



# Seattle Lutheran

## H I G H S C H O O L

### **Student Handbook 2021- 2022**

**Seattle Lutheran High School provides a Christ-centered and student-focused environment that equips young people in their educational and spiritual journeys to be servant-leaders in the world.**

**The core values of Seattle Lutheran High School are:**

**Christ-Centered**

**Student-Focused**

**Community-Oriented**

# Contact Information

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# Table of Contents

<b>INTRODUCTION</b>	Page 5
<b>GUIDING PRINCIPLES</b>	Pages 5-6
School Environment	
Disciplinary Philosophy	
Non-Discrimination Policy	
<b>STUDENT AND FAMILY SUPPORT</b>	Pages 6-7
Advisor Program	
Student Services Department	
• College Planning	
Communication	
<b>STANDARD 1:</b>	
<b>Students engage in a Christian accredited program.</b>	Pages 8-12
• Graduation Requirements	
• Advanced Placement classes	
• Academic Achievement Recognition	
• Grade-advancement Requirements	
• Grading	
○ Incomplete	
○ Pass/Fail	
○ Credit	
○ GPA	
• Report Cards	
• Eligibility for Co-Curricular Activities	
• Transcripts	
• Graduation	
• Schoology	

## **STANDARD 2:**

### **Students respect the teaching and learning process.**

Pages 11-15

- Homework
- Attendance
- Academic Integrity
- Technology Policy

## **STANDARD 3:**

### **Students respect others and the school community.**

Pages 16-18

- Harassment Policy
- Dress Code
- Health and Safety
  - Drugs and Alcohol
  - Smoking/Vaping
  - Weapons
- Vandalism
- Medication
- Student Driving

## **Introduction:**

Seattle Lutheran High School values relationships among teachers, students, families and God. The purpose of this Handbook is to foster deeper and more positive relationships by communicating our expectations and values as a community. This Handbook is an agreement between the members of the community and does not create a contract. While not every policy and procedure can be explained in full detail in this document, the spirit of these expectations originate from our core values of confidence, hope, integrity and passion that are nurtured through a Christ-centered, student-focused, and community-oriented environment.

To prepare students for their educational and spiritual journeys in the world, Seattle Lutheran instills the values of servant leadership in its students. A servant leader focuses on the growth and well-being of the people and communities in which they lead and serve. Servant leaders honor and empower others; they act ethically and serve with humility and integrity; and ultimately, they help create a more just and caring world. The expectations set forth in this document are intended to help guide students toward that goal.

## **Guiding Principles:**

### **School Environment**

Seattle Lutheran believes in an educational environment that is supportive, grace-filled and nurtures the intellectual, physical, emotional, and spiritual development of the student. This whole-child approach values the unique needs and skills that each student brings to the learning environment. Students are encouraged to express themselves while also being mindful of the needs of the community. A healthy learning environment is one in which people feel safe to express their own opinions without the fear of humiliation or retaliation from others. Communication, whether at school or over social media, should remain respectful. Students, faculty and staff work together as a team to create a safe, supportive environment that supports all students and is grounded in the values of respect, integrity and Christian love.

### **Disciplinary Philosophy**

When individual behaviors interfere with the needs or safety of the group, any corrective action is seen as an opportunity for growth, and is done with a grace-filled approach. School policies are applied to all students in a fair and equitable manner while still considering individual circumstances. In most cases, any disciplinary action can be done by the classroom teacher, sometimes with the help of the student's advisor, the Learning Specialist or Guidance Counselor. However, when there is a pattern of behavior that jeopardizes a student's success or interferes with another student's learning or the safety of the group, then more structured responses are sometimes necessary. All of these next responses are usually done by the Assistant Principal or Principal in a Christ-centered way and involve conversations with the student, the student's parents/guardians and the student's advisor. These levels of disciplinary response include an official warning, academic or behavioral probation, academic or behavioral suspension, and finally possible termination of enrollment.

