



Student/Parent Handbook  
Evergreen Lutheran High School  
2019-2020

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# General Information

## **Mission Statement**

Evergreen Lutheran High School is committed to offering a quality, Christ-centered education which prepares children to serve him now and forever.

## **Mission-Based Vision**

Evergreen Lutheran High School.... where all students thrive in Christian love.

## **Mission-Based Objectives**

So that young people may realize their God-given potential, Evergreen Lutheran High School:

- Builds spiritually mature and faithful hearts through the diligent study and loving application of God's Word (spiritual growth).
- Prepares students for Christian life and service through effective and challenging programs of Christian education (curriculum and instruction).
- Reinforces and empowers the role of the family (family support and communication).
- Provides and maintains a stimulating, safe, and functional learning environment (facilities).
- Supports its mission through a motivated and involved Association (support).
- Recruits, evangelizes, and nurtures unchurched and non-member students in the local and international community (outreach).

## **Doctrinal Statement**

The Pacific Northwest Lutheran High School Association, d.b.a. Evergreen Lutheran High School (ELHS), is the area Lutheran High School for the Evangelical Lutheran Synod (ELS) and the Wisconsin Evangelical Lutheran Synod (WELS). As such, ELHS confesses, abides by and teaches the doctrines of the WELS and ELS, incorporating those teachings into our curriculum and way of life. These doctrines can be accessed by viewing the publication, *This We Believe*, or by visiting the ELS and WELS websites ([www.els.org](http://www.els.org) or [www.wels.net](http://www.wels.net)).

## **Governing Body**

Evergreen Lutheran High School is governed and operated by the Pacific Northwest Lutheran High School Association, an association of Lutherans providing Christian secondary education for the youth of the Pacific Northwest. Association members are members in good standing of congregations of the Evangelical Lutheran Synod (ELS) and Wisconsin Evangelical Lutheran Synod (WELS).

## **Accreditation**

ELHS holds national accreditation through Wisconsin Evangelical Lutheran Synod School Accreditation (*WELSSA*) and the National Council for Private School Accreditation (*NCPSA*).

## **State Approval**

Evergreen Lutheran High School (ELHS) is approved by the State of Washington Superintendent of Public Instruction. A statement of this approval is on file in the school office. Evergreen is recognized by the Wisconsin Synod Commission on Parish Schools and is a member of the Association of Lutheran High Schools.

## **Code of Conduct**

Evergreen Lutheran High School has established its curriculum and mission on the Bible, the inspired Word of God as taught and confessed by the Evangelical Lutheran Synod and the Wisconsin Evangelical Lutheran Synod. All policies, courses and activities are carried out to honor and reflect the grace and will of God in our daily living and walk of faith. Students, faculty, staff and governing board are called upon to also conduct themselves in accordance with Evergreen's Doctrinal Statement with thanksgiving for the grace and love shown to us by our Savior. This includes, but is not limited to, the WELS' and ELS' policies regarding marriage, gender and sexuality, which are available upon request.

## **Christ-Focused Culture**

- The Word is treasured (Psalm 19:9-10).
- The Word is lived.
- Law and Gospel are properly divided and applied in everything.
- Relationships are agape-love motivated ones, in which students and faculty walk together as redeemed children of God.
- There is an encouraging environment.
- Spoken and written words are "captive to Christ" (2 Cor 10:5)
- There is an appearance that reflects thankfulness for what Christ has done.
- All instruction integrates the Word of God.
- Christ is shared; there is a mission mindset.

## **Enrollment Policy**

ELHS offers Christian secondary education to anyone who desires a high school education based upon the word of God. The Bible teaches that "God does not show favoritism but accepts men from every nation who fear him and do what is right." (Acts 10: 34-35) Evergreen Lutheran High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. ELHS does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational or admission policies. ELHS reserves the right to exclude or expel students that persist in offensive and/or perverse behaviors that violate the clear principles of God's Word, particularly when repentance and commitment to change are not evident.

## **Philosophy**

God clearly directs his people to train and instruct young people. Thorough training in God's Word from age to age will yield generations of God-fearing people that are prepared to...

- Witness and live their faith as Jesus commanded
  - Let your light shine before men. (Matthew 5:16)
  - Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. (I Peter 3:15)
- Share the Gospel as Jesus directed
  - Go and make disciples of all nations. (Matthew 28:19)
  - Repentance and forgiveness of sins will be preached in his name to all nations. (Luke 24:47)
- Live in the joy and peace of being a redeemed child of God
  - Now may the God of hope fill you with complete joy and peace as you continue to believe, so that you overflow with hope by the power of the Holy Spirit. (Romans 15:13)
- Serve God as lifelong Christians
  - Train a child in the way he should go, and when he is old he will not turn from it. (Proverbs 22:6)
- Enter eternal life in heaven as Jesus intended
  - Father, I want those you have given me to be with me and to see my glory. (John 17:24)
  - God, our Savior wants all men to be saved. (I Timothy 2:4)

Evergreen Lutheran High School was established in 1978 to work with God's blessing in the Pacific Northwest toward the fulfillment of our mission.

## **Books and Equipment**

ELHS provides textbooks for all students. Students must have their book number recorded by the teacher when textbooks are handed out. Cost of book rental is included in the registration fee. The school furnishes textbooks for most courses. Any excessive wear and tear, abuse, or loss of texts will result in a fine being levied at the conclusion of the school year.

## **Weather Related Announcements:**

In case of an emergency school closing or severe weather, parents and guardians will be notified in a timely fashion using the following services in chronological order:

1. Via text message using Remind
2. Message on Evergreen's Facebook page
3. Postings on KING5TV, KOMO4TV, and KIRO7

## **Text Alerts:**

We strive to plan ahead for our events and schedules, but unforeseen changes do occur throughout the school year. Evergreen Lutheran High School uses a text service to notify parents of last-minute changes such as: weather-related school closures or delays, late game cancellations or facility issues.

To receive text updates on important announcements, school closures and delays, do the following:

1. Send the text @elhsoffice to the number 81010
2. Remind will send you a welcome text.
3. If you have trouble with 81010, you can also try texting @elhsoffice to (253) 250-4792.

To sign up without cell phone:

1. Visit the website <https://www.remind.com/join/elhsoffice>
2. You are instantly signed up to the texting service.

You can opt-out of messages at any time by replying, unsubscribe@elhsoffice.

## **Roles and Relationships Between Home and School**

Evergreen Lutheran High School strives to work as a partner in education alongside parents as teachers and parents work toward independent and personal responsibility in their students. The goal of both ELHS and parents is to prepare students for their future endeavors in college, workforce, family, and church participation.

Teachers strive to...

- provide a welcoming environment and culture for families.
- recognize that parents are partners in the education of the child.
- take responsibility to develop effective partnerships with families.
- provide open communication to parents about their academic expectations.
- notify parents via email, phone call, or personal contact when there are academic concerns.
- care for the whole child (spiritual, social, emotional, physical)

Parents strive to...

- monitor homework completion.
- engage in frequent communication with their children about academic and behavioral expectations and progress.
- encourage academic endeavors outside school (personal Bible study, leisure reading, etc.).
- regularly communicate with the school about their child's progress.
- participate in school functions, athletics, booster group, and other extracurricular programs.
- ensure compliance with Handbook policies.

# Academic Information

## Curriculum

The curriculum of ELHS is built upon the assumption that students should have a solid foundation of basic high school courses which will prepare them for future academic study or for a vocational career. All course offerings satisfy the requirements of the State of Washington Superintendent of Public Instruction. In addition to these subjects, all students are required to take courses in religion. All courses are taught by qualified teachers from a distinctly Christian viewpoint.

Entrance requirements for most four-year colleges are:

English	4 credits	Science	2 credits (1 credit lab work)
Mathematics	3 credits	Foreign Language	2 credits in one language
Social Studies	3 credits		

## Grading Scale

100-95	A		86-85	B-		76-75	D+
94-93	A-		84-83	C+		74-71	D
92-91	B+		82-79	C		70-69	D-
90-87	B		78-77	C-		68 and below	F

S = Satisfactory is given to a student who has met the minimum course requirements, and has worked diligently using his God-given abilities to the fullest. Credit is given for the course. Grade point is 0.

I = The student is given an "I" when his work is incomplete at the end of a grading period. Normally if work is satisfactorily completed within five school days at the end of the quarter, the grade will be reevaluated. Credit is not given until work is satisfactorily completed.

## Honor Roll

An Honor Roll is published at the end of each semester grading period. Students whose semester grades are 3.25 or better will be placed on the Honor Roll. Those who earn grades of 3.75 or better for the semester will be placed on the list of high honors.

## Academic Counseling

Each student has an assigned homeroom advisor who monitors his/her progress. Students are given opportunity to discuss vocational, academic, personal or spiritual matters with their homeroom advisor. Students may schedule other times to discuss these items with their homeroom advisor or with the guidance counselor. Parents are also encouraged to speak with the homeroom advisor or guidance counselor if they have academic questions.

