

# Kirkland Seventh-day Adventist School Handbook



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## ACADEMIC INFORMATION

### INSTRUCTION

All teachers employed at KSDA are certified by the North American Division (NAD) of Seventh-day Adventists, and requested to hold residency certificates from the State of Washington.

### CURRICULUM

The school utilizes a curriculum as identified and approved by the Education Office of the North American Division of the General Conference of Seventh-day Adventists. This curriculum meets the National Standards and the NAD *Journey to Excellence*.

### FINE ARTS CREDIT

To meet the fine arts requirements, all students are expected to participate in the music program. All students in grades 5-8 participate in band instruction. Students in grades K thru 4<sup>th</sup> participate in classroom music instruction, which includes a practice requirement.

### REPORT CARDS

Report cards are sent home at the end of each nine-week period. **Final report cards and 8<sup>th</sup> grade diplomas are not released until tuition accounts are paid in full.**

### PARENT/TEACHER CONFERENCES

School-wide Parent/Teacher Conferences are scheduled twice a year during the first and third quarters. Additional conferences may be scheduled at other times as necessary.

While we have regularly scheduled conferences each year we encourage parents to contact teachers in between those times as necessary to foster a partnership for the student's spiritual and academic future.

### OPEN HOUSE

An Open House will be held at the beginning of the school year as a way to introduce families to the new school year.

### HOMEWORK

Homework is used at KSDA to practice, maintain, enrich, complete, or make-up classroom activities. Homework is to help develop independent study habits and appreciation for learning. Homework may include special assignments, research projects, reading and/or writing assignments or other assigned tasks directly related to a particular subject, we consider homework as an extension of, and reinforcement to, classroom activities and is to be done on the students' own time, outside the regular classroom environment. Students will be assigned homework, including their nightly reading expectations, on a regular and consistent basis. The following guidelines indicate an average expectation, although this will fluctuate according to the individual student:

Grades 1-3: approximately 30 minutes maximum daily

Grade 4: approximately 45 minutes maximum daily

Grade 5-6: approximately 60 minutes maximum daily

Grades 7-8: approximately 90 minutes maximum daily

Students who are making up work from an absence may have one day for each day absent to complete and turn in back work. Please note that this will mean a student will spend more time completing those assignments.

## **ACADEMIC HONORS**

At the end of each quarter, those students in grades 4-8, who have made outstanding achievements, will be recognized through the Honor Roll.

The Honor Roll requirement for each quarter is a GPA of 3.3, or above, with no major discipline action. A designation of High Honor Roll is given to those with a GPA of 3.75, or above, with no major discipline action. Core classes carry a greater weight in the GPA than do PE, Art, & Music.

## **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

Student must not be on probationary status.

Student must maintain a minimum GPA of 2.3, with no F's and no more than one D.

## **ELIGIBILITY FOR SPORTS** (see the Athletics Manual for complete details)

- Maintain a "C" grade minimum in all classes.
- Have a grade report free of "F's" or incompletes in the previous quarter.
- Maintain satisfactory attendance and citizenship in all classes.
- Be an active participant in PE classes.

## **ELIGIBILITY FOR HOLDING OFFICE**

- Student must not be on probationary status.
- Student must maintain a minimum GPA of 2.3, with no F's and no more than one D. Eligibility for holding an office is determined quarterly.

## **ACADEMIC STANDARDS POLICIES**

The following policies have been set in place in accordance with the standards of the North Pacific Union Conference of Seventh-day Adventists to facilitate academic success for each student at Kirkland SDA School. Part of continuing on to the next grade is a prediction of success. The ultimate goal in determining readiness for the next grade is success at the present grade level. Faculty and administration, a child's parents/guardians and any other service providers will make the final decision regarding placement for the following year.

I. *Kindergarten/Pre-First/First Grade*: Academic readiness for first and second grade is particularly important as it sets the tone for success throughout a student's academic career. The following factors will be taken into account to determine first and second grade readiness:

- A. Mastery of concepts in reading, writing, and math
- B. Social maturity/level of social skills
- C. Standardized test scores

In the event that a kindergartener or first grader is not demonstrating readiness for first or second grade, the parents will be notified in writing after the end of the first semester that their child is being monitored for success.

