students who make a continuing, honest and diligent effort to master the material and yet are unable to pass because of some documented academic inadequacy. When the individual and situation seem to warrant such, additional work may be given as the basis for a passing grade. The principal should clear this.

It needs to be clearly understood that grades are only an indicator of subject matter knowledge not self-worth and need to be evaluated in light of student ability and academic performance based on class expectations.

Students may drop a yearlong course only within the first 5 days of the school year. Semester courses may be dropped within the first 5 days of the semester in which they occur. When a student initiates dropping a class after the 5th day of class, an “F” grade shall be recorded on the transcript.

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.

Homework

1. Assignments given for homework must have a clear learning objective.
2. Teachers may use a letter grade, point system or a check procedure (✓,+,−). Teachers are encouraged to make comments on homework papers as much as possible. Homework must be work that has been introduced or explained in class. Class time should be given in proportion to the depth and difficulty of the assignment.
3. Classes with students in grades 5-6 will be given a weekly assignment schedule. Students in grades 7-8 may access InfoDirect for their assignments. Students are responsible for recording their own assignments in a school provided planner.
4. The average amount of homework time should be as follows; the grade level x 10 minutes, i.e. 4th grade x 10 minutes equals 40 minutes.
5. College Prep/AP classes have more requirements that may increase the amount of student homework in those classes.

Academic work is the primary task of students enrolled in Seattle Christian Schools. After-school/evening/weekend jobs and activities should not leave students too weary to study or interfere with school attendance.

If a parent feels their student has too much homework, or are aware of a problem, please arrange for a parent-teacher conference.

MAKE-UP WORK (Secondary)

If a student is ill (or for some other reason is away from school on an excused absence) class work may be made up. A guideline has been set to allow a student twice the number of absent days (when sick) to do the make-up work while simultaneously keeping up with the current daily work. Specific arrangements are made with the teacher and this timeline does not usually apply to long-term, pre-set assignments such as term papers. When work is missed, it is the responsibility of the student and parent (not the teacher) to catch up work upon return to school. If a student has an extended illness, parents should call to inform the office and to set up communication for homework assignments.

MAKE-UP WORK (Elementary)

The elementary faculty will provide the required class assignments upon the student's return. The elementary teacher(s) will not be held responsible for the critical learning that occurs during a student's absence. Elementary faculty are not responsible to provide assignments in advance of a student absence.

LATE WORK

Policies among teachers can vary from not accepting late work to grade point penalties. Students need to know their teachers' policies for late work as printed in the course syllabi. The best solution is to turn in work on time.

Report Cards

Report cards are issued quarterly for all secondary elementary students. The first quarter will involve parent-teacher conferences for all K-12 students as well as a written report. Report cards are sent home with elementary students. Those report cards need to be signed and returned to the teacher.

Report cards for secondary students are mailed to the home each quarter.

Progress Reports

SECONDARY - 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 EdLine or contact the school whenever they have questions.

Conferences

Parent conferences with school personnel can be easily arranged. If there is a reason you would like to meet with a teacher or administrator, please phone the elementary or secondary office and make arrangements. It is wise and biblical (Matthew 18:15) to solve conflicts with the people most closely associated with the problem. Since we are working together, do not hesitate to contact us to explore, discuss an issue or deal with a problem. When a parent disagrees with a teacher's action after meeting with the teacher, we request that you contact the principal directly (See Section V, Appeal Process).

November Parent/Teacher Conferences

Elementary students will be dismissed from school to provide for two days of Parent/Teacher Conferences. One conference per child will be cooperatively scheduled with the classroom teacher and respective family.

Secondary students will be dismissed from school to provide for two days of arena style Parent/Teacher conferences.

Assessments 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 assumes the responsibility for notifying the teacher if a conflict exists and the teacher determines what options might be available. Final exams are given at the end of each semester in grades 7-12, and are generally comprehensive in nature.

Requests for Specific Teachers

Student placement in classroom is determined by teacher input, academic equity, heterogeneous composition and social interaction. Parental requests sent to the elementary office by June 15 will receive consideration with no guarantee of desired placement. The administrator will determine final placement.

Secondary Study Hall Regulations

1. Students are to be assigned seats and are to be in their seats when class begins.
2. Students are to study alone. There is to be no talking in study hall unless specific teacher permission is given to an individual to work quietly with another student.
3. Students are to bring all essentials to class with them. Generally, students are not allowed to leave study hall to go to their lockers and are expected to work on school related materials throughout the period.
4. Students may check out of study hall at the discretion of the study hall teacher.
 - a) Students who check out for the library are to go there quickly and quietly. Library checkout is only for the purpose of using reference materials or checking out materials.

- b) Students who wish to check out to other locations on campus must pre-arrange it and present a note to the study hall teacher signed by the teacher who will be supervising them.
5. Students should use the restroom during the break before study hall. Students will be allowed to leave the classroom to use the restroom only in an emergency.
 6. Seniors may check out of study hall every day to an off-campus location if they have senior privilege, check out with the study hall supervisor and sign out through the Secondary Office. They do not need to report back to the study hall at the end of the period but must sign in through the office and be on time for the next class.
 7. In an emergency during the class, a student may check out of study hall to obtain permission from the office to use the office phone.

Awards

A variety of awards are given at the secondary level. At the end of each sports season awards are given at a parent/student gathering.

Middle School

At the annual Honors Day Awards Assembly, Christian character awards are given. Proficiency, conscientiousness, and the Warrior awards are given in each subject area. Special recognition of other student achievements is frequently included in the awards assembly. A special feature of this event is the promotion of the eighth grade to the high school.

High School

At the annual awards assembly, held each spring, students are given academic, attendance, leadership, college scholarship recognition and special overall athletic awards. Local, state and national organization awards are also given at this time.