## Grading and Report Cards

Grades are available on demand throughout the grading period using online access at <https://wels.powerschool.com>. Progress reports will be posted online at <https://wels.powerschool.com> after the midpoint of each quarter. These reports may not have grades but will indicate areas of strengths and weaknesses.

- Report cards are posted online at <https://wels.powerschool.com> after each quarter. Quarter grades report on the work during that period but are not part of the student's permanent record.
- Semester grades are a combination of the two quarter grades and a semester test. The semester test may be valued between 20% and 33% of the semester grade. Semester grades are recorded on the permanent record. Semester report cards will be mailed to student families.
- Parents and students have access to the ELHS online grading service (<https://wels.powerschool.com>). Usernames and passwords are distributed at the beginning of the year to both parents and students.

## GPA

GPA is the commonly used abbreviation for "grade point average." Please note that ELHS makes use of two distinct GPAs:

- Quarterly Eligibility GPA looks only at the grades of the most recent quarter. It is calculated by adding the grade points from each academic course in the current quarter and dividing that sum by the number of those classes. The quarterly eligibility GPA is used to determine extracurricular participation.
- Cumulative GPA looks only at semester grades. It is calculated by adding the grade points from every semester grade for academic courses which a student has accumulated in grades 9 through 12 and dividing that sum by the number of those classes. The cumulative GPA through seven semesters is used to determine the valedictorian and salutatorian. This is the GPA in which colleges and scholarship programs are interested.

## Course Changes

Students may drop an elective course for various reasons without a cost until the first day of school. Once the school year begins, students that wish to change a course within five school days will incur a \$50 change fee. A course may be dropped only with the consent of the guidance counselor, teacher and parents. Students may not reduce their credit load below the minimum level.

- Courses must have an enrollment of at least four students before the course will be offered. Exceptions to this rule will be at the discretion of the Principal.

## **Courses**

Please refer to our online “Course Description” handbook or online at [www.elhs.org](http://www.elhs.org). If the school cannot offer a course in the ELHS curriculum due to low enrollment, the school will pay for a comparable online course. If a student chooses to take an online class to enhance their schedule, the family is responsible for the cost of the course.

Online courses are offered with the following requirements:

- The student must have a GPA of 3.25 or above.
- Online courses are offered to sophomores through seniors only.
- The student must demonstrate consistency in finishing assignments on time.
- The student must demonstrate skills to handle a challenging workload in upper level curriculum.
- The student has the desire and determination to complete self-guided coursework.
- All courses must be completed two weeks before the last day of school to receive credit.
- In order to receive credit, student enrollment in online courses must be approved by the guidance counselor and registrar prior to enrollment.
- All fees for the courses are in addition to ELHS tuition and must be paid prior to enrollment in the program.

## **Transcripts**

- In order to keep a student’s academic record a private matter, no transcript will be sent or information given out unless the student submits a written request stating the name of the school or the employer to whom the information may be given.
- No transcripts will be issued and no records or information will be given out on any student unless all financial obligations have been paid or arrangements have been made for their payment.
- Parents of minor students and adult students have the right to inspect their records. Requests should be addressed to the Principal.

## **Graduation**

Graduation procedures, valedictorian and salutatorian selection, and student ranking shall follow these guidelines:

- The valedictorian and salutatorian shall be selected on the basis of cumulative grade point average (GPA) rankings after the first semester of the graduation year ends.
- Students must have attended ELHS (or another WELS high school) for a minimum of five semesters to be eligible for valedictorian or salutatorian consideration.
- Running Start or part-time students shall not be eligible for valedictorian and salutatorian.
- A valedictorian and/or salutatorian shall be the class speaker at the graduation ceremony.
- The graduation day order-of-events shall begin with a worship service to close the school year. The worship service shall be followed by a graduation service which shall include addresses from faculty, valedictorian, and others approved by the administration. The distribution of diplomas shall be part of the graduation ceremony.
- The ELHS Campus Pastor shall plan the graduation worship service. The Principal shall plan the graduation ceremony.
- A student may not walk at the graduation ceremony if they are .5 credits behind graduation requirements seven (7) days before the ceremony. Students will not receive a signed diploma until all academic requirements have been completed.
- Students that have not finished payment of all tuition and fees may participate in the graduation; however, transcripts will be withheld until financial obligations have been met.
- Seniors will participate in the graduation service. Participation in the graduation service is a privilege. Students may forfeit this privilege through behavior unbecoming a Christian. Seniors are expected to pay for their own caps and gowns. ELHS will assume the cost of diplomas.

## **Graduation Requirements**

Each course offered at ELHS is given a credit value following the Carnegie system. A course that meets every day for the entire school year receives one (1) credit. A course that meets every day for one semester receives one half (0.5) of a credit.

Students must carry a minimum of seven credits each school year. At least 3.5 credits must be taken each semester. Credit requirements for graduation from ELHS equal or exceed State of Washington graduation requirements.

	<b>ELHS requirements</b>	<b>State of Washington Requirements</b>	<b>Additional Information</b>
Religion*	4 credits	-	
English	4 credits	4 credits	
Social Studies	4 credits	3 credits	
Mathematics	3 credits	3 credits	Must pass Algebra 1 and Geometry
Science	3 credits	3 credits	This includes at least 2 labs
Health and Fitness	2 credits	2 credits	
Career and Technical Education	1 credit	1 credit	
Arts	2 credits	2 credits	
World Language	2 credits	2 credits	
Electives	1.5 credits	4 credits	
Totals:	26.5 credits	24 credits	

To be eligible for a diploma from ELHS the following minimum number of credits must be met:

- All students at ELHS attend religion class every semester that they are in school. Religion courses carry full academic credit.
- Students are required to schedule a minimum of seven classes each semester (required courses plus electives). Students must pass required courses to graduate.
- Credits earned in summer school will be accepted at face value if the student goes to summer school to make up credits lost due to failure—this is called credit recovery. Courses must be pre-approved by guidance director and/or registrar.
- Credits earned in school settings other than ELHS may be accepted at the discretion of the Principal.

# Testing

Evergreen Lutheran High School uses and recommends several standardized tests to measure student academic progress and to prepare our students for college admissions.

- The PSAT 9 - This is the first test in the SAT Suite of Assessments. Tightly aligned with the SAT, PSAT/NMSQT, and PSAT 10, it establishes a baseline for college and career readiness as students enter high school. The PSAT 9 is designed for ninth-graders.
- The PSAT 10 - The PSAT/NMSQT and the PSAT 10 cover the same content areas. Both tests provide students and educators with the chance to check in on progress toward college and career readiness and success. And both serve as an excellent way for students to preview and practice for the SAT, because they are tightly aligned with the new SAT. The PSAT 10 will give students access to free personalized SAT study. With students' explicit permission, Khan Academy will use their PSAT/NMSQT or PSAT 10 results to create a study plan especially for them. Taking the PSAT/NMSQT and PSAT 10 can also connect students to AP courses, Scholarships, and Colleges.
- The Preliminary Scholastic Aptitude Test (PSAT/NMSQT) is administered at ELHS to all juniors. The test has verbal, mathematics, and writing components and provides excellent practice for the SAT test. The test contains a college search feature which enables colleges to seek out able students and inform them of the offerings available in their colleges. The test results are used as qualifiers to enter the National Merit Scholarship competition.
- The Scholastic Aptitude Test (SAT) is a three-hour examination of verbal skills, mathematical ability and writing competency. The verbal section measures the student's ability in reading with understanding, comprehension of words and skill in dealing with logical relationships. The mathematical section is designed to measure aptitude for handling quantitative concepts rather than with mathematical achievement. The writing component is designed to measure composition skills. It is recommended that juniors take this test in the spring of their junior year. This test is offered at various area sites (not ELHS) and encouraged for our students who intend on continuing their education after high school.
- American College Tests (ACT) are four examinations which test a student's cumulative achievement in English, math, social studies and the natural sciences. A writing component is optional. The test runs about three hours. It is recommended that juniors take this test in the spring. This test is offered at various area sites (not ELHS) and encouraged for our students who intend on continuing their education after high school.

# **Governance**

## **Christian Discipline**

Parents entrust the care of their children to the faculty and staff at Evergreen Lutheran High School. It is our commission to guide and teach the students proper Christian conduct while they are at school or while they are involved in school activities. We do this in loco parentis, or in the place of the parent. All of our teachers share this responsibility, but for the sake of orderliness, the administration of Christian discipline is assigned to the Principal to establish and maintain an orderly environment at ELHS that is characterized by behavior that brings glory to God.

While we expect our students to reflect their Christianity in their conduct and the signed Handbook Agreement form by both parent(s) and student supports this expectation, we acknowledge that student behavior will at times reflect their sinful nature. Sinful activity must be admonished and dealt with according to Scriptural principles. We will use guidelines found in Matthew 18 along with specific procedures and policies detailed in Christian Discipline to deal with situations that develop.

## **Attendance**

Students are expected to attend school regularly unless they are sick. Students should stay home in case of a legitimate illness. Parents are discouraged from keeping their children away from school for reasons other than illness.