## **Non-discrimination Policy**

Seattle Lutheran High School does not discriminate on the basis of race, creed, color, religion, ancestry, sex, sexual orientation, gender identity, gender expression, national origin, economic status, physical appearance, or the presence of any sensory, mental or physical disability when administering its educational practices, admissions policies, scholarship and athletic programs or any other school-administered program.

## **Student and Family Support:**

To foster a student-focused and community-oriented educational environment, Seattle Lutheran provides support to students and their families in a number of ways.

### **Advisor Program**

Each student will be assigned a faculty advisor who serves as the student's advocate and mentor both academically and socially. Most students will stay with the same advisor throughout their time at Seattle Lutheran. This helps build strong relationships and connections between students and faculty which in turn helps foster a sense of community within the school. Additionally, education is a partnership between the students, the faculty and the parents, so the faculty advisor also serves as the primary point of contact with parents if there are any academic or social concerns.

### **Student Services Department**

The Student Services Department consists of the Learning Specialist, the Guidance Counselor and the Assistant Principal, who work together as a team to provide a strong foundation of academic and emotional support for all students. The department offers both individual and all-school programs that help students learn about themselves and others, and provides opportunities for students to feel safe, connected and able to learn.

The Assistant Principal oversees all academic and extracurricular programs, and works closely with the other team members to help identify students who are struggling particularly with concerns such as attendance or discipline.

The Learning Specialist initiates support programs related to academic concerns, including managing accommodation plans for all students with documented need, coaching students in executive functioning skills and collaborating with students, teachers and parents to determine the most appropriate support services for each student. The Learning Specialist also provides periodic training for faculty and parents.

The Guidance Counselor manages students' academic and post-high school plans by monitoring schedules and graduation requirements, supporting students' academic progress, and overseeing the Naviance program, which helps students and families navigate the college and career planning process.

**College Guidance** To ensure that every student reaches his or her highest calling, Seattle Lutheran is committed to providing guidance and resources to all its students. Every student and family receives an account on the Naviance network to explore personal interests, aptitudes and learning styles as well as college and career choices. Freshmen concentrate on discovering their strengths and understanding their learning styles; Sophomores focus on career exploration; and Juniors and Seniors actively pursue college research and applications. The high school sees this process as a partnership with parents and guardians, and encourages families to attend College Night in September. Families of seniors are particularly encouraged to attend the Financial Aid Night held in early October.

**College Visits** We promote college visits for our students and take time during the year to visit schools. Individual visits should be done during normal high school holiday periods whenever possible.

Additionally, the Guidance Counselor provides social and emotional support for students and parents, and works closely with the teachers to find solutions to circumstances that may be affecting students' progress at school.

## **Communication**

Communication is vital to creating a strong sense of community. Seattle Lutheran provides a number of ways to communicate with students and families. Schoology is our Learning Management System (LMS). This will be the primary mode of communication between teachers and students for all academic matters. Students and parents should check this site regularly for assignments and grade information. The school also communicates to families via Gradelink, which is our Student Information System (SIS). Gradelink sends automatic attendance updates to parents when a student is tardy or absent. This system is also used to share information and updates to students and families via email. Finally, we send a weekly email to families with updates on what has been happening at school and what future activities are planned. Our website also provides updated information about all aspects of the school. In the event of an unscheduled school closing, such as snow, check the front page of the school website, [www.seattlelutheran.org](http://www.seattlelutheran.org), the West Seattle Blog, and Schoology for late-start or school-closure instructions.

Students and families are also encouraged to call and ask questions at any time. Good communication starts by speaking with the individual who knows the most about the given situation and who usually can affect the most immediate resolution. Therefore, students and parents should begin first by contacting the faculty member, coach or other adult who is directly involved. The student's advisor is also a good person to contact for academic concerns, particularly if further discussion is needed or you still have questions. Finally, the Assistant Principal or Principal is always available to help.