Honor Roll

Honors will be awarded as follows: 3.40-3.79 Honors 3.80-3.99 High Honors 4.0 Grand Honors

National Honor Society

Qualified students are selected for NHS membership by a majority vote of the faculty based on scholarship, leadership, service and character.

Senior Awards

Honor cords will be given to seniors whose **cumulative GPA through first semester of senior year** is as follows:

3.40 – 3.85	one honor cord
3.86 – 4.0	two honor cords

Valedictorian

Grand Honors status shall be awarded to all graduating seniors earning a 4.0 high school GPA through the first semester of their senior year. Valedictorians shall have met this requirement and have taken a minimum of any combination of two Honors/AP/IB classes.

The grading policy currently in place will remain intact, which is exclusive of +’s and –’s being used to calculate grade point averages

In the event that no students in the class meet the valedictorian status, it shall be awarded to the student(s) in Grand Honors status. In the event that no student meets these criteria, the Valedictorian status shall be awarded to the student with a class rank of #1.

Senior Privilege

Definition:

Senior privilege provides seniors added independence and responsibility by allowing them to leave campus during the school day.

Expectations:

1. Students shall use this privilege in a responsible manner.
2. Students may only use this privilege during **study hall and/or lunch** unless they have other commitments on campus (**not during break or TA period**).
3. Students will leave campus and sign out/in through the Secondary Office.
4. Students will not loiter outside on campus, in a vehicle, or in the hallways.
5. Students will report on time to their next class period.

Procedure:

1. A note from parent/guardian must be on file in the Secondary Office.
2. Initial qualification is achieved by having a cumulative 2.5 (B-) GPA with no "F" grades for all classes at the end of the student's junior year.
3. The privileges are thereafter maintained by upholding these standards at progress report time (5th and 14th week of the semester) and for quarterly report cards.
4. Seniors not eligible at the time of grade check lose privileges for **one week**.
5. To be reinstated, complete a Senior Privilege Eligibility Grade Check Form. If the Grade Check Form reflects the above-mentioned standard, privileges will be reinstated.
6. Failure to meet senior privilege guidelines will result in the following discipline:
 - 1st Offense: One calendar week loss of privilege.
 - 2nd Offense: Two calendar weeks loss of privilege.
 - 3rd Offense: Four calendar weeks loss of privilege.

**The above are subject to administrative review and evaluation for specific incidences.*

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 deterioration will be fined. Lost books will be replaced at the student's expense.

Use book covers at all times or a penalty may be assessed. No labels, stickers, pictures, etc., which conflict with SCS standards are permitted on the covers.

The following is a description of the textbook adoption and curriculum review procedure:

1. Review and recommendation by teachers of sample textbooks, including samples by Christian publishers. Where possible, Christ-centered textbooks and materials are to be encouraged.
2. Review and recommendation by principal.
3. Review and recommendation by superintendent.
4. Open comment period announced to all parents.
5. Review and recommendation by Education Committee.
6. Review and approval by the School Board.

For parents wishing to recommend reconsideration of current instructional material, a form is available from the Superintendent's Office.

School Supplies

Students are responsible to purchase their own school supplies unless receiving other instructions from the teacher. These supplies should include but are not limited to a three-ring binder, notebook paper, pens, pencils, rulers and colored pencils. Supply lists are posted on the SCS website. Calculators may be required for some math and/or science classes. These should be kept with them or locked in their lockers.

Physical Education Clothing

SECONDARY

Students need to provide their own shorts and t-shirts for class. Used Seattle Christian P.E. uniforms are acceptable. Gym shoes (to be worn only in the gym) are also required.

Library

Seattle Christian Schools maintains libraries at both elementary and secondary levels. These libraries exist to provide a source of good reading material and as a place to find research materials. It is a privilege to use the library. If this privilege is abused, library privileges may be revoked. Parents are encouraged to use the SCS libraries for their own reading enjoyment.

LOST MATERIALS

Please declare lost materials as soon as you become aware of them. The borrower will be charged the replacement cost of the material. It is not library policy to accept a book as payment for a lost book. Report cards will be held until a student's library records have been cleared.

ELEMENTARY

Length of borrowing time of books/materials varies according to student's grade level. K-2 may borrow library materials for one week. Grades 3-6 may borrow materials for two weeks. Reference materials, unless otherwise noted, may go out overnight.

OVERDUE FINES: Students grades 1st – 6th will be fined five cents per school day that materials are overdue, not exceeding a total of \$2.00 per article.

SECONDARY

In most cases, library materials may be borrowed for three weeks and may be renewed. Reference materials may be checked out for one class period or overnight.

Students are responsible to return borrowed library materials on time. The due date is stamped on the "Date Due slip" attached to all materials. Overdue notices are sent only as a courtesy to students.

OVERDUE FINES: Students are fined ten cents per school day for overdue materials with the exception of reference materials that bring a fine of \$.25 per day. Fines do not exceed \$5.00 per article. Students may not check out additional materials from the library until all overdue materials are returned and fines are cleared.

Room and Equipment Use

COMPUTER LAB

The primary purpose of the computer lab is for the instruction of the computer classes. Students not enrolled in these classes may use equipment only by instructor permission. No eating is allowed. Students may not be in the lab without a supervising teacher present.

EQUIPMENT

No school equipment is to be used without the specific permission of those who are in charge of that equipment. It should always be used in accordance with school policies. Any malfunction during use should be reported when the equipment is returned.

COPY MACHINES

A copy machine is available for student use in the Secondary Library. Students may copy material for school at a cost of ten cents per copy. Anything copied is expected to be in accordance with copyright laws. Only properly trained students may use the office copy machines.

GYM / AUDITORIUM

Students are not to be in the gym/auditorium without a staff member present. It is important that not only the playing floor be protected, but that student safety and supervision be paramount. Generally, only gym shoes that have not been subjected to outside use are permitted on the gym floor. Food is never allowed in the gym except during specific special school events and with administration permission only.