### **- Tardiness**

- Students who arrive at school after first hour classes have begun must use the office entrance and must report to the office staff before going to class. Office staff will sign the student's ELHS issued planner and send them to class. If students arrive after 8:10 a.m., they will be considered absent for the first period. They must use their signed ELHS issued planner to be admitted to class.
- Students that arrive late at the beginning of the school day will be marked tardy. Tardiness will be excused only under special circumstances.

Tardiness during the school day will be handled as follows:

- All students must be seated in the classroom before the bell rings or a tardy will be recorded.
- A student may receive up to four tardies per semester without any consequences.
- On the fifth tardy and each subsequent tardy in a semester, a detention will be assigned.

## - Excused Absences

- If a student is going to be absent, the parent should call the office prior to 8:00am. If a phone call has not been received by 8:30 A.M., school personnel will contact the parent to inquire about the absence. Upon return, an excuse should be submitted to the school office. Acceptable forms of excuses include:
  - A phone call to the office (253-946-4488) from the parent or guardian;
  - An emailed excuse from the parent or guardian's e-mail account to [email@elhs.org](mailto:email@elhs.org);
  - A handwritten note signed by the parent or guardian;
  - A personal verbal excuse between the parent or guardian with the office staff.
- Parents should not excuse students for frivolous reasons. ELHS reserves the right to approve/disapprove all excuses. This determination is made by the administration.
- A student is considered absent from a class if more than ten minutes of that class period are missed.
- When students are absent, they are responsible for all material taught and for assignments given.
- When students know about a future absence, they are expected to complete the Pre-Plan Absence Form. This form can be obtained from the main office or online at [www.elhs.org](http://www.elhs.org). The form should be completed and signed at least 24 hours in advance of a planned absence.
- It is the students' responsibility to communicate with the classroom teacher, to obtain assignments, and to complete assignments when prearranged school activities cause them to be absent. Students should not expect extensions for daily work, tests, or quizzes due to prearranged school activity absences.
- Planned absences should be kept to a minimum. Please keep in mind scheduled vacation times on the school calendar.
- Students who are absent for more than twelve (12) periods of the same class in one semester could lose credit for that class. Special circumstances (e.g., extended illnesses and extracurricular activities) will receive consideration. The administration will communicate with the parent/guardian at six, nine, and eleven non-school related absences. Parents have access to student attendance through our student information system PowerSchool and can use custom notifications to stay apprised of attendance issues.
- Absence procedures are handled by the administration. Students must arrive at school before 11:00 am and must attend classes until the end of the school day to be eligible for participation in all extra-curricular activities on the same day. Students who are absent from school for the entire day will not participate in practices or games on the day of the absence. Exceptions may be made at the discretion of the Principal or Athletic Director.

## - **Unexcused Absences**

Most unexcused absences result from failure of parents to communicate with the school. It is very important for parents to excuse their child's absences within one day of the absence. Otherwise it is difficult for the school to determine if absences were necessary and valid. The Administration has discretion to deem an absence excused or unexcused based on circumstances. Attendance reports will be run on the first day of the school week at 8:15am. The receptionist will notify the parent or guardian and student of any unexcused absences. All absences from the prior week must be turned within 48 hours of contact. Any unexcused absence will be assigned a detention and \$10.00 fee.

Some unexcused absences involve inappropriate conduct. Examples include the following:

- Removal of student from class for disruptive behavior or other disciplinary reasons
- Skipping class periods

Consequences for unexcused absences for inappropriate behavior will be referred to the Administration. It will not be necessary for parents to excuse absences that involve inappropriate conduct. The Administration will notify parents about such absences. The Administration will counsel offenders and assign detention time equivalent to the amount of class periods missed including a \$10 fine for each detention assigned.

## **Consequences**

### - **Academic Ineligibility**

Students who have not achieved an adequate grade point average (GPA) for each quarter of the school year will not be allowed to practice or participate in interscholastic competition or any other performing extra-curricular activities. An eligible student must meet the following grade point average requirements and must be passing all of his or her classes.

A student must have the following GPA to be eligible to participate:

Freshman (9th grade).....	1.75
Sophomore (10th grade).....	1.90
Junior/Senior (11th/12th grade).....	2.00

Any student who receives an F in a class for the first or third quarter or first or second semester is considered ineligible. Ineligibility begins on the day that grades are finalized for a quarter or semester. Second Semester grades of the previous school year will be used to determine if a student is eligible for participation in the fall activity.

The principal, registrar, and guidance counselor will meet every two weeks after the WIAA mandated time. This eligibility meeting will meet on the first day of the school week to evaluate student's ineligibility status. The student, parents or guardians, and the coach will be alerted of the student's eligibility status before the end of that school day.

Students that are deemed ineligible at the end of a quarter or semester may become eligible during the following quarter based upon the following criteria:

- The student was able to raise the F grade to a passing grade.
- The student was able to raise and maintain their GPA above the ineligibility level.

According to the WIAA (rule 18.7.6 subsection B), “The suspension period for high school students shall be from the end of the previous semester through the fourth (4<sup>th</sup>) Saturday in September in the fall or the first 5 weeks of the succeeding semester/trimester.”

Teachers in consultation with the coach may remove a student from practice to complete missing classwork.

### - **Classroom Removal**

Teachers need to maintain a classroom environment that allows for effective instruction and learning. When student behavior impedes this goal, the teacher may find it necessary to remove students from the classroom. The following guideline and procedures shall govern classroom removal:

- Whenever a teacher removes a student from the classroom for inappropriate behavior, the student must go to the main office. The teacher must communicate to the office the reason for sending the student to the office either in person or via a telephone call.
- The Principal will discuss the reason for removal with the student. He, along with the classroom teacher determine if it is possible for the student to return to classes.
- If the problem is not resolved before the school day ends, a meeting is scheduled after school on the day of the incident. The Principal, the teacher involved, and the student are present for this meeting.
- If the problem is not resolved at the first meeting, a second meeting involving the parents of the student is scheduled.
- The same procedures are followed for subsequent classroom removals that involve the same student. If classroom removals become frequent, a meeting involving the Principal and the student’s parents will be arranged. Parents will be notified of any consequences assigned to a student because of removal from the classroom for disciplinary reasons. The administration must take all necessary steps to ensure that communication procedures are followed.

### - **Detention**

Students may receive detentions for excessive tardiness, unexcused absences, incomplete work, removal from the classroom, inappropriate language, or other unacceptable behavior. Detentions are served as 40-minute periods.

- Whenever a detention is assigned, the teacher that issued the detention contacts the parents of the student involved. This communication is completed by email, telephone or in person within two days.
- The teacher that assigns the detention should complete a discipline report. This report is given to the main office. A copy of the discipline report will be mailed to the parent by the main office and given to the Principal.

- Changes in scheduled detentions are arranged through the Principal.
- Detentions are silent study periods. Game playing, unacademic usage of the Internet, idleness and/or sleeping are not permitted.
- Detentions will be 40 minutes in length and scheduled only at 7:10 A.M.—7:50 A.M. OR 3:10 pm—3:50 pm. If a student must serve more than one detention, the second detention will begin immediately following the first (afternoon only 3:50—4:40 pm).
- There is a \$10 fine per detention which must be paid before the detention begins. If the student does not bring the fine at the beginning of the scheduled detention time, he/she will still serve the detention time that day and will receive a second detention including an additional \$10 fine.
- The ultimate goal in serving a detention is to arrive at cross of Christ, to express heartfelt repentance for the offense committed, and to be assured of God's forgiveness and that the principal, the teacher and anyone else involved in the offense also forgives the student.
- For those who served detentions and must wait for transportation, closed campus rules will apply.

### - **In School Suspension**

Some student offenses result in an in-school suspension. The following procedures are followed during an in-school suspension:

- There will be a \$10 fine for each hour that the student misses including study hall hours. This fine must be paid on the day of the in-school suspension or other arrangements made with the Principal.
- The student will report to the office at the start of the day and be escorted by the supervisor to the location of the in-school suspension room.
- A supervisor will be brought in to supervise the student during the entire in-school suspension.
- The student will not be allowed to participate or attend any school-related activities on the day of the suspension.

### - **Out of School Suspension**

Some student offenses that are of a more serious nature will result in suspension from school. The administration will determine the length of the suspension. The following procedures will be followed:

- The parents of the suspended student will be notified about the suspension and the behavior that led to the suspension. This communication should happen on the same day as the behavior occurred, if possible.
- Whenever a student is suspended, a meeting with the parents is required. The parents and the Principal will attend. This meeting must take place before the student is allowed to return to school. Failure to comply with this requirement may lead to expulsion from ELHS.
- The Principal will inform the Board of Directors about any suspensions given.

- Repeated behaviors that lead to frequent suspensions may lead to expulsion from ELHS.

### - **Expulsion**

Evergreen Lutheran High School wants all young people to receive a Christian education. However, some behaviors are of such an offensive nature that it becomes necessary to separate the offenders from the rest of our students. The process of expulsion is governed by the following guidelines:

- The administration may recommend expulsion. The Discipline Committee will make the final decision to expel.
- Whenever possible, parents of the expelled student will be informed about the expulsion on the same day that the offense is discovered.
- Parents will be invited to a meeting with the Principal to discuss the matter. While circumstances may make it difficult, our continuing goal is to arrive once again at the cross of Christ, to clear the conscience through repentance and forgiveness wherever it is needed, in order that an amicable relationship may be restored between the offending student and Evergreen Lutheran High School, as well as the student's relationship with his/her Savior.
- Expulsions will be reported to the Board of Directors.
- Parents may appeal to the Board of Directors if they disagree with the expulsion decision.