If you wish to contact your student at school, the front desk will take a message and contact the student. If you wish to contact your child via cell phone, please be aware of our cell phone policy. Students are allowed to have cell phones at school but may not use them during class.

## Standard 1:

### Students engage in a Christian accredited academic program.

Seattle Lutheran High School is accredited by the National Lutheran School Association (NLSA) and offers a college-preparatory curriculum as outlined by the Washington State Office of Superintendent of Public Instruction (OSPI).

#### Graduation Requirements:

##### Class of 2023 and beyond

<u>Subject Area:</u>	<u>Credits:</u>	<u>Comments:</u>
English	4	4 years of English Literature and Composition
Social Studies	3.5	Must include: WA State History-if not taken in grade 7 or 8; World History; American History & Government; Civics; Contemporary World Cultures & Problems (Global Studies)
Mathematics	3*	Includes: Algebra 1, Geometry, Algebra 2 (plus senior year math or Algebra-based science)
Science:	3*	Must include 2 years of lab science (plus senior year math or Algebra-based science)
World Languages	2*	A minimum of 2 consecutive years of one language (Note: Some universities require 3 years for admission)
CTE/Occupational Education	1	1 semester of Life Skills is required in grade 12.
Physical Education & Health	2	2 semesters of Health & P.E. are required in grade 9. Sports participation may meet the requirement after grade 9.
Theology	2	1 semester required each year of attendance
Fine Arts	2	May include art, music, or drama
Community Service	$\frac{3}{4}$	$\frac{1}{4}$ credit per year of attendance, grades 9 – 11
Senior Project	$\frac{1}{2}$	$\frac{1}{4}$ credit per semester in grade 12
Electives		Additional courses to bring the total to 24 credits or more

\*One additional year is recommended for college admission.



**Notes:**

- 24 credits are required for graduation (1 semester course = ½ credit)
- A minimum of 4 academic subjects per semester is required each year, including senior year.
- Community Service is required each year: grade 9 – 15 hours, grade 10 – 25 hours, grade 11 – 35 hours, grade 12 – 60 hours (included in senior project).

**Graduation Requirements****Class of 2022**

<b><u>Subject Area:</u></b>	<b><u>Credits:</u></b>	<b><u>Comments:</u></b>
English	4	4 years of English Literature and Composition
Social Studies	3.5	Must include WA State History (if not taken in grade 7 or 8); World History; American History & Government; Civics; Contemporary World Cultures & Problems (Global Studies)
Mathematics	3*	Includes: Algebra 1, Geometry, Algebra 2 (plus senior year math or Algebra-based science)
Science:	3*	Must include 2 years of lab science (plus senior year math or Algebra-based science)
CTE/Occupational Education 1		1 semester of Life Skills is required in grade 12
Physical Education & Health 2		2 semesters of Health & P.E. are required in grade 9 Sports may meet the requirement after grade 9
Theology	2	1 semester required each year of attendance
Fine Arts:	2	May include art, music, or drama
World Languages	2*	A minimum of 2 consecutive years of one language (Nnote: Some universities require 3 years for admission)
Community Service	¾	¼ credit per year of attendance, grades 9 – 11
Senior Project	½	¼ credit per semester in grade 12
Electives		Additional courses to bring the total to 24 credits or more

\*One additional year is recommended for college admission

**Notes:**

- 24 credits are required for graduation (1 semester course = ½ credit)
- A minimum of 4 academic subjects per semester is required each year, including senior year
- Community Service is required each year: grade 9 – 15 hours, grade 10 – 25 hours, grade 11 – 35 hours, grade 12 – 60 hours (included in senior project)

**P.E. Credit for Athletics**

Students in grades 10, 11, and 12 may apply and receive one semester of P.E. credit for the successful completion of a full athletic season at SLHS. Credit will be given on a pass/fail basis and not affect the student’s G.P.A. Seniors are encouraged to ensure the credits necessary to graduate are completed by the end of the 1<sup>st</sup> semester their senior year. Students must apply and receive supervisory approval from the coach, the athletic director, and turn in completed application requests to the registrar within the 1<sup>st</sup> two weeks of the particular sports season.