BUILDING AND GROUNDS

For safety reasons, students are not to be in the building, or on the grounds, without supervision. When attending a school-related activity, students must stay at the activity for its duration.

LOCKERS

Elementary: All elementary classrooms have lockers that will be assigned to students.

Secondary: Each student in the middle school and the high school is assigned a locker for the year. No changes are to be made without school office approval. Lockers should be kept clean and neat and should not be marked in any way on the outside. Any materials hung inside (i.e. pictures, stickers, etc.) must be completely removable and must not be in conflict with the standards of SCS. Any damage to the lockers including jamming which damages the locks will result in a fine (amount to be determined by the office). Lockers are the property of Seattle Christian Schools and not personal property; therefore, the administration may conduct periodic locker checks. Lockers may also be searched when there is reasonable suspicion of inappropriate contents. Always be sure your locker is locked and secured. The school accepts no responsibility for lost or stolen items. Any student caught jamming, kicking or defacing a locker will be subject to disciplinary action and liability for damages.

Internet Use

I. INTERNET DEFINITION - The Internet is a collection of global networks interconnected for openly sharing information. This includes, but is not restricted by, the information superhighway.

II. ACCEPTABLE USE GUIDELINES

A. Acceptable Use - The purpose of the Internet is to support research and education in alignment with the Seattle Christian School's mission statement.

- Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret.
- Use for commercial activities is not acceptable.
- Use for product advertising or political lobbying is also prohibited.

Any violation of this policy will result in appropriate disciplinary action and may be subject to legal action, including any applicable criminal laws. Such disciplinary action(s) will be consistent with school policies and procedures.

B. **Privileges - Use of the Internet is a Privilege, not a right** Inappropriate use will result in a cancellation of this privilege. The system administrator, in conjunction with the school

administration, will deem what is inappropriate use and their decision is final.

- C. Network Etiquette - All users are expected to abide by the generally accepted rules of network etiquette. We are a witness and the SCS logo will be transmitted to every site visited; be a good witness for Christ. Proper use includes, but is not limited to, the following:
1. Be a Christian example.
 - Kindness and politeness should be shown.
 - Do not be abusive in your messages to others. Do not swear, use vulgarities, or any other inappropriate or obscene language.
 - Users are responsible for appropriateness and content of material transmitted or published from their account.
 - Illegal activities are forbidden.
 2. Respect Privacy, yours and others.
 - Do not reveal your name (both first and last names), personal address or phone numbers or those of others.
 - Do not send pictures without checking with parents or instructor first.
 - Do not seek information on, obtain copies of or modify files, other data or passwords belonging to other users.
 3. All communications and information accessible via the Internet should be assumed private property, and should be employed only for personal use unless permission is obtained.
- D. Information Use – Use of any information obtained via the Internet is at your own risk. Seattle Christian specifically denies any responsibility for the accuracy or quality of information obtained through its service.
- No person shall have access to the Internet without having first received administrative and parent permission.
- E. Security - High Priority
- **Attempts to log into any account other than your own are strictly prohibited.**
 - **Allowing other student(s) to use your logon account is strictly prohibited.**
 - **System administrator or other staff member should be notified immediately if a security problem is detected.**
 - **Do not demonstrate security problems to other users.**
 - **Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet/Intranet.**
 - **Attempts to bypass SCS security procedures are prohibited.**
- F. Vandalism - Vandalism is defined as any malicious attempt to harm or destroy equipment, data or any component of information networks or resources and will not be tolerated.

ELIGIBILITY FOR ACTIVITIES / ATHLETICS

CATEGORY 1

ACTIVITIES	REQUIREMENTS
Associated Student Body Officers	2.0 with no F's at evaluation times*
Yearbook Editor	

CONSEQUENCES FOR FAILURE TO MEET CATEGORY 1 REQUIREMENTS

1. Below 2.5 but above 2.0 - remain in office until next evaluation time, if still below 2.5, removal from activity
2. Below 2.0 - immediate removal from activity

CATEGORY 2

ACTIVITIES	REQUIREMENTS
Cheer	2.0 with no F's
Class Officers	at evaluation times *
Interscholastic Athletics	

CONSEQUENCES FOR FAILURE TO MEET CATEGORY 2 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, he/she 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.) will result in an academic suspension: 5 weeks for high school students, 3 weeks for middle school students.

REQUIREMENTS THAT PERTAIN TO BOTH CATEGORY 1 AND 2

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 until the Monday after 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. ASB, cheer, editors, 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***

V. APPEARANCE AND CONDUCT

A. Student Dress Code Policy

Student Dress Code

In harmony with the mission statement of Seattle Christian Schools, and in partnership with our families, we expect students and their families to hold high standards of personal appearance. Our dress should reflect a heart that is sensitive and obedient toward God. The way we dress and care for ourselves is a testimony to others as well as a reflection of our school. Appropriateness and modesty with a desire to please the Lord, serve as the basis for the guidelines of our school's dress standard in a focused learning environment. Any type of attire which attracts undue attention to the wearer, and causes disruption in the school, is not acceptable.

It is a mark of maturity when students can freely choose apparel that demonstrates individuality without deviating from the standards of appropriateness; however, modesty is required at all times. Any apparel determined by the school administration to be too revealing is not acceptable.

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

- Clothing designs (slogans, off-color or questionable verse) or endorsement of products must be consistent with the Christian commitment. Logos, pictures and advertisements may not refer to or infer gambling, alcohol, tobacco, drugs, secular music and/or negative mass media.
- Midriffs must be covered at all times.
- Clothing must fit according to generally accepted adult standards. Pants must fit at the waist and be size appropriate.
- Underwear, boxers and bra/straps are not to be visible.
- Shorts and skirts should be no higher than 3" above the top of the kneecap.
- Tops with straps must be at least 2" in width.
- Leggings/jeggings are permitted for girls in elementary school. They are permitted in middle school and high school only if worn under a dress/skirt that meets guidelines in length.
- Athletic pants (nylon fabric) are acceptable in elementary.
- Current trends and fads will be addressed by the administration as they arise.