## **Offenses**

### - **Fighting or Assault**

Any physical or verbal harassment or abuse will not be tolerated. The administration will review each case and act accordingly. If the Principal determines that a reported offense is of a serious nature, he will consult civil law enforcement authorities for advice. ELHS will give full and complete cooperation to legal officials. Procedures for communication between home and school will follow the same guidelines as those that involve student suspensions.

### - **Hazing/Bullying**

All students at ELHS are to be welcomed and appreciated in the spirit of Christian love and fellowship. They are not to be subjected to humiliation, ridicule, or abuse through any type of initiation, hazing, or bullying. Any violations will be dealt with by the Principal. When school officials become aware of such activity, the matter will be given immediate attention. Procedures for communication between school and home will follow the same guidelines as those that involve suspensions.

## - **Academic Dishonesty**

Cheating is a violation of God's will. Examples of cheating are...

- Receiving or providing unauthorized aid on an assignment or project.
- Copying and pasting material from the Internet, or from another person's work, and presenting it as one's own.
- Sharing answers from a test or assignment intended to be completed by the individual student.

Students who provide their work to someone else for the purpose of copying are also cheating and are subject to the same discipline. Organized cheating groups that exchange unauthorized copies of class materials will be dealt with by the teacher in consultation with school administration. If there is reasonable suspicion of plagiarism or other kinds of cheating, the teacher has the right to require the student to redo the assignment. We best serve students who cheat by confronting the violation so that they might receive forgiveness and appropriate training. A student who cheats is subject to the following disciplinary steps:

- First instance in any class: A "0%" is given for the assignment; the parents are contacted by the teacher and the student serves a detention.
- Second instance in any class: A "0%" is given for the assignment or test. The parents are contacted by the Principal. The parents/guardians and the student will meet with the Principal and teacher of the course. The student serves a detention.
- Third instance in any class: The parents are contacted by the Principal. The parents/guardians and the student will meet with the Principal and teacher of the course. The student will lose credit for the semester in the class in which he/she cheated. The student will be assigned to a study hall for the rest of the semester. The student serves a detention.
- Any further instance: The Board of Directors, in consultation with the Principal, will be asked to consider expelling the student.

## - **Illegal Substances**

- School officials will remove from school anyone whom they believe to be under the influence of alcohol, illegal drugs, or other hallucinogens. The use or possession of tobacco products is also forbidden. Parents or guardians will be contacted immediately. Illegal activities will be reported to the police.
- When any such offense occurs during school time, on school premises, or during school-sponsored activities, school action will be taken in addition to and independent of police or court action. This could result in suspension or expulsion of students involved.

Students that use, possess, or are under the influence of alcohol, illegal drugs, or hallucinogens during school-sponsored activities may result in immediate removal from school.

- First offense
  - The administration shall notify the parents or guardians and request an immediate conference.
  - The Principal shall suspend the student for a period of up to five school days.
  - Before the student is allowed to return to school, an assessment must be performed by a licensed drug and alcohol counselor. Arrangements for the assessment are the responsibility of the parents or guardians.
- Second offense
  - The same procedures are followed as with the first offense, except that for a second offense a long-term suspension will be imposed. Any subsequent offenses may result in expulsion.
  - Any subsequent offense that occurs more than 18 months after a first offense shall be treated as a first offense.

Possession or use of tobacco on school grounds or at ELHS functions is a violation of rules. Students involved will be suspended from school.

- First offense
  - The administration will suspend the student for a minimum of one school day.
  - A conference will be held with the parents or guardians before the student returns to school.
- Subsequent offenses
  - The second offense will follow the same procedures as the first, but the length of the suspension may be extended.
  - Subsequent offenses beyond the second offense may result in expulsion.

## - **Pregnancy**

ELHS will use the following procedures and guidelines to deal with unmarried students involved in pregnancy:

- ELHS students involved in a pregnancy will be suspended from school. They will be allowed to return to school after repentance has been expressed through consultation with parents, pastor, and school counselors. ELHS administration will allow the students involved to return to school only if their return is believed to be in the best interests of the involved students, the unborn child, the student body, and the extended family of believers at ELHS.
- During the term of the pregnancy, the students involved may request permission to participate in extracurricular activities. School officials will make the final determination of eligibility and participation. Parents will be consulted and written medical permission must be received for participation in athletics.

## - **Public Display of Affection**

Wholesome and God-pleasing relationships among our students are encouraged. However, school is not the place for public displays of affection. For example, holding hands with members of the opposite sex and giving quick hugs (i.e.: “0.9 second” or less) are acceptable behaviors. Any other public displays of affection are prohibited, and appropriate corrective and disciplinary measures will be taken.

## - **Sexual Misconduct**

ELHS abides by the teachings of the Bible regarding human sexuality and marriage as set forth in Evergreen’s Philosophy in this Handbook, as well as the doctrinal statements of the ELS and WELS. Please refer to those policies for clarification of what incidents are considered “sexual misconduct.” The following procedures will be followed when students are accused of improper conduct of a sexual nature:

- The administration will investigate allegations of sexual misconduct with the assistance of the visiting campus pastor.
- The parents of students involved in sexual impropriety will be contacted by school officials in a timely manner.
- The parents of students that are victims of sexual misconduct will be contacted by school officials in a timely manner.
- The pastors of students (perpetrators and victims) will be contacted by school officials. Spiritual counseling will be encouraged as needed.
- If the situation involves physical or verbal abuse of a student, the local child protection services (CPS) agency will be contacted. If advised to do so by CPS, the school will contact the police.
- Parents will be informed about and will be offered the opportunity to attend student interviews with CPS or police officials. These interviews are subject to CPS and police regulations.
- It is recommended that, whenever possible, both male and female staff members from ELHS will be present when students are interviewed by school officials.
- Communication between home and school will be prompt and thorough. Parents of both the perpetrators and the victims of sexual misconduct will be notified of disciplinary decisions.

## - **Vandalism**

Any willful destruction of school or personal property by students while at ELHS or when representing ELHS will be reviewed by the administration. Acts of vandalism are subject to disciplinary action. Serious acts of vandalism will result in suspension or expulsion from school. Procedures for communication between school and home will follow the same guidelines as those situations that lead to suspension. Generally, payment of all expenses that result from acts of vandalism will be the responsibility of the vandal’s family.

## - **Weapons**

- Possession of any weapon or dangerous instrument capable of causing harm to person or property is strictly forbidden at ELHS. Appropriate action, including suspension, expulsion, and notification of civil authorities will be taken by the Principal.
- The State of Washington has made it unlawful for any person to carry any dangerous weapon onto public or private school premises or school-provided transportation. The statutes that govern this are referenced on state form SPI 1329 --Annual Report Weapons in Schools.
- Dangerous weapons are defined in RCW 9.41.250 and RCW 9.41.280. ELHS uses this definition to determine violations of its policy. Any violation may result in expulsion. School authorities will promptly notify law enforcement authorities regarding any allegation or indication of such violation. Procedures for communication between school and home will follow the same guidelines as those that involve suspensions and expulsions.

## - **Other Improprieties**

Any attempt to list all possible categories and types of offenses would be futile. Therefore, it will be necessary for school officials to use sanctified Christian judgment when situations not defined in this handbook develop.

## **Appeal Procedures**

Disciplinary decisions may be appealed. Appeals should be submitted in written form from the students or parents. The following sequence must be followed:

1. Appeal to the Principal.
2. Appeal to the ELHS Board of Directors

# Student Life

## Schedules:

<b>Regular Day Schedule</b>	
Period 1	8:00 – 8:45
Period 2	8:49 – 9:34
CHAPEL	9:38 – 9:57
Period 3	10:01 – 10:46
Period 4	10:50 – 11:35
Lunch	11:39 – 11:59
Period 5	12:03 – 12:48
Period 6	12:52 – 1:37
Period 7	1:41 – 2:26
FLEX PERIOD	2:30 – 3:00
CLOSING & DISMISSAL	3:00
45 minute classes	
Floating 8 <sup>th</sup> period	

<b>Activity Schedule</b>			
1	8:00	-	8:39
2	4:43	-	9:22
Chapel	9:26	-	9:45
3	9:49	-	10:28
4	10:32	-	11:11
Activity	11:15	-	11:53
Lunch	11:57	-	12:17
5	12:21	-	1:00
6	1:04	-	1:43
7	1:47	-	2:26
Flex	2:30	-	3:00
No Flex Period			
35 Minute Classes			
Floating 8 <sup>th</sup> period in normal rotation			

<b>2 Hr Delay/Concert Practice</b>			
1	10:00	-	10:35
2	10:39	-	11:14
3	11:18	-	11:53
Chapel	11:53	-	12:00
Lunch	12:04	-	12:24
4	12:28	-	1:03
5	1:07	-	1:42
6	1:46	-	2:21
7	2:25	-	3:00
No Flex Period			
35 Minute Classes			
Floating 8 <sup>th</sup> period in normal rotation			
Chapel over the loud speaker in Period 3			

## **Boarding**

Although ELHS does not have dormitories, a number of students come to our school from a distance. Students can organize their own living arrangements or the housing coordinator can place them with families in our area. If you are interested in more information about boarding a student, contact the office at 253-946-4488.