II. *Grades 2-4*: The following will be taken into consideration by faculty and administration when determining whether a student has satisfactorily met the requirements to continue to the next grade.

- A. Whether he/she is functioning more than two grade-levels below the standard for his/her grade as determined by testing.
- B. Whether he/she is receiving extra curricular academic support.
- C. Whether he/she is demonstrating academic progress.
- D. Whether he/she is functioning with the same level of social maturity as that of his/her peers.

In the event that a 2nd-4th grader is not demonstrating readiness for the next grade, the parents will be notified in writing after the end of the first semester that their child is being monitored for success.

III. *Grades 5-8*: The following guidelines will be taken into consideration by faculty and administration when determining whether KSDA is a good fit for a student and/or whether he/she has satisfactorily met the requirements to continue to the next grade.

- A. If a student receives a failing grade or fails in two or more core classes for two quarters, then he/she may be required to do one or more of the following before being allowed into the next grade at KSDA:
  - a. Enroll in a summer school program that teaches the subject(s) needed. This school would have to be an accredited school that can give a certificate of completion at the end of the course. A copy of this certificate must be given to Kirkland SDA School before the student is admitted into the next grade.
  - b. Hire a suitable tutor who will tutor the student in the particular subject(s). This tutor must work closely with Kirkland SDA School and communicate progress made. A log or documentation of attendance may be required. Suitable progress must be shown by the student to be accepted into the next grade.
  - c. Intervention services such as counseling or learning support services may be required. Documentation from the provider may be part of the support plan.
- B. If an eighth grade student earns a failing year-end grade and/or fails the same two or more core classes for two quarters, then he/she may not be able to receive a diploma of graduation until one of the above (III, A) has been completed.

## **ACCELERATION**

At the end of each school year, students who have mastered the appropriate knowledge, skills and concepts for his/her grade, and exhibit readiness for work at the next level will be promoted to the next grade. Acceleration is rarely considered. KSDA believes that students need to gain not only the academics of each grade level, but need to gain maturity and social skills that each grade level can provide.

## **ATTENDANCE**

### **ATTENDANCE & ABSENCES**

Attendance at school is important to a child's achievement and success in school. Regular attendance is expected for

every student. Because instruction begins immediately at the appointed time, every effort should be made to avoid tardiness.

There are times when students are late to class or miss school entirely. This is disruptive to the learning environment for the tardy student, the other students who are on time, and the teacher.

Students and parents are encouraged to plan ahead so that students can be on time to fully participate in worship and the learning activities of the day.

In an effort to encourage timely attendance, the following plan will be administered for KSDA students:

Five (5) Tardies = One (1) absence (1-10 minutes late)

Three (3) T10 Tardies = One (1) absence (tardy more than 10 minutes late)

#### Consequences of being tardy or absent:

1. Students who are absent from class may not be permitted to be involved in afterschool activities that day.
2. When a student is tardy three (3) times the student may not be permitted to participate in the next afterschool activity. After three (3) tardies the count starts over again and for each multiple of three (3) tardies the student may be withheld from an afterschool activity.
3. Students who are absent from class may not be permitted to participate in afterschool activities until all of the fully completed assignments are submitted to the teacher during regular school hours.
4. When a student is absent nine (9) times (5% of the academic year) or five (5) times in one academic quarter, a meeting with administration, parents/guardians, and teacher may be scheduled.
5. Students absent more than nine (9) times in one semester (10% of the semester) may not be accepted into the next grade.

When your child is absent from school, please call 425-822-7554 or email the office by 8:30 a.m.

In order for the absence to be considered excused it must be in one of the following categories:

- Illness or injury
- Quarantine of the child by the State Board of Health
- Death of an immediate family member
- Emergency medical or dental appointments
- Court proceeding (if the student is a party to the action or under subpoena as a witness)
- Religious observance
- Disciplinary action
- Educational opportunity with prior approval by the principal

All other absences will be considered unexcused. Students who are frequently absent will be referred to the principal for help with problems that interfere with the child's attendance.