In order to receive P.E. credit, the student athlete must complete a minimum of 75 hours of active participation in the sport, including practices and competitions. At the conclusion of the sports season, the coach and athletic director will sign and date this form attesting to active hours completed and P.E. credit granted.

**Advanced Placement (AP)** is a program created by the College Board which offers college-level curriculum and exams to high school students. Many colleges grant placement and course credit to students who obtain high scores on the exams. AP curriculum is created by a panel of college-level educators in a variety of subjects; AP subjects taught in high schools are audited by the College Board to ensure they satisfy the AP curricula.

SLHS offers the following AP courses; Psychology, US History, Studio Art, English 12, and Calculus AB.

**Academic-Achievement Recognition** We recognize students for outstanding academic achievement while attending Seattle Lutheran High School as follows (GPA, grade-point average):

Dean’s List	3.50 - 4.00 GPA
Honor Roll	3.20 - 3.49
Honorable Mention	3.00 - 3.19

Each athletic season the Washington Interscholastic Activity Association (WIAA) recognizes students with team academic-achievement awards based on each team’s average GPA:

Outstanding Team Award	3.50 - 4.00
Distinguished Team Award	3.00 - 3.49

Awards are presented at the Athletic Awards Night after each season.

**Graduation Honors** Honors are granted to seniors who have achieved a 3.20 cumulative GPA or above during their high-school career. The Valedictorian is the student with the highest GPA in the class. The Salutatorian is the student with the second highest GPA. Members of the National Honor Society and of

the Mu Alpha Theta Math Honorary receive honor cords to wear at the graduation ceremony. Additional honors are as follows:

Summa Cum Laude	3.80 - 4.00
Magna Cum Laude	3.50 - 3.79
Cum Laude	3.20 - 3.49

**Grade-Advancement Requirements** An unmet GPA requirement may be satisfied by retaking the class, taking an approved class outside of Seattle Lutheran High School, or an equivalent class as approved by the Principal.

**Mathematics and World Language** Students must earn a 1.70 GPA or higher in the second semester of a math or world language class in order to advance to the next level of study.

**Grading** Seattle Lutheran high School uses a 4-point and letter grading scale, based on %:

A = 4.00	(94 – 100%)
A - = 3.70 – 3.80	(90 – 93%)
B+ = 3.30 – 3.60	(87 – 89%)
B = 3.00 – 3.20	(84 – 86%)
B - = 2.70 – 2.90	(80 – 83%)
C+ = 2.30 – 2.60	(77 – 79%)
C = 2.00 – 2.20	(74 – 76%)
C - = 1.70 – 1.90	(70 – 73%)
D+ = 1.30 – 1.60	(67 – 69%)
D = 1.00 – 1.20	(64 – 66%)
D - = 0.70 – 0.90	(60 – 63%)
F = 0.00 – 0.60	(0 – 59%)

### **Incomplete (I)**

If a student has not completed the requirements for the course, because of illness or other serious circumstances, he or she will receive an I -Incomplete. An I is the same as an F. The student has two weeks from the end of the current semester in which to remove an I.

### **Pass/Fail**

At times there will be circumstances when it is best for a student to take a course Pass/Fail instead of for a letter grade. This decision is made by the school staff on a case-by-case basis and requires both student and parent/guardian permission. Forms can be obtained from the guidance counselor or registrar.

### **Credit**

Credit for successful completion of classes is given each semester. Completion of two semesters of a regular class earns 1.0 high-school credit, or 0.5 credit per semester.

### **Grade-Point Average**

The cumulative grade-point average, GPA, is computed on the basis of semester grades in all classes.