## **Early Arrival**

The main commons doors will open at 7:30 A.M. each school day.

## **After School Supervision**

- Evergreen offers after-school supervision to students who need to remain on campus due to ELHS bus transportation, detention issues, or late pick up.
- Students that remain on campus after 3:15 pm are required go to the supervisor's office or designated room. (Students must stay out of the gym and unsupervised areas).
- Students will report to the library for after school supervision. All students must sign out with the supervisor before departing.
- Closed campus rules continue after school for those that remain on campus. If a student leaves the school building without permission (even to walk outside on campus), thus becoming unsupervised, the parent/s will be contacted by the supervising teacher the first time, and the incident will be documented in PowerSchool. A detention will be assigned for each subsequent occurrence.
- Those students that remain on campus after 3:00 pm for extracurricular activities are under the supervision of their coach/director. Coaches/directors are responsible for finding classroom space to house them and designating an adult to supervise them. Coaches/directors have discretion to determine students' eligibility to leave the campus.
- When games are scheduled in the gym after school, a designated supervisor will be responsible until the games begin or until the gym supervisor takes over.
- Supervision ends when the last bus departs from ELHS.

## **Closed Campus**

ELHS has a closed campus policy. This means the students are not allowed off campus during the school day. Exceptions to this rule may be made by the Principal. The closed campus begins upon arrival and ends upon departure. Closed campus rules continue after school for those that remain on campus. If a student needs to leave the building for any reason during the school day, the student must check out in the front office.

## **Library**

The ELHS library material may be used by all ELHS students. Books are to remain in the library unless they have been checked out properly by the library staff. Students must respect library rules.

## **Study Hall**

- Sleeping is NOT allowed during Study Hall.
- Study Hall must be QUIET at all times in order to maintain a productive environment for homework.
- Approved BYOD devices are allowed for academic purposes or to listen to appropriate music using headphones.
- No eating or drinking during study hall; water bottles are allowed.

## **Restrooms**

Students will make every effort to keep the restrooms sanitary and clean. Any sanitation or maintenance issues should be promptly reported to the administration office. For personal hygiene, hands should be washed with soap and water after using the restroom. Use of the restrooms is birth-gender specific.

## **Emergency Drills**

Fire and emergency drills will be held at intervals during the school year. Students are expected to know and follow teacher directions for emergency evacuation and lockdown procedures.

## **Chapel**

The student body gathers daily for worship. Worship is held in the commons area. These brief worship experiences provide all members of the ELHS family with regular spiritual nourishment from the Word of God. All students are required to be part of chapel. Since Evergreen is dedicated to training Christian young people and to keeping staff and students immersed in the Word, worship is a focal point of every day. During the school week Evergreen will have a varied worship format, using faculty, guest pastors, or students as leaders. Each student is required to attend these worship opportunities. Disruptive or other unacceptable behavior (i.e. sleeping, etc.) in worship is a spiritual issue that will be brought to the attention of the student and a detention may be issued. Students have an opportunity to share their treasures through a mission offering. Recipients of chapel offerings are selected by the ELHS Student Council.

## **Lunch**

Students must eat their lunch at the cafeteria tables set up in the west end of the commons area. Students are responsible to bring their own lunch each day. Microwaves are available for student use. Food Delivery Services (ie; UberEats, pizza/restaurant delivery) are allowed for special occasions and must be approved prior to ordering by the front office. Any delivery not approved in advance will be declined at the door.

All students are expected to remain in the commons area for the duration of the lunch period, as well as discard any garbage or recyclables into the appropriate receptacles. Students are not permitted to enter the faculty workroom to use any items or appliances. Students are put on a rotational basis to clean the lunch room throughout the year.

## **Visitors**

Visitors may come to school for the purpose of becoming familiar with the school, its purpose and its program. Generally, the request to visit should come from the parents of the visitor. The Principal should grant approval at least one day in advance. Visitors are expected to comply with all rules that apply to students at ELHS. All visitors must check in at the school office upon entering the school.

## **Athletics**

Evergreen Lutheran High School sponsors an active program of interscholastic athletic competition in addition to physical education.

- Our school is a member of the Washington Interscholastic Athletic Association (WIAA).
- Our teams compete in the SeaTac 1B League.
- Boys compete with teams from other schools in soccer, football, basketball, baseball and track.
- Girls compete with teams from other schools in soccer, volleyball, basketball, softball, and track.
- ELHS has a cheer squad for football and basketball.
- Physicals are required every two years to be eligible for participation in any sport. It is the responsibility of the student to have a completed physical form on file in the school office before the student may participate in any practice or game.
- Concussion forms, which are included in the registration packet, must be signed and on file for each student per State of Washington requirements.
- Students must be enrolled at ELHS in order to participate in any ELHS sponsored summer athletic activity.

## **Weight Room**

Only ELHS students, faculty, and staff are permitted to use the weight room under the supervision of a qualified supervisor. Spotters must be used at all times when using free weights. Students must clean up after themselves and replace all equipment used.

Equipment is never to be used on the wood floor in the gym. Absolutely no food, gum, or candy allowed. Only water and sports drinks allowed; no pop or energy drinks.

Before using the weight room for the first time, students must sign the weight room agreement, receive safety training and be taught how to do each of the lifts correctly and safely. When using the weight room, each person must have a training program and follow it, recording all data each time they use the equipment. Students who misbehave or do not follow their program may be removed from the weight room and/or have their privileges revoked.

## **Buses & Shuttles**

Bus/shuttle transportation is a privilege – not a right. These guidelines apply on all bus routes:

- The bus driver is in charge of the bus and its passengers at all times.
- Seatbelts are required at all times when riding in the shuttle.
- Students should remain in one seat during the route.
- Shouting and excessive noise are not permissible.
- Students are not allowed to throw any object inside or outside the bus.
- Students are not allowed to open windows to shout, throw objects, or hang outside the bus.
- ELHS Public Display of Affection (see Christian Discipline section) guidelines will be enforced during all routes.
- Respect for and cooperation with the bus driver is every rider's responsibility.
- Students who do not obey will incur disciplinary action. The driver will ask that uncooperative behavior to stop. The driver may move a student to an assigned seat for an appropriate period of time. A misbehaving student may be referred to the Principal. A loss of bus riding privileges may occur, depending on the frequency or severity of the misbehavior.

## **Parking and Motor Vehicles**

Students who drive vehicles to school should enter and exit the parking lot using the Waller Road driveway. Students will park in the lot closest to Waller Rd. Vehicles should be kept locked at all times. All motor vehicles driven by a student and parked onsite must be registered with the main office. A fine of \$20 may be assessed to students who fail to register their vehicle in a timely fashion. Students are not allowed to spend time in their vehicles at lunch time or during the school day. If it is necessary to go to their vehicles during the day, students must check out in the front office.

## **First Aid/Medication**

When first aid is necessary, a student should immediately notify a school authority. School officials will then direct first aid procedures. Prescription medication shall be kept in the school office. A form must be completed and signed by the parent or guardian for all prescription medications. No student may dispense any form of medication to another student.

## **Food and Gum**

Students are not allowed to chew gum at school. Water is allowed in all classrooms except computer labs. Lunch is to be eaten in the commons area only; students must clean up after themselves. No food or drink will be allowed in the chapel area or in any classroom, except during approved homeroom periods. By Washington law, food and drink are not allowed in the science rooms.

## **Lockers**

Each student will be assigned a locker in the central hallway. Lockers are to be clean and neat at all times. At the beginning of the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) quarter, a locker check/clean-out will be conducted during a homeroom period. The last "clean-out and check" will occur during the last homeroom of the school year. The pictures and items put on the lockers must be in good taste. No stickers of any kind are allowed on lockers. The administration may enter any locker and/or a student bag at any time. All students are to keep their lockers locked at all times. If lockers are found unlocked, open, or jammed, administration has the right to lock the locker with a padlock. Students will pay a fine of \$10 to remove the lock from their locker. ELHS is not responsible for lost or stolen items.

## **Locker Room**

- Locker rooms and restrooms are birth-gender specific.
- Each student in sports and PE will be assigned a locker and a combination lock. A fee will be charged for locks not returned by the last day of school.
- Full-size lockers are reserved for those participating in interscholastic athletics; smaller lockers are available for students in PE only.
- All personal belongings must be stored in the locker.
- All lockers must be kept locked. ELHS is not responsible for lost or stolen items.
- Showers will be a maximum of five minutes.
- Athletes must dry off in the shower area, not in the locker area.
- Only coaches are allowed to post items on the walls or bulletin boards in the locker room.
- Only adults are allowed in the area between locker rooms.
- Locker rooms will be supervised.
- Students may drop off sports equipment between 7:45am and 7:55am, but may not linger in the locker room to brush teeth, fix hair, etc.
- Under no circumstances can a person use a cell phone, camera, video recorder or other recording device to take a photo or video image of a person in the locker room.