#### **PRE-ARRANGED ABSENCES**

Please speak to the office and the Vice-Principal to arrange for a pre-arranged absence.

Family trips are special times, but we ask that you please consult the school calendar when making your vacation plans. Student achievement and classroom attendance are positively related. We cannot duplicate what happens in the classroom by only making up written work. Often, written work is a practice, or an extension, of what is taught and discussed during the lesson in class. Those assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your student. The student will complete them upon their return, at home with parental assistance. When feasible, some assignments may be completed before the planned absence.

## **BEFORE AND AFTER SCHOOL CARE**

The Before School Care Program is available each school day beginning at 7:30am. There is a flat fee of \$5.00 per day for this service. Students arriving between 7:50am and 8:00am are free.

The After School Care Program is available as a service to parents needing childcare after regular school hours. The program combines a supervised snack time, arts & crafts, games and free play from 3:30–5:30pm, Monday through Thursday and until 3:45pm on Fridays. The cost of the program is \$8.50 per hour or any part of an hour with a \$25.00 registration fee.. Non-registered rates are \$10.00 per hour. Rates for late pick up past the posted times (5:30p.m. Monday through Thursday and 3:45 p.m. on Friday) are \$20 each 15 minute block.

## **ARRIVAL AND DEPARTURE**

Classrooms open at 8am for our 8:10am start. Students that arrive at the school before 8am will be sent to our Before School Program (see fees above). Students should be picked up promptly at 3:15pm, Monday through Thursday, or by 1:45pm on Friday. Students who remain at school more than 15 minutes after school must be under direct supervision of the parent/guardian or in the After School Care program.

As a safety precaution for our students all vehicle traffic is designed to flow in a north to south direction for drop-off and pick-up. Vehicles must enter using the 108th Avenue NE driveway and exit only onto NE 53rd via the driveway in front, or through the gate behind the school. Drivers in the two right lanes for pick up are requested to stay with their vehicles and exit the parking lot in a timely manner. Should parents wish to speak with a teacher we request that they utilize the parking spaces on the left side of the playground.

Because of recess and class schedules, there is no parking or driving through the playground area behind the school during school hours. Please observe all traffic signs put in place to protect the children.

Teachers love to get e-mails and text messages. However, the day is very busy and teachers may not be able to check their e-mails and phones until the end of the day. If your child experiences a change in their schedule during the day, please call the office and a message will be given to the teacher.

## **LEAVING SCHOOL EARLY- CHECKING STUDENTS OUT**

Students are not permitted to leave the school grounds during school hours without being accompanied by an approved adult.

If a student is planning to go home before the close of school, parents must notify the school and make proper arrangements in advance. A written note, email, or phone call to the teacher or front office will be sufficient notice. The person who is to pick up your student must be on your authorized pick-up list and must report to the main office. If the individual is unknown to the staff member, they will be required to show ID.

## **PLAYGROUND USE**

The playground is intended for the sole function of recess during school hours. It will remain closed before school begins and will close after school for use by our Extended Care Program, Monday-Friday.

## **SCHOOL CLOSURES AND DELAYS**

In the event of an emergency or extreme weather conditions, information about school status will be sent via Remind and/or Jupiter. We will endeavor to have information posted to these sources no later than 6:00 a.m. on the day affected. Please do not drop off your child early on a delayed school opening as no one is available to supervise students. The decision to delay school, because of weather conditions, includes the safety and well being of all students and staff.

If school closures cause us to miss too much school time per Washington State Law and Washington Conference guidelines, then a plan will be made to make up for lost time.

## **DRESS CODE**

It is Kirkland Seventh-day Adventist School's desire to project a positive Christian image on campus and in the community. The principles that guide our dress code are standards of excellence that encourage modesty, simplicity, and a focus on learning instead of fashion. Therefore, proper grooming and modesty should be always reflected in the students' appearance, while on campus and while attending school sponsored activities.