## **Report Cards**

Grades that are recorded on the student's official transcript and with which the cumulative grade-point average is calculated are given at the end of the first and second semesters of the school year. First and third quarter grades indicate performance and are not part of the permanent record. Questions about academic progress should be directed first to the classroom teacher and/or the student's advisor.

Teachers maintain an open grade book on Schoology and grades are posted regularly. Students and parents are responsible for keeping themselves informed and up to date on academic progress in each class. Access codes for Schoology are sent out from SLHS; please call the school office or contact your student's advisor if you have questions.

## **Eligibility for Co-Curricular Activities**

A student must maintain a minimum grade-point average (GPA) of 2.0 to be eligible for co-curricular participation (athletics, student council, drama, and other activities). Grades are reviewed regularly and are used to calculate the GPA for eligibility. Students with any "F" grades are to refer to specific activities policy. Incomplete grades are dealt with on an individual basis until the incomplete grade is changed. (Please see the Activity and Athletic Handbook for more specific information.)

## **Transcripts**

A transcript is a copy of a student's academic record. There are two types of transcripts, official and unofficial. The official transcript has the seal of Seattle Lutheran High School stamped on it and must be mailed to the recipient in a sealed envelope. An unofficial transcript does not have the seal and can be emailed. Requests for either type of transcript must be initiated by the parents via email to the registrar. Seniors who are applying to college can use Naviance to have their transcripts sent directly to the colleges. If financial obligations to the school have not been satisfied, the school withholds release of the transcript.

**Graduation** Students earning a diploma participate in graduation ceremonies. Students who have met all but 1.0 credit or less of their requirements and have a plan and completion date for attaining them, will be allowed to participate in graduation ceremonies and may receive their diploma when their work is complete.

## **Schoology**

[www.schoology.com](http://www.schoology.com) is our learning management system which helps teachers, students and parents communicate online. Class content, assignments, grades and other student information are kept up to date on secure individual accounts. Student access codes are given to students directly by teachers. Parent access codes are provided in September by email to parents.

## **Standard 2:**

### **Students respect the teaching and learning process**

#### **Homework:**

Homework is an integral part of the school program and each teacher may give homework to advance the academic progress of students. Each student is required to complete and turn in homework assignments on the due date as assigned by the teacher.

In general, the assigned homework time commitment in grades 9 and 10 averages 1-1/2 to 2 hours per school night. Students in grades 11 and 12 have a heavier homework commitment depending on their academic courses. Homework may be found on [www.schoolology.com](http://www.schoolology.com).

Repeated failure to complete and submit assigned homework may result in failure of a class or the student's dismissal from the school. Parents should communicate with their student's advisor or classroom teachers when they learn their student is having serious challenges with schoolwork.

Students are expected to make up missed work due to absence. It is the responsibility of the student to contact each teacher immediately upon return to class after an absence to receive the assignments missed. This requirement includes school-related absences. If an expected prolonged absence (two days or more) is due to illness the parent should contact the school office early in the day to ensure that teachers are notified to provide assignments and appropriate materials to pick up from school. Students have as many days as they are sick to complete any missing work.

### **Late Work Policy**

Missing assignments will be entered into the gradebook as a zero until they are turned in. Students are responsible for talking with their teachers and letting them know, preferably in advance, about any extenuating circumstances that may affect their ability to turn in assignments. Guidelines for grading late or missing work are as follows: 1 day late = 10% reduction; 2 days late = 20% reduction; 3 days late = 30% reduction; 4 days late = 40% reduction. After and including 5 days late, there will be a 50% reduction in the grade. Unless they have made special arrangements with the teacher, students have until the mid-term to turn in any assignments from the first half of the semester. Mid-term grades will be given, but not counted on the student's transcript. Students who have documented accommodations or other educational plans will have an amended policy that is tailored to their needs.