## **Dances**

ELHS holds three dances per year: Homecoming, Tolo/Winterfest, and Junior/Senior Prom. Dances are organized by ELHS faculty with assistance from adult chaperones. Homecoming and Tolo/Winterfest are held on campus while Prom is held at an offsite location. Dances raise some money for the class that hosts: seniors—Homecoming; juniors—Prom, sophomores—Tolo/Winterfest. Music for dances on campus are songs approved and purchased by ELHS. A DJ may be hired to provide approved music at Prom. Students have opportunity to show their love for their Savior with their behavior and dress. ELHS dress code applies to on-site dance events.

- Tickets must be purchased in advance.
- Dances are "lock-in, lock-out." Students are not permitted to leave a dance and return later. Parents will be contacted if a student wishes to leave the dance early.
- No carry-ins (soda, water, etc.) of any kind are allowed.
- Students who are suspended may not attend school dances.
- Parents of missing students (those who purchased tickets but did not attend) will be contacted.
- If a student invites a non-ELHS student to attend a dance, they must fill out and return a permission form to the office three days before the dance. This permission form must be cleared by the administration in order for the non-ELHS student to attend. A boy may invite a girl as a guest /date, or vice versa. Inviting same-gender-friends as guests is not allowed.
- Age: Students must be at least in the ninth grade to attend. Students who graduated from high school one year ago or less, may attend. Students older than this may not attend.
- The school dress code is enforced at dances. See "Dress and Appearance...Formal Dress Code" in this handbook.
- Students under disciplinary probation or who are serving a suspension related to behavior or a training rules violation may not be a representative on a Homecoming or Prom court or serve as an escort or emcee.
- All students and guests are expected to follow ELHS guidelines of behavior at dances.

### - **Style of Dancing**

- While dancing, it is appropriate to keep hands above the waist, but not to touch an individual in a sexual way (or to give the impression).
- Running into people on the dance floor, or putting people on shoulders, is not be acceptable or safe.

### - **Respect for Authority**

- Chaperones will intervene in any inappropriate situation. The directions they give are authoritative. Chaperones may expel a student from a dance who does not show Christian decency or violates the Student Handbook. Parents will be contacted if their child is expelled from a dance.
- If a person or couple needs to be warned more than once, they may be asked to leave the dance or sit out for the remainder of the dance.
- Continued defiance of school rules may result in a student, or couple, being banned from future dances (such as Homecoming or Junior/Senior Prom).

# Dress Code

## - Personal Appearance

The clothing a person wears and personal grooming reflect attitudes and often affect conduct. The community – even the Christian community, tends to evaluate a school on the appearance of its students and its staff. Christian students will want their appearance to show that they are a people belonging to God. “But you are a chosen people, a royal priesthood, a holy nation, a people belonging to God, that you may declare the praises of him who called you out of darkness into his wonderful light” 1 Peter 2:9.

We expect our students to reflect the Christian nature of the school by dress that is neat, clean, appropriate, and modest.

## - School Dress Code

Neatness is expected for dress in the classroom. Clothing should be in good condition and appropriate for a classroom setting. Modesty is also expected as to the revealing nature of various styles of clothing. This applies to clothing worn by students attending all school events, athletic events, dances, extra-curricular events, concerts, and graduation. Specific classroom dress code is as follows:

- **Clothing Condition:** All clothing should be clean and should not have holes, frays, or tears.
- **Dresses:** Dress and skirt length must hang near the knee or lower. Dresses with spaghetti straps or tank top must be covered with a sweater. Neckline should be no lower than an imaginary line that crosses the chest from upper armpit to upper armpit.
- **Leggings/Jeggings:** Leggings/jeggings must be covered by a shirt, dress, or shorts that hangs near the knee or lower.
- **Outerwear:** Hats (including school issued baseball caps), hoods, sunglasses, jackets, and blankets are not allowed during the school day and should be stored in lockers.
- **Pants and Shorts:** All pants and shorts are to be worn at the natural waist. Pants must not sag and underwear must never show. Shorts must hang near the knee. Sweats, wind pants, yoga pants, and athletic shorts are not permitted.
- **Piercing, Tattooing, Hair Color:** No piercing allowed except earrings. No visible tattoos are allowed. Students may dye their hair using only natural hair colors.
- **Shirts:** Shirts must cover the lower back and midriff when sitting or standing. Clothing may not refer to alcohol, alcohol-related establishments, tobacco, drugs, anti-religious messages, skulls and crossbones, goth-like appearance, music groups, sexual innuendo, or violent images. Tank tops, halter tops, strapless tops, spaghetti strap tops, see-through tops, sheer tops, and underwear worn as outerwear are not permitted. Necklines should be no lower than an imaginary line that crosses the chest from upper armpit to upper armpit.
- **Shoes:** Students must wear shoes.
- **Undergarments:** Undergarments must not be visible.

## - **Formal & Semi-Formal Dress Code**

When students represent ELHS for church, concerts, dances, and athletic events, neatness and modesty is expected in the choice of clothing; classroom dress code rules will be enforced. We recommend dress shirts and pants for boys; dresses or skirts and blouses for girls. The director and/or coach will provide specific guidelines. Dress code for dances follows classroom dress policy with the exception that at formal dances structured strapless dresses are allowed.

## - **Violations**

Questionable appearance not covered by the code will be ruled upon in a Christian manner by the Administration. A desire to glorify God, combined with common sense, will hopefully result in good choices by our students and families. If a student is wearing something that does not meet dress code criteria:

- The student will be sent to the main office to speak with an administrator.
- A determination will be made whether the student must immediately correct his or her clothing.
- If the student can't correct his or her clothing, an item of clothing may be provided by the school. If this happens:
  - o The item must be returned in two days, washed.
  - o If the item isn't washed, a \$5 cleaning fee will be assessed.
  - o If the item is lost or damaged, a \$20 replacement fee is charged to the student.
- If a correction of clothing is not possible, a parent will be contacted to bring a proper change of clothes. Until that happens, the student will not be allowed to return to class – an in-school suspension.
- If a correction of clothing is still not possible (sometimes due to lack of cooperation by the student), the student will be suspended for the duration of the day – an in-school suspension.
- Absence due to improper appearance may result in tardies, unexcused absences, and/or in-school suspensions.
- Letters are sent home after the second violation. A detention is also issued to the student.
- A third violation will result in a detention.
- A fourth violation will result in a one-day suspension.
- Repeated defiance of this dress code will result in a three-day suspension.

## **Running Start**

The following guidelines shall apply to the students in the Running Start program:

- ELHS shall allow Running Start students to stay enrolled at ELHS through a dual enrollment agreement.
- At minimum, ELHS students in Running Start must take the religion course at ELHS and attend chapel daily.
- Running Start students shall pay the full ELHS registration fee plus 20% of tuition for each course taken at ELHS.
- Running Start students that take five or more courses at ELHS shall pay full tuition.
- Running Start students shall be eligible to participate in ELHS extra-curricular activities if they are enrolled in a minimum of four classes per day.

## **Marriage**

ELHS students that desire to be married and continue enrollment at ELHS must fulfill the following requirements:

- The student must have parental consent before marriage.
- The student must have pastoral counseling before marriage.
- The student must inform ELHS before marriage.
- The student must demonstrate exemplary behavior before and after marriage if planning to remain enrolled at ELHS.

## **Re-enrollment**

- Log into your TADS account and select the Enrollment Tab.
- Follow steps to re-enroll for the next school year.
- Double check all your information is up to date.
- Apply for Financial Aid, if applicable.
- After you have submitted your information for re-enrollment you will get an email from TADS regarding any documentation that needs to be submitted (medical release, concussion or physical forms) followed by your tuition agreement.

## **Withdrawal**

Parents of a student withdrawing from ELHS during the school year must obtain a student withdrawal form from the office. Please return the completed form to the principal. An exit interview may be conducted by the principal prior to withdrawal. Student is responsible for cleaning out their hallway and sports locker, and returning school books, library books, sports uniforms, and any other school property to the appropriate teachers. A termination fee will be assessed, and financial obligations will be dealt with according to the tuition agreement form.

# **Technology**

As good stewards of the equipment God has blessed our school with, it is expected that all students will follow and adhere to the guidelines established below. These guidelines are based on common sense, common decency, rules established by the Technology Director, and laws established by the State of Washington and the Federal Government.