### **REASONS FOR THESE GUIDELINES**

A unified dress code can help students to perceive each other as equals. With fewer occasions or causes for rivalry, teachers and students can focus attention on the main reason for our school--a sound, quality Christian education.

A uniform dress code can be a constant reminder of the special nature of a private school, and can help foster valuable group consciousness, which is important in a society emphasizing personal individuality.

A unified dress code can help students learn to distinguish themselves by performance, achievement, and other important ways rather than by non-merit reasons such as wardrobe or fashion.

An atmosphere of professionalism and dignity can be encouraged with a unified dress code, and students can learn to appreciate the identification and the privilege expressed by wearing a uniform representing Kirkland Seventh-day Adventist School.

### **NON-COMPLIANCE TO DRESS CODE GUIDELINES**

1. On the first infraction, a notice will be communicated to the parent/guardian(s) from the teacher.
2. On the second infraction, school administration will contact parent/guardian(s) to discuss the issue.
3. On the third infraction, the student may be removed from class or a school-sponsored activity until their attire meets expectations.

## SCHOOL DRESS CODE SPECIFICS

### UPPER BODY CLOTHING

- COLLARED POLO/OXFORD SHIRT - long or short-sleeved allowed
- SWEATERS - Cardigan/V-neck and Crew neck allowed
- Sweatshirts *may be worn over collared polo if additional warmth is necessary.*

**Approved Plain SOLID\* colors for upper body clothing: LIGHT BLUE, WHITE, RED, and CLASSIC NAVY BLUE**

*\*No designs, emblems, insignias, monograms, or logos except for the KSDA school logo or School Shark logo.*

### LOWER BODY CLOTHING

- PANTS - chino pants/uniform allowed. Jeggings are not allowed.
- WALKING SHORTS - chino pants/uniform allowed.
  - SKIRTS/SKORTS/JUMPERS/DRESSES (girls) - must be knee length when standing, even with leggings or tights.

**Approved Plain SOLID colors for lower body clothing: KHAKI or CLASSIC NAVY BLUE**  
**Approved Plain SOLID color for leggings or tights: CLASSIC NAVY BLUE**

*ALL Clothing should be of proper fit. Sagging or skin-tight-fitting pants are not permitted.*

### ACCESSORIES

- **Caps/Hats/Hoods/Sunglasses** are not to be worn within school buildings.
- **Face coverings** (medical masks, N95) should be of SOLID COLOR with no designs.
- **Jewelry** - Simple, stud earrings may be worn. Body piercing is not permitted except for pierced ears for females. No other jewelry is permitted.
- **Hair** must be natural in color, clean, and neat.
- **Shoes** - If shoes have laces, they must be laced up and tied. Closed toed shoes required. Athletic shoes are *required* to participate in P.E. Classes. Flip-flops are not allowed.

**PICTURES** of acceptable dress code attire are available as described in these guidelines.

**PLEASE REVIEW THESE GUIDELINES and DISCUSS THEM WITH YOUR STUDENT.**

If you have questions about our dress code or guidelines, please contact the school.

## SAFETY AND GENERAL INFORMATION

### SAFETY

Washington State requires all schools to plan and implement a Crisis Response Plan that covers precautions and instructions should emergencies occur. These drills are held during the school year as an important activity promoting the safety and well-being of students. Students may be prompted to various actions by either an announcement over the intercom or the fire alarm.

The staff at KSDA make a great effort to provide a safe environment for each student. Below is a brief description of our emergency procedures.

## **EARTHQUAKE**

If indoors, stay indoors and Drop, Cover and Hold. If possible, move to an inside wall or to a doorway. Stay away from windows and glass. As soon as possible, students will be evacuated to a central location. Do not run through or near buildings where debris could fall on you. If outside, stay in the open. Keep away from buildings, trees and electrical wires.

## **FIRE**

When the fire alarm sounds, all students, personnel, and visitors will evacuate the building immediately. Students must leave their classrooms and proceed directly to the designated exit. All classes should walk rapidly and silently away from the building, standing face away from the building while the teacher takes roll to make certain no one is missing.