### **Attendance:**

#### **Tardies and Absences**

Students are allowed into the building at 8:15am, and the school day begins promptly at 8:30am. Students should be in their seats ready to learn at that time. If students are less than 15 minutes late to class, they will be marked tardy. If students are more than 15 minutes late, they will be marked absent, even if they arrive before the end of class.

If students arrive late to school, they must sign in at the front desk and receive a slip to be allowed into class. Parents need to notify the school of the reason for the student being tardy. If a student is absent from class or from the entire school day, the parent or guardian must call or email the front office that morning or as soon as possible to let the school know. The front office staff will alert the teachers.

If students accumulate five or more tardies in one course or five or more absences from school, the advisor or Assistant Principal will call home to clarify the situation and formulate a possible solution. The student's advisor will also be notified. If a pattern of lateness and absences continues, the Assistant Principal or Principal will meet with the student and family again, and possibly put the student on a contract which will state that continued tardiness and absent days will result in a lower grade in the course and possible loss of credit in the course or courses.

### **Early Dismissal or Late Arrival**

Students who enter school after 8:30 or leave before 3:20 must sign in or out at the front office. Parents must contact the school office via email at [jdavis@seattlelutheran.org](mailto:jdavis@seattlelutheran.org) or by phone at (206) 937-7722 if their student will arrive late (after 8:30) or leave early (before 3:20.) If a student's schedule includes a late start or early dismissal, parents do not need to communicate this information each day.

### **Illness**

If students become ill during the school day, they are to sign out at the school office and parents or guardians will be contacted. Students must remain at home if they are ill. Please see more information in the Pandemic Family Handbook.

### **Planned Absences**

Vacations or planned absences during school time are strongly discouraged. When an absence is anticipated, the parent is asked to notify the office in advance, and the student will fill out a form alerting teachers of the situation.

### **Closed Campus**

To reduce potential exposure to SARS CoV2, off campus privileges have been removed for student safety and health during the COVID-19 pandemic. Seattle Lutheran High School has a closed-campus policy; all students are required to remain on campus, in the building or the patio area, from time of arrival until excused at the end of the school day. A student may not leave campus before the end of their last class of the day. This will be reviewed before the beginning of the second semester.

### **Guests and Visitors**

Parents, guardians, friends, volunteers and those with business in the school must report to the office to sign in when entering and sign out leaving the building. For the 2021-2022 school year, visitors will be limited; please see the Pandemic Family Handbook for more information.

### **Co-Curricular Activities**

A student must attend a minimum of five out of seven class periods in order to attend or participate in any after-school activity including dances and athletic or dramatic practice and events.

### **Academic Integrity**

Academic and personal integrity is a core value at Seattle Lutheran. Integrity means being honest, taking responsibility for one's actions and doing the right thing, even when no one is watching. It means acting with wholeness. Students at Seattle Lutheran are expected to come to school ready to learn and do their own work. Cheating and plagiarism undermine the process of teaching and learning and is a serious breach of standards. Students naturally learn by giving and receiving help, however when students give or receive *unauthorized* help that might give someone an unfair advantage or that doesn't represent their own understanding of the material, that is considered cheating. Plagiarism occurs when people use another person's work as their own. Students must give credit to the person or organization with the original idea by citing the source or author who created it.

In all cases of academic dishonesty including but not limited to homework, tests or quizzes, or writing assignments, the teacher in whose class the infraction occurs will document and report the incident to the Assistant Principal or Principal, and notify the student's advisor and parents of the infraction. The student and teacher will work out consequences starting with receiving a grade of 0% on the assignment, with no chance to make up the assignment. Other consequences may include suspension or expulsion, which would be considered if the student has been academically dishonest in the past.

## **Technology Policy**

As an educational institution, all use of technology should be for educational purposes only or for the support of the institution. Acceptable uses include academic research, collaboration, homework and classwork. In addition, Seattle Lutheran's network and infrastructure is designed and maintained for student, faculty and staff use, and the daily functioning of the school relies upon the responsible use of this equipment by everyone in the community. Students and staff must not misuse the printing facilities, access another person's computer without authorization, reconfigure any networked device, or deliberately overload or manipulate the servers, routers or network bandwidth. Everyone in the community should be very careful when using technology to prevent exposing the network to various viruses or computer hacking.