The following types of clothing and accessories are not acceptable:

- Spaghetti straps, backless or low-cut tops
- Tight, form-fitting clothing
- Caps, hats and head-coverings are not to be worn inside the school building during school hours
- Flip-flops at the elementary school for safety reasons
- Piercings are acceptable on ears only. Earrings are not allowed for boys at any time while on campus or at any school related activity
- Athletic shorts, yoga pants, lounge wear and sweatpants, except for participation in physical education and/or sporting events

Hair is to be clean, neatly groomed and out of the eyes for both boys and girls. Extreme or sensational hairstyles are not allowed including but not limited to unnatural colors, dreadlocks, or mohawks. Boys' hair length can be no longer than the top of a collared shirt with ear lobes showing.

Visible tattoos are not allowed. If a student has a tattoo, it must be covered while on campus and during any school activity.

There is no separate dress code for chapel days.

Guidelines (for all grades unless otherwise mentioned)

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

Formal attire must always comply with the rationale, objectives and guidelines of Seattle Christian Schools' dress code. We request students and parents consider issues of attractiveness, appropriateness, modesty and a desire to please the Lord when selecting formal attire. Tight fitting dresses as well as low, revealing necklines and/or backless are not allowed. Guests or visitors must also comply with these standards.

Violations may result in immediate expulsion from the event without benefit of refund. Please contact the appropriate administrator's office in advance of the occasion if in doubt as to the acceptability of attire.

Enforcement

Students choosing not to abide by the SCS dress code rationale and guidelines may be given a verbal warning and asked to immediately correct the situation. Parents may be contacted as well. If the administration determines a change of clothing is necessary, the violation will be documented, the parents will be notified, and the student will be asked to go home to change his/her clothing.

Should a problem continue with a particular student after clear warnings have been given, appropriate action will be taken by the administration. No warnings may be given in extreme cases as determined by the administration. Appropriate action may include, but is not limited to, detention, suspension or expulsion in accordance with SCS Discipline Policy.

B. General Conduct

Student Conduct Code

Seattle Christian Schools' students are expected to:

1. Perform to the best of their ability in all areas.
2. Willingly abide by attendance policies, the dress code and any classroom or athletic team rules.
3. Respect others and their property.
4. Conduct themselves in a manner that promotes their own health and safety as well as the health and safety of others.
5. Fulfill the terms of the student commitment form (7-12).

Respect for School Property and Facilities

1. Students will be held responsible for costs associated with vandalism and/or damage to school property and/or facilities.
2. Gum chewing is **not allowed** anywhere on campus at any time for elementary or secondary students.
3. Lunch will be eaten in the auditorium only unless the appropriate administrator gives prior permission.

Public Display of Affection

Public display of affection between boys and girls will not be permitted on campus or at school-sponsored events.

Inappropriate Items

In general, no item should be brought to school unless needed for class. This includes money and other valuables, or items which are potentially dangerous or disruptive. If in doubt, ask first. In some cases, leaving money or valuables with the office may be wise.

- Radios, CD players, iPods, MP3 players, laser pens, and electronic toys, are not to be used during school hours: 7:45am – 2:45pm, unless special arrangement is made with a teacher for classroom use. They are to be placed in the office or with the teacher until needed. Those used without specific permission will be confiscated and placed in the school office.
- **Cell Phones**
 - **Secondary:** cell phones must be off or in “silent mode,” during school hours with the exception of breaks and lunch. Cell phones used during class time may be confiscated.
 - **Elementary:** no cell phone use from 7:30am – 3:30pm

(PARENTS - In case of an emergency, please contact the Secondary or Elementary office.)
- **Pets are not allowed** on campus at any time unless special arrangement is made with a teacher.

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 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 on school property shall be subject to automatic expulsion in the School’s sole discretion. Seattle Christian Schools should not accept any student who has been expelled from another school because of a gun or weapons violation.

Activities

1. Certain behaviors are expressly prohibited in Scripture and therefore should not be engaged in by members of our SCS community and by those outside groups using our facilities. These include theft, lying, dishonesty, gossip, slander, backbiting, sarcasm, profanity, vulgarity, sexual promiscuity (including adultery, homosexual behavior and premarital sex), immodest dress, drunkenness and occult practices.
2. **Five minute rule – If you are at a party or event where drugs or alcohol are being used by minors, you have five minutes to leave the event or you are considered to be in violation of the student conduct code.**
3. Since SCS is a smoke-free campus, no smoking or use of tobacco by guests or visitors on any of the school premises is permitted.
4. SCS does not sponsor dances.
5. 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.
6. The school and its leadership will be expected to be extremely careful in the use of symbols associated with certain holidays, i.e. Halloween - no school/classroom use of black cats and witches; Christmas - no school/classroom use of Santa Claus; Easter - no school/classroom use of the Easter bunny. Emphasize the true meaning of Christmas, Easter and other holidays.
7. Games or activities that imply involvement with the spirit world are not sponsored and should be spoken against, i.e. Ouija board, Dungeons & Dragons, Magic: The Gathering, etc.
8. In sports, flagrant fouling is not to be taught or tolerated because it appears to legitimize wrongful behavior. 'Booing' and other negative behavior by team members, coaches or spectators shall not be tolerated. Repeated offenses may result in removal from the activity.
9. School social activities participation is limited to SCS students unless the administration makes a specific exception under stipulated guidelines for a specific activity on a one-time basis.