For the benefit of all users, students are expected to observe the following:

## **Use of Information Technology Equipment**

- ELHS provides the Office 365 platform to ensure that all students' work can be saved, stored, and accessed in a secure manner. ELHS continues to provide local, on premise file services, but continues to encourage students to use Office 365 cloud storage for saving files. Office 365 allows for students to use ELHS computers, their BYOD device, and other personal electronic device to access their files in the cloud anytime they have access to the Internet.
- All students will respect ELHS technology equipment with which they have access to use, and realize that using this equipment is a privilege, not a right. This privilege can be withdrawn if necessary as set down in the Discipline Policy found in this handbook.
- Students should log in using their own school issued Office 365 credentials. The student's credentials, which are a user id and password, provide both local network access and Office365 cloud service access. Students should never use someone else's credentials to access network resources. Students should ask ELHS staff or teachers for help in resetting passwords.
- The use of ELHS computers or BYOD devices for educational purposes and learning activities is directed by the teacher in charge. Students are not to play games, use websites or software outside the scope of the activity unless the teacher has given specific permission to do so.
- Students should not enter the Technology Center or Technology Learning classroom unless a teacher is present or specific permission to work on learning activities is given by a teacher.
- Students should not swap, remove, or add personal technology equipment in any classrooms or the Technology Center. Specifically, there should be no changing of monitors, keyboards, mice or other equipment from computer to computer.
- Report all equipment faults to your teacher immediately.
- Students are allowed to print school related documents to the designated printers.

## **Acceptable Use Acknowledgement**

Students will receive, read, and sign an Acceptable Use Policy at the start of each school year. This policy, when read and signed, will constitute an agreement by the student and parent that they understand the technology policies of ELHS including those on personal electronic devices, BYOD device, and ELHS technology devices.

## Passwords

- Keep your password secret. If you suspect that someone may know your password, change it. Passwords that are changed on the ELHS premise synchronize with the Office 365 cloud at 30 minute intervals.
- Attempts to gain access to another person's password or personal information is unacceptable.
- When a student has been issued login credentials, it is the student's responsibility to remember those credentials, including their password. If a student forgets their password, he/she is to report to the technology staff to have it changed. ELHS reserves the right to charge a fee for this service.

## Copyright

- Students are expected to respect and adhere to the laws concerning copyright and other people's ideas.
- Students are encouraged to use Office 365 tools like Bing and Sway as digital resources are filtered by copyright license.
- Seek permission from other students when sharing files. Copying files or passwords belonging to another user or author without their permission may constitute plagiarism or theft.

## BYOD Information

With an increase in the use of digital content and instructional activities that require computing devices as tools, ELHS requires students to bring their own personal electronic device that adheres to the BYOD specifications. BYOD stands for "Bring Your Own Device" and is an important program used for achieving ELHS's academic goals. ELHS specified BYOD devices are required as the student's primary digital learning tool. ELHS students should have a BYOD product to use at school each day. The following specifications are required of the BYOD product to be used at ELHS. *Smartphones are not approved for the BYOD program.*

Minimum Specified Requirement:

- Devices must have a minimum screen size of 10 inches diagonally (iPad at 9.7" is acceptable).
- Devices must have a physical keyboard either direct attachable or external Bluetooth.
- Devices should have at least 8 hours of battery power and be fully charged at the start of school.
- Devices must be Internet capable via WiFi connectivity (802.11 n/ac is preferable). Devices should NOT have cellular capabilities (i.e. 4G or LTE).
- Devices should be able to create and edit common document types (i.e. word processing, spreadsheet, and presentations) either via an application or web browser.
- Devices must have a suitable, durable bag / cover for protection.
- Along with the minimum must haves, these are strongly recommended features:

- Devices with digital inking capabilities are highly recommended (touchscreen with stylus)
- Devices should have the current operating system provided by the manufacturer (Windows 10, MacOS, iOS, Android, etc.)
- Students are encouraged to bring earbuds to utilize the sound on their device. Students may not use the onboard speakers to listen to sounds. Large headphones should not be brought to school or worn around the neck during class or passing periods.
- What are the devices to look for as a BYOD product?
  - Most Chromebooks
  - iPads with a minimum of 64 GB of storage
  - Apple MacBook laptops
  - Windows 10 tablets / laptops / hybrid devices
  - Some Android tablets

## **Use of Personal Electronic Devices/Smart Phones**

The student's BYOD device is differentiated as a learning tool to be used during instructional time in contrast to all other personal electronic devices. During instructional times, all personal electronic devices, excluding the student's BYOD, are to be silenced and put away in the student's hallway locker.

- Students must place and keep their personal electronic devices including cellular/smartphones in their assigned hallway lockers during instructional time. Personal electronic devices should be turned off while in the student's locker.
- Students may NOT use these personal electronic devices in the hallways, classrooms, study halls, library, or the lunch room during school hours.
- Smartwatches may be worn but must not have an active Bluetooth, cellular, or wireless connection during school hours.
- Teachers may occasionally permit the use of personal electronic devices such as cellular/smartphones, music/video players, or cameras, during school hours, for a specific learning activity. Teachers will give students notice in advance of an activity that allows the use of a personal electronic device other than the student's BYOD device.
- Students may use their BYOD device during study hall periods for school work and to listen to appropriate music with the permission of the library/study hall supervisor.
- Students may not use any electronic device, including BYOD devices, during lunchtime.
- Devices capable of storing/transmitting and/or receiving images/audio are banned from use at ALL times for any purpose in locker rooms and restrooms. Under no circumstances can a person use his or her BYOD device or personal electronic device to take a photo or video image of a person in the locker room or restroom.

- At no time are students, staff, or visitors authorized to capture/record video, photography, or audio in the school building, on school property (to include school vehicles), or at school activities (inside or outside campus), unless recording a public performance, such as a game, honor assembly, concert, contest, etc., without the consent of a teacher, coach, director, or school administrator.

Phones, smartwatches, and other personal electronic devices will be confiscated if they are seen or heard during school hours. The student will be required to pay a uniform fine to reclaim the confiscated device. Whether or not the student reclaims the device, the fine must be paid. The school administration has set the following consequences:

- 1st confiscation
  - The student receives a \$20 fine.
  - The device is returned to the student after fine has been paid.
- 2nd confiscation
  - The student receives a \$40 fine and the parent or guardian is contacted by the administration.
  - A detention is issued to the student.
  - The device is returned to the student after fine has been paid.
- 3rd confiscation
  - The student receives a \$60 fine and the parent or guardian is contacted by the administration.
  - A detention is issued to the student.
  - The device is returned to the parent or guardian after the fine is paid.
- Additional confiscations
  - The student receives an \$80 fine and the parent or guardian is contacted by the administration.
  - A detention is issued to the student.
  - A meeting will take place between the Principal, the parent or guardian and the principal. The device is returned to the parent or guardian after the fine is paid.

The school reserves the right to confiscate devices overnight if fines are not paid and/or parents or guardians are not available for consultation.

Loss or theft of the student's BYOD or personal electronic devices is not the responsibility of ELHS. The school reserves the right to examine the contents of any electronic device if there is a reason to believe that school policies, rules, or regulations have been violated.

## **Breach of Rules**

Breaches of this policy may result in students being excluded from using the school's technology equipment and/or other disciplinary action as per the student handbook guidelines for behavior and discipline.

# **Tuition and Fees**

All tuition and fees will be paid through TADS Services. Families will create a TADS account upon registration. Through TADS, families will be able to view all invoices and payment history. All communication for tuition and fees will come from TADS. Please contact TADS for questions regarding invoices or payments at [www.tads.com](http://www.tads.com) or 800-477-8237.

## **Tuition & Fees Information**

- ELHS families must sign a tuition agreement form electronically through TADS each school year by August 1<sup>st</sup>. The agreement includes a schedule of fees and commitment to a tuition payment plan.
- 1-month, 2-month, 10-month and 11-month payment plans are available.
  - A 4% discount will apply to families who pay their full tuition and fees by July 10<sup>th</sup>.
  - A \$45 TADS service fee will be charged by TADS for the 10 and 11 month payment plans.
- Accepted payment methods are automatic withdrawal by either bank draft or credit card.
- Monthly payments are due by the tenth of the month. A \$35 late fee will be charged to the account five days after the due date.
- If a payment is returned for insufficient funds a payment return fee of \$35 will be added to your TADS account.
- Outstanding tuition and fees remaining from previous school years must be paid prior to the start of the next school year or arrangements must be made with the front office for payment before students are allowed to start the next school year.
- Students with accounts 60 days past due without contact with the front office will be withdrawn from the school.
- Accounts 120 days past due without contact with the front office will be sent to a collection agency.
- No transcripts will be released or transferred until financial obligations are met in full.
- In cases of financial hardship, the school may assist the family in making arrangements for post-graduation payment of remaining tuition and fees.

## **Fees**

- The annual registration fee is paid by all students by July 10th.
- The registration fee is non-refundable after the first day of school. If a family withdraws before the first school day, one half of the registration fee is refunded.
- Students will not be allowed to start classes if the registration fee is unpaid.

## **Past Due Balances**

### *TADS Procedure*

- TADS will send an invoice to the family 15 days prior to the invoice due date.
- TADS will send an e-mail to the family the moment that TADS initiate a withdrawal, with the purpose of informing them that they will see a charge from TADS on their account shortly.
- After an invoice becomes past due, TADS will send a past due reminder e-mail to the family. This informs the parent that they need to make the payment within five days to avoid a late fee.
- After 5 days have passed and the past due balance has not been paid, a late fee is added to the account. TADS will phone the family within 10 days after fee is added.
- When TADS sends the next invoice to the family, TADS would inform them that they have a past-due balance on the account.