Teachers will establish specific rules for the use of technology in their classes, and students are responsible for coming to class with the appropriate technology and respecting the classroom rules.

Students are not permitted to use cell phones during class without explicit permission from the teacher. Students may be expected to place their cell phones at the charging stations or in the appropriate designated area in the classroom. Students must also respect electronic copyrighted material and may not share images or names of other students on public websites without specific permission.

Students who choose to make use of social media must exercise extreme caution and be fully aware of the potential long-term consequences and legalities. Inappropriate, threatening and/or offensive use of social media in any form will not be tolerated and will lead to further disciplinary action.

Failure to follow these guidelines falls into two major categories. The first category includes actions that interfere with learning. These include behaviors such as forgetting to bring the appropriate technology to class, playing games instead of doing classwork, personal cell phone use during class time, and leaving the classroom in order to use the phone for personal reasons. Most responses to this kind of behavior will be handled by the classroom teacher, the student's advisor or the Assistant Principal, and may include such consequences as losing the privilege of bringing their phone to school.

The second category includes behaviors that compromise the student's academic integrity. These actions are grounds for serious disciplinary action by the school, and are often violations of the law as well and may require the school to contact the appropriate law enforcement agency. Examples of this type of behavior include using technology, which includes social media, for harassment or intimidation, sexting, plagiarism, violation of copyright laws, and violation of personal privacy rights.

## Standard 3

### Students respect each other and the school community.

Seattle Lutheran High School is committed to providing a Godly, safe, and civil educational environment for all students, employees, volunteers and patrons. Freedom of expression is vital to the educational process at school, but the right of free speech and expression may not be used to disrupt education or interfere with the rights of others. The school's core values of being Christ-centered, student-focused, and community-oriented are key components of how we treat one another.

#### Harassment/Bullying Policy

An atmosphere of mutual respect and physical and emotional safety is essential for the highest quality education and the wellbeing of our students and staff. Conduct, comments, or gestures that create an intimidating, hostile, or offensive environment are against our Christian values and will not be tolerated.

The terms *harassment* and *bullying* are often used interchangeably. Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance and is repeated over time. There are three types of bullying. Verbal bullying is saying or writing mean things and includes teasing, name-calling, inappropriate sexual comments, taunting and threats to cause harm. Social bullying involves hurting someone's reputation or relationships. This includes behaviors such as leaving someone out on purpose, telling others not to be friends with someone, spreading rumors about someone or embarrassing someone in public. Physical bullying involves hurting a person's body or possessions, and includes hitting, spitting, tripping/pushing, taking or breaking someone's things and making mean or rude hand gestures. Please note there is a difference between being mean to someone and actual bullying or harassment; these terms should not be used interchangeably.

Harassment is when the bullying behavior is directed at a protected class of people. Protected classes include race, color, religion, sex, age, disability, and national origin.

Bullying or harassment may involve a single serious incident or a pattern of physical, verbal, written, electronic, or online interactions that are hurtful, hateful, intimidating, unwelcome, and unwanted between students, between faculty, between students and faculty, or between parents/guardians and faculty. Serious or repeated harassment will result in suspension and possible expulsion. In addition, any behavior that takes place outside of school or a school-related activity can be grounds for disciplinary action if the behavior interferes with another student's ability to learn.

If students feel they have been harassed or bullied in any way, or know about an incident that has occurred, they should report it immediately to the Principal or Assistant Principal, to their advisor, or to any member of the staff or administration who will immediately relay the information to the Principal or Assistant Principal.