## **LOCKDOWN**

The office will announce appropriate lock-down code over the intercom. At this time proceed to a nearby classroom and wait for instructions. Staff will: lock doors, close curtains, turn out lights, direct students to a secure location in the classroom, and take roll. Teachers will be in contact with the office via handheld radio.

## **STUDENT EVACUATION**

Our immediate evacuation area is the soccer field.

## **EMERGENCY CONTACTS**

It is important that the office staff have the ability to contact someone close to school in case of an unplanned school closure, early dismissal due to a snowstorm, or one of the emergencies listed above. Please make arrangements with a family or friend in the immediate Kirkland area where your child may go in the event you are unable to come to school to pick up your child. **List that name and phone number on the application form under emergency contact information.** Every child needs to have an alternate contact in the community that can be called by you or us in the event of your absence. Your child will be more comfortable in a home environment.

## **VOLUNTEER DRESS CODE**

As an Adventist organization, we have certain standards and beliefs to which we adhere. If you volunteer, we ask that you follow the same standards that the teachers and staff follow. That means clothing needs to be modest and appropriate.

## **BACKGROUND SCREENING**

All volunteers are required to complete the following before they will be allowed to drive for a school sponsored event or volunteer at school:

- Submit a volunteer background screening application to the school office and receive background check/application approval. This process needs to be completed every three years and may be done

through the school.

- Confirm the number of working seat belts you have in your vehicle. This needs to be confirmed with the teacher in advance of each field trip in which you will be driving. • Submit a copy of your abstract driving record and proof of insurance if you would like to drive immediately.
- Hot lunch volunteers are required to hold a food handler's permit before working in the hot lunch program.

## **TEXTBOOKS AND EQUIPMENT**

Students are responsible for all books, supplies, furniture, and other equipment provided for their use and will be expected to pay for lost or damaged items. Textbooks are to be kept in book covers.

## **TELEPHONE USE**

The use of student cell-phones during the school day is prohibited. Cell phones that are used or ring in class will be taken to the office and returned only when a parent picks it up from the school and the \$10.00 fine is paid.

Students may use school phones for emergency purposes or to communicate with parents/guardians, with a teacher's permission.

## **LOST AND FOUND**

The staff will collect articles, which are found anywhere in the buildings or on school grounds. Most articles are kept in a storage container in the Student Lounge of Puget Sound Adventist Academy or by the band room. Items of value are kept in the school office. Neither the school nor the faculty is responsible for negligent care of personal belongings. Write names on all personal items: jackets, sweaters, backpacks, lunch boxes, etc. All unclaimed lost and found items will be donated to charity at the end of each quarter.

## **MISCELLANEOUS**

Skateboards/rollerblades/wheeled shoes are not to be ridden on the school grounds.

# **COMMUNITY BUILDING AND DISCIPLINE**

Just as every student has the right to an education without disruption, every student has the obligation to be polite and considerate in their dealing with other students, teachers, and staff members. Everyone benefits from a "thank you", excuse, me", or from someone offering help to another. Good manners and the willingness to be positive to one another helps contribute to a great school!

KSDA's discipline policy is based on expectations that should be easily understood by students including being prepared, tolerant, respectful, kind and responsible. Good discipline is a friendly, yet orderly relationship where we work cooperatively toward our goals. It includes appropriate classroom management and other discipline strategies. Therefore, it is important that both parents and students review the discipline philosophy and the school rules as stated in this bulletin.

**Examples of classroom/school rules may include:**

- Children will respect school property.
- Children will use appropriate social language.
- Children will respect the rights and property of others.
- Children will not be willfully disobedient.
- Fighting is never permitted (and is often an offense that requires out of-school suspension)
- Children will not leave the building without permission.
- Children will obey all rules and regulations of the school.
- Bullying or harassment will not be tolerated.
- Weapons or items that could be used as weapons (including toys) are not allowed in school (zero tolerance, and is often an offense that requires out-of-school suspension).
- Children may not bring, use or distribute drugs, alcohol or illegal substances on the way to, from or during school.
- Cheating – including plagiarism, copying, or allowing someone to copy, will result in a loss of credit on the assignment. Subsequent incidences will result in additional disciplinary action.