D. Discrimination and Harassment Policy

Seattle Christian Schools is committed to maintaining an environment in which all individuals treat each other with dignity and respect and which is free from all forms of unlawful discrimination and harassment

based on race, color, national origin, sex, age or disability. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy may be subject to discipline, up to and including termination or expulsion.

The school also reserves the right to discipline individuals for conduct or speech that may not constitute discrimination or harassment under this policy (as defined below), but is nonetheless deemed objectionable in the sole discretion of the school. The school should 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 unlawful harassment under the law or as defined below.

Definition of Harassment

Harassment means annoying or offensive 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 employment or academic activities (including extracurricular activities); or (3) submission to, or rejection of, the conduct by the individual is used as the basis for employment or 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" means unwelcome sexual advances, requests for sexual favors, and other verbal, or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment or academic activities (including extracurricular activities).
1. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
2. 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 work or educational environment.
3. 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:

1. Unwanted sexual advances or propositions
2. Offering employment or academic benefits in exchange for sexual favors
3. Making or threatening reprisals after a negative response to sexual advances
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters
5. Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes
6. 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
7. Physical conduct such as touching, assaulting, impeding, or blocking movements

What to Do

IF YOU EXPERIENCE OR OBSERVE UNLAWFUL DISCRIMINATION OR HARASSMENT

Employees and students who feel that they have been subjected to unlawful discrimination or harassment (whether by a school employee or official, student or outsider) are encouraged to promptly report the matter to one of the school officials designated below.

Employees and students who observe unlawful discrimination or harassment are also encouraged to report the matter to one of the school officials designated below.

All complaints should be promptly investigated.

Where to Report

REPORT UNLAWFUL DISCRIMINATION OR HARASSMENT IMMEDIATELY

The following individuals are specifically authorized to receive complaints and to respond to questions regarding unlawful discrimination or harassment:

1. Phil Dyck, Seattle Christian School Secondary Teacher / Counselor
2. Melody Newburn, Seattle Christian School Counselor

However, in the event that both of these individuals are involved in the alleged discrimination or harassment, then the complaint should be immediately filed with the Superintendent. If these individuals and the Superintendent are involved in the alleged unlawful discrimination or harassment, 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 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/guardian 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 unlawful discrimination or harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning unlawful discrimination 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 unlawful discrimination or harassment can have serious effects on innocent men and women. Therefore, the school may take disciplinary action, up to and including immediate termination of employment or expulsion, in cases where false, frivolous or vexatious complaints are submitted. No disciplinary action should be taken where complaints are made in good faith.

Procedure for Investigation

When one of the school officials designated in this policy receives a complaint, he or she should immediately inform the Superintendent, unless the Superintendent is involved in the alleged discrimination or harassment, in which case the President of the school's Board of Trustees should be immediately informed of the complaint. The 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 unlawful discrimination or harassment in violation of this policy may be subject to appropriate disciplinary action, up to and including

termination or expulsion. The severity of the disciplinary action should be based upon the circumstances of the violation.

E. Discipline

Disciplinary Philosophy

Our goal is to have biblically based discipline not punishment. We try to discipline from a posture of "cause and effect," i.e. let the student know what is expected and then provide appropriate rewards and consequences.

Categories

Misconduct has been classified and divided into three categories, depending on the severity of the violation.

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

Category III Rules: 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 shall result in suspension or expulsion/withdrawal from SCS.

CATEGORY II - Activities and attitudes that show a lack of respect for authority. Violations of specific Category II rules. Frequent and repeated violations of Category I rules.

Category II Rules: Examples include but are not limited to harassment of any kind, truancy, hazing, fighting, profanity, vulgar, obscene or abusive expression/behavior, bullying, irresponsible driving, insubordination, cheating, lying, mocking or scorning what SCS stands for.

Consequences: Offenses shall result in student-principal conference, parent-principal conference, suspension and/or Category III consequences for recurrent offenses.

CATEGORY I - Activities that violate Category I rules. Any other minor disturbances that prevent classroom order and instruction.

Category I Rules: Examples include but are not limited to dress code violations, causing classroom disruption, not obeying classroom rules, excessive tardiness, public display of affection, poor chapel, assembly or lunchroom conduct.

Consequences: K-6 offenses may result in additional work, loss of playtime, loss of class privileges, parent notification, parent-teacher disciplinary conference, student-principal conference or Category II consequences for recurrent offenses.

7-12 offenses may result in additional work, detention, loss of privileges, parent contact, parent-teacher disciplinary conference, student-principal conference or Category II consequences for recurrent offenses.

Explanation of Consequences

Loss of Play Time (K-6) - Five to ten minutes spent sitting quietly during recess.

Loss of Privileges (K-6) - Cannot serve as line leader, door holder, teacher's helper, etc.

Parent Contact - Report of misconduct to be signed by parent and returned following day.

Loss of Privileges (7-12) - Student shall lose senior privilege and all T. A. privileges as applicable.

Lunch Detention (7-12) - Student will be confined to a specific room during the normal lunch break. The student will be allowed to eat or study but not allowed to talk.

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 avoid conflict.

Suspension - A student may be suspended from school only after administrator has informed a parent. Very 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 Senior Privilege, is invoked when a student is suspended from school.

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.

Suspension

The administrator has at all times the authority to suspend a student. A student who is causing severe disruption in class may be asked to go home during the school day.

The length of suspension will be 1-90 school days as determined by the administrator.

The reasons that may give cause for suspension are:

1. Continued deliberate disobedience/disrespect.
2. A rebellious spirit that is unchanged after much effort by the school staff.
3. A continued negative attitude and negative influence upon other students.
4. A serious breach of conduct which has an adverse effect upon the image of the school either inside, on the grounds of the school or while representing the school in any activity.
5. Failure of the student to comply with the disciplinary actions of the school.
6. Failure of the parents to get recommended professional help for student.
7. Misconduct as outlined by Categories I, II, and III.