### *ELHS Office Procedure*

- A custom late invoice setup in TADS will be sent to the family after the invoice is 5 days past due asking family to make payment or contact the office within 2 days.
- If payment or contact is not made within 2 days of email, a certified letter with a copy of the past due invoice will be mailed to the family.
- At 30 days past due with no contact, a certified letter will be sent home to inform the family that the student is in danger of withdrawal from the school.
- At 45 days past due with no contact, the financial secretary will call the family.
- At 60 days past due with no contact a certified withdrawal letter from the Board of Directors will be sent home.

## **Tuition Refunds**

- 14% of the total semester's tuition is earned the first week of the semester.
- 10% of the total semester's tuition is earned each week of the next three weeks.
- 7% of the total semester's tuition is earned each of the next eight weeks.
- No tuition refund is given after the end of the twelfth week.
- If a student transfers out before a semester begins, all prepaid tuition is refundable.
- Tuition for International students is non-refundable.

# ELHS Faculty and Staff Directory

School Phone: (253) 946-4488

Name	Position	Email
Mr. David Habeck	Principal/Transportation Director	principal@elhs.org
Mr. Ryan Schmeling	Mission Advancement Director/Teacher	rschmeling@elhs.org
Mr. Phillip Bunkowske	Athletic Director/Teacher	pbunkowske@elhs.org
Mr. Joshua Enstad	Technology Director/Teacher	<a href="mailto:jenstad@elhs.org">jenstad@elhs.org</a>
Mrs. Lacey Sorn	International Director/ Guidance Director/Registrar/Teacher	lsorn@elhs.org
Mrs. Jodi Wosje	Music Director/Teacher	jwosje@elhs.org
Miss Katie Rath	Teacher	krath@elhs.org
Mrs. Karen Green	Teacher	kgreen@elhs.org
Mrs. Bonnie Wilcox	Teacher	bwilcox@elhs.org
Mrs. Missy Buller	Office Manager	mbuller@elhs.org
Mrs. Ryan Bishop	Mission Advancement Assistant	rbishop@elhs.org
Mrs. Jen Rodmyre	Bookkeeper	bookkeeper@elhs.org
Mr. Dennis Bishop	Facility Manager	dbishop@elhs.org

## Whom Would I Contact If...?

- *I have concerns about incidents at school?*  
Start with the teacher that is most closely involved with the incident. Then, if necessary, contact the Principal.
- *I have concerns about finances or financial aid?*  
First contact our Office Manager. If necessary, contact the Principal.
- *I want to express praise, make a comment, or vent frustrations?*  
First, contact the faculty or staff that is most closely involved. Then, if necessary, contact the Principal
- *I have concerns regarding my child's academic progress?*  
First, contact the teachers of the classes that you are concerned about. Another good contact is the child's advisor.
- *I have concerns about athletics or coaching decisions?*  
First, contact the coach. Then, if necessary, contact the Athletic Director.
- *I have questions about general school policies?*  
First, contact the school office. Talk to the Office Manager. Then, if necessary, talk to the Principal.
- *I have questions about planning for college?*  
Contact the Guidance Counselor.
- *I have questions about my child's schedule?*  
Contact the Office Manager or Guidance Counselor.
- *I want to request spiritual guidance and/or counseling for my child?*  
Contact your home congregation's pastor. Evergreen can provide counseling through our Campus Pastor but want to involve your home pastor as well.

# Evergreen Lutheran High School

## Official 2019-2020 School Calendar

August 2019							September 2019							October 2019							November 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2
4	5	△	△	△	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	△	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
△	19	20	△	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30

  

December 2019							January 2020							February 2020							March 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
△	2	3	4	5	6	7				1	2	3	4							1	△	2	3	4	5	6	7
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	△	△	8	8	9	10	11	12	13	14
15	16	17	18	19	△	21	12	13	14	15	16	17	18	9	10	11	12	13	△	15	15	16	17	18	19	20	21
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28
29	30	31					26	27	△	29	30	31		23	24	25	26	27	28	29	29	30	31				

  

April 2020							May 2020							June 2020							July 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			△	2	3	4						1	2		1	2	3	4	△	△				1	2	3	4
5	6	7	△	9	10	11	3	4	5	6	7	△	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	△	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	

	Midterm	End of Qtr
1st Qtr	41 days	9/20 10/24
2nd Qtr	43 days	11/26 1/17
3rd Qtr	40 days	2/14 3/27
4th Qtr	44 days	5/8 6/5
	<b>168 total</b>	

Instructional Hours	1098
State Requirement	1080

Red	No School
Red Hatch	Early Release
Green	Sports Related
Yellow	Semester Exam
Blue Bars	2 Hour Delay
Triangle	Special Event
Slash	Midterm
Dark border	End/Begin of Qtr

### CALENDAR HIGHLIGHTS

Aug. 6-8	Faculty Inservice	Jan. 28	8th Grade Registration/ Open House (6 pm)
Aug. 18	Opening Service (4:00 pm);	Feb. 6-7	Drama Production
Aug. 18	All Student/Parent Orientation (5:15 pm)	Feb. 17	<b>NO SCHOOL</b> - President's Day
Aug. 21	1st Day of Football Practice	Feb. 27	Early Release- Jr. Eagle Classic
Aug. 21	1st Day of School	Feb. 28	<b>NO SCHOOL</b> - Jr. Eagle Classic
Aug. 26	1st Day of Soccer/Volleyball Practice	Mar. 1	Winter Sports Awards (2 pm)
Aug. 30-Sep. 2	<b>NO SCHOOL</b> - Labor Day	Mar. 2	First Day of Softball/Baseball/Track
Sep. 23	<b>NO SCHOOL</b> - Faculty Inservice	Mar. 12-13	<b>NO SCHOOL</b> - Spring Teacher's Conference
Sep. 23	Parent/Teacher Conference (2:30-5:30 pm)	Mar. 16-20	<b>NO SCHOOL</b> - Spring Break
Sep. 30-Oct. 4	Homecoming Week	Mar. 23	Career Day
Oct. 16-18	<b>NO SCHOOL</b> - Fall Teacher's Conference	Mar. 25	PSAT Testing- Freshman & Sophomores
Oct. 25	<b>NO SCHOOL</b> - Eagle Day	Apr. 1	Early Release- TELSS Academic Fair
Oct 30	PSAT Testing- Juniors	Apr. 4	ELHS Annual Auction
Nov. 8	Veteran's Day Service	Apr. 8	Easter Concert (7:00 pm)
Nov. 11	<b>NO SCHOOL</b> - Veteran's Day	Apr. 9-13	<b>NO SCHOOL</b> - Easter Break
Nov. 18	1st Day of Basketball Practice	Apr. 26	Prom
Nov. 27-29	<b>NO SCHOOL</b> - Thanksgiving Break	Apr. 27	<b>NO SCHOOL</b> - Teacher Inservice
Dec. 1	Fall Sports Awards (2 pm)	May 1	<b>NO SCHOOL</b> - TELSS Olympics
Dec. 11-13	<b>NO SCHOOL</b> - MLC Trip	May 12	Arbor Day (Rain Date- May 14)
Dec. 16	2 Hour Delay Start- Faculty Meeting	May 25	<b>NO SCHOOL</b> - Memorial Day
Dec. 20	Christmas Concert (7:00 pm)	May 29	Academic Awards Chapel (8:15 am)
Dec. 23- Jan. 3	<b>NO SCHOOL</b> - Christmas Break	May 31	Spring Sports Awards (2 pm)
Jan. 15-17	Semester Exams- Early Release	Jun. 3-5	Semester Exams- Early Release
Jan. 20	<b>NO SCHOOL</b> - MLK Day; Faculty Inservice	Jun. 5	Pops Concert (7:00 pm)
Jan. 25	Winterfest/ TOLO Dance	Jun. 6	Graduation (2:00 pm)

### TELSS Elementary School & WELS/ELS District Events

Aug. 3	NTI Summer Seminar @ ELHS	Dec. 19	Faith Christmas Program @ ELHS
Sep. 13	TELSS Principals Conf. @ ELHS	Jan. 24	TELSS Principals Conf. @ ELHS
Sep. 28	Soccer Jamboree @ Bethany	Feb. 1	B-Team Basketball Jamboree @ ELHS
Oct. 2	Cross Country @ Manchester St. Park	Feb. 27-29	Jr. Eagle Classic @ ELHS
Oct. 15	Soccer Tournament @ Ft. Steilacoom Park	Mar. 12-13	Spring Teacher's Conf. @ Parkland Lutheran
Oct. 16-18	Fall Teacher's Conf. @ Cannon Beach, OR	Apr. 1	Academic Fair @ ELHS
Oct. 25	Eagle Day @ ELHS	May 1	Spring Olympics @ Cowan Stadium
Oct. 26	Volleyball Tournament @ ELHS	May 7-8	Environmental Camp
Nov. 15	Choral Festival @ ELHS	May 8	TELSS/ELHS Band Concert @ ELHS





# EVERGREEN

## Lutheran High School

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