Once an incident has been reported, the Principal or Assistant Principal will investigate it promptly, keeping all information confidential to the extent possible. No student or staff member who brings a complaint or who aids in the investigation will suffer retaliation of any kind. At a minimum the



investigation will include separate conversations with all parties to gather information. Another person, usually an administrator or perhaps the student's advisor, will be present during those conversations for support and to maintain accuracy and accountability.

Once all the information has been collected, the Principal and Assistant Principal will determine the consequences and communicate them with the students and their parents or guardians. A written copy of the findings and recommendations will be given to the student and the parents, and a copy will be kept in the Principal's office.

If a student or family would like to appeal the decision, they should contact the Principal immediately. If there is not a satisfactory resolution, then the student and/or family can appeal the decision to the Board of Directors for a final decision.

## **Dress Code**

Students must dress appropriately while at school and during all school functions and activities. This means that students can dress in a way that makes them feel comfortable but also respects the more formal expectations of the educational environment. While the primary responsibility for a student's attire rests with the student and the parents/guardians, the student must also respect the feelings and sensitivities of the group. Seattle Lutheran is responsible for seeing that student attire does not disrupt the learning environment or contribute to an unsafe, hostile or intimidating atmosphere for any member of the community.

Examples of unacceptable clothing include sleepwear or items that display images or language depicting drugs, alcohol or any illegal item or activity, profanity, pornography, or hate speech against any group of people or protected class.

If there is a concern about a student's dress, the Assistant Principal or Principal will talk to the student and the student's advisor, and may also contact the parents or guardians.

## **Health and Safety**

Seattle Lutheran is committed to providing a safe and secure environment for everyone in the community. We provide periodic emergency preparedness drills including fire, earthquake and lock-down procedures, and work to create an environment where students feel protected.

The following behaviors are in violation of our standards and Washington State law. Consequently, the school may be required by law to contact law-enforcement officials when students engage in any of these activities.

### **Drugs and Alcohol**

Any student who uses, sells and/or possesses alcohol or illegal drugs on campus or at any school function will be subject to serious disciplinary action including suspension or expulsion. However, Seattle Lutheran also recognizes that chemical dependency is a treatable health problem. Any disciplinary action, where appropriate, will also refer students to professional alcohol or drug

assessment, counseling and treatment. If a student voluntarily discloses a personal drug or alcohol problem or addiction, no disciplinary action will be taken.

### **Smoking/Vaping**

Seattle Lutheran High School is a non-smoking campus, and smoking is not allowed at school-related functions, including school trips for any member of the community including adults. Under Washington State law, it is illegal for minors to purchase, obtain, or possess tobacco products. Smokeless tobacco, e-cigarettes, or vaping devices fall under the same prohibition.

### **Weapons**

A student may not bring, possess, or store a firearm, dangerous weapon or other object capable of producing bodily harm on campus or during any school-sponsored activity. Because of the seriousness of this behavior, violation of this policy could result in immediate expulsion.

### **Vandalism and Theft**

Students who vandalise or steal another person's property violate one of the school's core tenets of being a Christ-centered community. Vandalism and theft undermine personal integrity as well as school-wide trust. A student found guilty of this behavior will face serious consequences. At a minimum, the student will have to pay for any damages or replacement of the property.

### **Medication**

Authorized school personnel will store and administer medications (prescription or over the counter) only when a written request from the parent/guardian and/or physician is on file in the school office. The school may not dispense any medication without a written approval from parent/guardian and/or physician.

### **Student Driving**

Students who drive to school must complete a vehicle registration form, found on the website at <http://www.seattlelutheran.org/student-life/student-information-forms/> within a week of their beginning to drive to school. Students may park in the school's lot or on the city street.

Students are not permitted to drive or sit in their vehicles during the school day.

Please remember that Washington State law requires that for the first six months after receiving a drivers' license, no passenger under the age of 20 may ride with a new driver, unless the passenger is an immediate family member. After that, no more than three passengers under age 20 may be with the driver unless they are members of the immediate family.