Probation

Probation is assigned when a student has a serious problem and gives a student an opportunity to correct his/her problem. If he/she does not improve to a satisfactory level, he/she will be dismissed or asked to withdraw from the school.

REASONS FOR PROBATION:

Academic

1. Insufficient academic progress.
2. Failure of the parents to get recommended professional help for exceptional children.

Attitude

1. A rebellious spirit that is unchanged after much effort by the teachers.
2. A continued negative attitude and negative influence upon the other students.

Disciplinary

1. Continued deliberate disobedience.

2. Committing a serious breach of conduct inside or outside of school that has an adverse effect upon the school's testimony.

ENACTING PROBATION:

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

Expulsion

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

PROCEDURE

1. In the case of such an offense, the recommending administrator will refer the matter to the Superintendent. (See procedure outlined in Administrative Procedure #5152.)
2. The Superintendent has the authority to expel any student for non-compliance with the rules and regulations of the school.
3. If a student is expelled from SCS, the parents shall be obligated to pay the tuition to the end of the current semester.

Student Appeal Process

INFORMAL APPEAL PROCESS

Any parent or student who does not agree with the imposition of discipline shall have the right to an informal conference with the principal for resolving the grievance. At such conference the student and parent shall be entitled to question staff involved in the matter being grieved and may also be questioned by the principal.

The parent and student, after exhausting this remedy, shall have up to five business days to present a written and/or oral grievance to the superintendent for a Formal Appeal.

FORMAL APPEAL PROCESS

STEP 1 The first 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 principal's decision was incorrect. The superintendent's office should schedule an appointment within three business days of receipt of the written request.

Principal, school employee(s) and parent(s) should all be present to resolve the issue at a meeting with the superintendent. A written record should be made at this meeting indicating statements each party has made. Each person should sign this record after reading it to ensure the accuracy of the statements recorded. The superintendent will respond in writing within three business days with his/her decision.

STEP 2 If the parent(s) want to appeal the superintendent's decision, then a request for a second appeal must be made in writing to the Board of Trustees with copies to the superintendent/administrator. This shall be done within five 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 regular executive session Board meeting or as designated by the Board President. The Board has the discretion as to whether to hold a hearing at an earlier date concerning the appeal. The Board of Trustees shall determine

who attends the hearing. The Board President will respond in writing to the parent(s) within three business days with the decision. 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 Superintendent.

All notices of appeal shall be deemed delivered, (1) when hand-delivered to the Seattle Christian Schools office, *or* (2) on the third day after the U.S.P.S. postmarked date, correctly addressed and with adequate postage.

All written decisions from the superintendent or Board of Trustees President shall be sent by certified mail unless the parent requests to obtain it in person at the school office.

VI. ATHLETICS & ACTIVITIES

Athletics

Sportsmanship / Citizenship

Our goal is to make the faith statements of our Christian confession and of the school's philosophy a living expression.

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.

Although winning seasons and contests are sought, our greater concern is keeping perspective and practicing sportsmanship/citizenship.

Character Qualities

Here are some of the character qualities we want all of our participants to have. These are scripturally based. We encourage you to work on them through prayer and practice.

- A. Dependability: Be at all practices and contests unless excused by your coach. Do what is expected of you in all situations.
- B. Punctuality: Be on time - to classes, practices, games, meetings - never late.
- C. Commitment: As a member of a team, you have made a season commitment to dedicate your time and effort toward that sport.
- D. Self-control: Make good decisions regarding your words and actions. "Whoso keepeth his mouth and tongue keepeth his soul from troubles." (Proverbs 21:23)
- E. Obedience: Obey your coach and all authority for God has put them over you for a reason. "Do all things without murmurings and disputings." (Philippians 2:14)
- F. Intensity: Give everything you have at all times, focusing your total attention upon the job at hand and putting forth your every effort to complete it perfectly.
- G. Endurance: You must be able to withstand stress, hard work and the problems that all Christians experience.
- H. Humility: Convey the attitude that God is the one responsible for your abilities, talents and success.

Extra Curricular Activities

General

Co-curricular activities and parties are a part of school life, particularly for secondary students. If it is necessary for you to pick up your student after an activity, please do so at the designated dismissal time to avoid making it necessary for a supervisor/coach to stay around until a late hour.

Halloween is not observed at Seattle Christian Schools. When **Valentine's Day** is observed, care must be taken to ensure that each student in your child's elementary classroom receives a valentine.

Christmas is observed as the celebration of Christ's birth. To avoid possible conflict with parental beliefs and practices, the use of Santa Claus is avoided in decorations and activities. All school-sponsored parties will have school-provided supervisory staff in attendance. Telephone if you question whether an activity is school-sponsored.

To avoid hurt feelings as well as feelings of exclusion, the elementary will not be the facilitator for distribution of non-school party invitations. Parents wishing to provide birthday treats in elementary grades are to arrange with the teacher in advance. Balloon bouquets, flowers and party paraphernalia are inappropriate as the classroom setting conveys an environment conducive to learning.

Students involved in after school athletic events need to be reminded that all buildings are locked at 3:15pm. Students should keep all books, coats, and other items with them unless in their gym lockers.

Elementary

The **SPEECH MEET** gives students in grades one through six the chance to participate in poetry and scripture recitation. Students compete within their own classrooms where winners are selected to represent each class at a special function to be determined each year.

The **ACSI MUSICALE** allows the band and honor choir to participate with students from other Christian schools in a daylong music experience. Each group performs and is adjudicated. A mass band and mass choir performance is given for parents in the evening.

An **OUTDOOR EDUCATION** opportunity is provided for fifth graders. It is a four-day camp experience allowing students to grow spiritually, socially and academically. The spiritual theme is understanding and enjoying the diversity of God's creation. Academically, emphasis is placed on investigation and observation, challenging students to use all of their senses to develop skills in obtaining knowledge and an understanding of the natural world.

FIELD DAY is an end-of-the-year activity in which students in grades K-6 participate in a variety of field events.

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.

Secondary

There are many opportunities for secondary students to become involved in the life of the school. The following list of opportunities may vary annually depending upon the availability of qualified personnel but all students are encouraged to find at least one area in which to become involved.

MIDDLE SCHOOL ATHLETICS

Boys Basketball

Girls Basketball

Girls Volleyball

Boys Soccer

Girls Soccer

Co-ed Track

Boys Baseball

Girls Fast pitch Softball

Co-ed Cross Country

HIGH SCHOOL ATHLETICS

Boys Basketball

Boys Soccer

Boys Baseball

Football

Girls Basketball

Girls Soccer

Girls Fast pitch Softball

Girls Volleyball

Co-ed Golf

Co-ed Track

Co-ed Cross Country

Cheer

OTHER ACTIVITIES

ACSI Leadership Conference

National Honor Society

ASB (Student Government)

Speech Meet

International Cultural Trips (as available)

THE VOICE – Literary Magazine

RETREATS: *Fall High School Retreat* * *Fall Middle School Retreat* * *Senior Retreat*

HS ANNUAL FUNCTIONS: *Homecoming* * *Junior / Senior Banquet* * *Tolo*

FINE ARTS: *ACSI Music Festival*

Band

Theatre Arts

Vocal Ensembles

Jazz Band

Chamber Choir

Strings

ENSEMBLES are groups of students selected from the choir that performs outside of school at churches, businesses and other events. Admission to a group is by audition with the choir director, usually in the late spring. These groups are some of SCS's strongest public relations tools so students are considered for membership by not only musical talent, but also Christian character and testimony. More information is available through the music department.

NATIONAL HONOR SOCIETY is made up of tenth, eleventh and twelfth graders with a 3.4 or better GPA whom the Faculty Council has determined meet high standards of scholarship, leadership, character and service. New members are inducted each spring. Members must maintain the standards by which they were selected in order to remain members.

The **ASSOCIATED STUDENT BODY (ASB)** at Seattle Christian Schools has the purpose of providing an organization by which students can learn to govern themselves in accordance with school policy and procedure applying biblical principles. It provides an avenue by which students may plan student activities and coordinate these activities within the total program of Seattle Christian. It also provides opportunities for students to voice concerns and recommendations to the administration using appropriate channels. The Associated Student Body (ASB) membership consists of all students.

The officers of the ASB shall comprise the Executive Committee. The Executive Committee shall have the elected officers of President, Vice-President, Secretary, Treasurer and Chaplain. The Communications and Technology positions are appointed.

Middle School ASB Officers, elected annually by their peers, help plan spirit days, designation of chapel offerings, and fundraising. They also help, as needed at Back -to-School Night, Open House and other school functions.

CLASS OFFICERS provide an organization by which each class (freshmen, sophomores, juniors and seniors) may plan student activities and fundraising for their class. These officers are responsible for setting the spiritual tone for their class. The officers work with an advisor in planning and coordinating class activities.

FALL RETREATS for the Middle School and High School are one-day activities held at off campus locations. The purpose of the fall retreat is to build unity in the student body and set the spiritual tone for the year. It is also an informal way for new students to get to know other students and faculty. It is required that all students attend.

SENIOR RETREAT is mandatory and an opportunity for the senior class to "retreat" to a location in the spring for spiritual renewal and fellowship. The retreat includes a speaker, sessions, playtime in a relaxed atmosphere. Counselors from the faculty and/or parents accompany the class. This is paid for by the class

and is considered by most graduates to have been the highlight of their senior year, if not of their entire high school experience.

GRADUATION is the highlight and culmination of the total high school experience. Scheduled the week before the end of the school year, it provides an arena for the school to honor and commend the senior class as a whole, and outstanding seniors, individually. The entire focus is to celebrate the senior class, not just academically, but spiritually and socially, as well. This major event is sponsored by the seniors and paid for through funds they earn along with minimal graduation fees.

Seattle Christian Athletic Code

In addition to the rules and regulations found in the SCS Student Handbook, the Seattle Christian Athletic Code also governs athletic program participants.

A. Athletic Fee

1. Students who participate in athletics are required to pay an athletic fee for each sport played. The athletic fee per sport for HS students is \$75.00 (\$50.00 for MS students) with a maximum of \$150.00 per student school year. This fee has been implemented by the school board to defray the costs of facility and equipment maintenance. Most schools have adopted “pay-to-play” policies to ensure participants are provided with quality athletic programs. **Please Note:** Although the SCS athletic fee will be waived for football, high school football players will be required to pay a participation fee of \$125 to Life Christian Academy. This fee will not count toward the SCS per student maximum fee.
2. After SCS teams have been selected, athletes must pay their fee to the athletic assistant in the secondary office. Athletes must pay before a uniform will be issued and the first contest of the season. Students who do not pay their fee will not receive a uniform and will not be allowed to participate in scheduled contests until the fee is paid.

B. General Regulations

1. 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.
2. 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 Sheet 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.
 - e. In addition, prior to receiving a uniform the student must pay the athletic fee.
3. 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
4. No athlete may quit one sport and turn out for another after the season has begun without the mutual consent of both coaches.
5. Athletes must travel to and from contests, away from SCS, in transportation when provided by the school. The only exceptions are:

- a. Injury to a participant which would require alternate transportation,
 - b. Prior arrangement with written permission between the participant's parent and the coach for the student to ride with the parent.
 - c. Travel Waiver Pre-Event Form
6. 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.
7. 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.
8. Theft or malicious destruction of any school or individual's equipment or property is not to be tolerated.
 - a. First offense – the individual could be suspended. Following counseling by the head coach and a school administrator, a decision regarding further competition 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.
9. 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.
10. Any public display of affection between boys and girls will not be permitted. People are watching for a consistent testimony; therefore, an athlete's actions as well as words need to be above reproach.
11. 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). 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 removed.
12. The rules and regulations in this code shall apply to any violations, on and off school premises, during the season of participation.
13. Variations or additional rules or regulations from the head coach must 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.

C. School Attendance Requirements

1. A student needs to be in school all day in order to participate in an activity (i.e. game or practice) that day.
 - a. 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.
 - b. 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.
2. A student who has been injured and has had medical treatment cannot participate again until the date indicated by the student's doctor.

3. 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.
4. Truancy from classes during the season could result in
 - a. First offense - suspension for one contest.
 - b. Second offense - suspension for the remainder of the season.

D. Alcoholic Beverages/Drugs

1. Use or possession of alcoholic beverages, tobacco, drugs, narcotics or hallucination agents by athletic participants is prohibited. Five minute rule – If you are at a party or event where drugs or alcohol are being used by minors, you have five minutes to leave the event or you are considered to be in violation of the athletic code.
2. The following guidelines will be followed when dealing with alcohol, drug and tobacco violations:
 - I. Alcohol/Drugs
 - a. 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.
 - b. Second offense - the individual will be suspended from all athletics for one year period.
 - c. Third offense - the individual will lose all high school/middle school athletic eligibility.
 - d. 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.

B. Suspension

1. The student has the right to appeal any team suspension, with the appeal process being as follows:
 - a. Written notification to the athletic director within 48 hours of the suspension.
 - b. 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.
 - c. With the information gathered, the athletic director, head coach and school administrator will make the final decision regarding suspension.

C. Awards

1. High School - Letter Certificate, Letter, Certificate of Participation

- a. In order to receive one or more of the above awards, student athlete must meet the requirements of a particular sport in which he/she has been involved
2. Middle School - Certificate of Participation (No letter)
3. Additional or other specific awards may be awarded for each sport.

D. Uniforms and Equipment

1. 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.
2. School issued uniforms/equipment are to be worn only while participating with school teams during scheduled contests.
3. You must pay for lost or damaged uniforms. The price will reflect the replacement cost of that uniform.
4. 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.
5. Check with your coach for the type of practice uniform he/she wants you wear.
6. 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.

E. Facilities and Transportation

1. The Lord has richly blessed us with 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. You are not allowed in the secondary wing after practice, so remember to get everything you need to take home before practice.
 - b. You 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 teams are required to familiarize themselves with all transportation policies and procedures as outlined in the SCS Transportation Manual.
2. Transportation of students to and from required athletic events. When Seattle Christian School transportation is provided for an athletic event:
 - a. Students must ride the bus to and from the athletic event in order to be eligible to play. (See "Travel Waiver" exception below.)
 - b. Students may not drive themselves or other students to or from such events.
 - c. Parents may be allowed to drive their student to such an athletic event on a case-by-case basis, provided a "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. There will be NO exceptions made to this policy.
 - d. Students may be picked up by their parents and driven home from an athletic event provided a "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. *A copy of the "Travel Waiver" form has been mailed with the handbook for your convenience. You may pick up additional forms in the Secondary Office as needed.

- e. 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.
- f. Student athletes are allowed to drink water from unbreakable containers on the return trip from an "away event." It is the coach's responsibility to insure that spills are cleaned up.
- g. Students are not allowed to eat and drink on the bus unless they are traveling to an athletic event that involves more than 1 hour of travel time between SCS and the destination. The prohibition of breakable items on the buses is still in effect. It is the coach's responsibility to insure that all garbage is collected and that any spills are cleaned up.
- h. 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.)
- i. Student athletes are not permitted to wear shoes with cleats on a school bus.

PARENT INVOLVEMENT

Parent-Teacher Fellowship (PTF)

Parent Teacher Fellowship is an organization designed to encourage fellowship among teachers, parents and friends of the school, the building of cooperation and the pursuit of topics and projects of mutual interest. Its officers provide primary communication between parents and the administration, and between parents and the School Board. In achieving these purposes, the following five goals have been identified:

1. To involve the home and school in a combined development of school and child.
2. To stimulate interest by means of:
 - a. PTF meetings
 - b. Activities (social and working)
 - c. Raising funds.
3. To create ways to make parents an integral part of the school and PTF.
4. To foster a feeling of pride and thankfulness in God's ministry - a positive attitude. (Philippians 4:4)
5. To provide service for school and community functions.

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

S.A.L.T. (Serving and Laboring Together) is a program established by the Parent-Teacher Fellowship (P.T.F.) to enhance parent involvement in Seattle Christian Schools. Our desire is to serve and honor our Lord by helping meet some of the needs of SCS. It is also an opportune time to get to know other parents, teachers and staff.

GUIDELINES FOR S.A.L.T.

1. Each parent is required to give 15 hours service during the time of April 1 - March 31 each school year or pay a fee of \$10 for each hour not worked. Hours may be worked by anyone in the family.

2. **NEW Reporting Procedure:** Please submit S.A.L.T. hours online through your Info Direct account under "Family Service Hours." All S.A.L.T. hours must be submitted by April 15 of each school year.
3. Parents requesting to pay the fee will be billed in the May billing (\$150 per parent).
4. Any fees collected for the S.A.L.T. year will go to the S.A.L.T. fund. This fund will be used to buy supplies needed to complete S.A.L.T. projects, enhance the participation of SCS families in the life of the school and, when necessary pay to have a project done.
5. One S.A.L.T. hour is the time members of your family spend doing anything that benefits the school. It is suggested that at least five (5) hours per parent be spent assisting with fundraising activities.
6. Parents may contact the coordinator or classroom teachers for S.A.L.T. work assignments. Also, watch for classroom letters requesting help from parents as well as "Thursday Bulletin" announcements.