All schools have consequences when classroom management techniques fail and/or when expected standards of student behavior are not adhered to. The following range of consequences may be applied by the teacher or principal, depending upon the needs of the child, the nature of the offense, and the frequency of the occurrence:

- Writing and implementing a corrective plan of action.
- Verbal and/or written apology
- Meeting/call with principal/teacher/parent/student
- Time out in a designated area
- Loss of recess privilege
- Remaining beyond a regular school day.
- Restoration of defaced property
- Suspension – in/out of school

## **BULLYING AND HARASSMENT**

KSDA and PSAA promote an emotionally safe learning environment for our students. The use of language or actions that are culturally insensitive, derogatory, obscene, or suggestive whether spoken, written, or gestured is unacceptable. The possession of materials containing such language or display actions representing inappropriate acts is also unacceptable and will be addressed.

Bullying is an intentional, ongoing behavior that hurts, harms, or humiliates a student, either physically or emotionally, and can happen while at school or online. Harassment means any threatening, insulting, or dehumanizing gesture against a student, school employee, or volunteer.

Bullying and harassment include cyber stalking by use of words, images, or language by or through the use of e-mail, social media or digital communication, directed at a specific person, causing substantial emotional distress to that person, and serving no legitimate purpose, as defined by WAC 28A.300.285.

There are often 4 elements present in bullying and harassment:

- The action of the bully is to hurt or humiliate the victim.
- There is a difference in power between the bully and the victim, whether that power difference is height, weight, athletic ability, socioeconomic status, etc.
- The act of hurting and humiliation, on the part of the bully, is repeated.
- The victim has told the individual(s) to stop the specific behavior and the behavior is continued by the person(s).

## **SEXUAL HARASSMENT**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature when such conduct creates an intimidating, hostile, or

offensive school environment. Sexual harassment may include but is not limited to the following: • Verbal, graphic, and written harassment or abuse.

- Pressure for sexual activity.
- Repeated remarks to a person with sexual or demeaning implications.
- Unwelcome or inappropriate touching.

## **RACIAL HARASSMENT**

Racial harassment is verbal, nonverbal, graphic, written, or physical conduct that denigrates or shows hostility toward any

student based on race. Racial harassment may include but is not limited to the following:

- Epithets (name-calling) and slurs.
- Negative stereotyping.
- Threatening, intimidating, or hostile acts.
- Written or graphic material that shows hostility or aversion toward an individual or group.

## **REPORTING PROCEDURES**

All conduct believed or perceived to constitute harassment or bullying must be reported to the teacher, adult in charge, or administration. The staff member will investigate the complaint and if deemed necessary immediately refer that student to administration to investigate the complaint further. Administrators, teachers, and staff will do everything possible to make sure those reporting such behavior will not suffer any retaliation or recrimination.

## **CONSEQUENCES**

Bullying and harassment will be addressed seriously and consequences will be assigned based on the severity of the behavior.

# **GENERAL INFORMATION**

## **CHAPELS/ASSEMBLIES**

Chapel is conducted on a weekly basis, generally each Friday at 8:30am. Assemblies are scheduled periodically throughout the school year. Notices are sent out as needed. Parents are always invited to join us for any of these events.

## **RECESSES**

All students are expected to join classmates in daily physical activity on the playground during recess, as directed by the teacher. Recess may be moved indoors at the discretion of grade level teachers because of inclement weather or playground conditions. If your child has a health problem and needs to stay inside, a doctor's note will be honored. The doctor's note should state the problem and a specific period of time. Recess is provided for students so that they may interact with peers. Students who do not follow school rules may miss recess.

## **SCHOOL LUNCH**

A lacto-ovo (dairy and eggs) vegetarian lunch is available for \$6.00 on a daily basis, unless otherwise noted. Please make sure to send a lunch and necessary eating utensils with your children if they are not purchasing hot lunch. Please refrain from sending caffeinated beverages to school with your child.

## **ASBESTOS**

Please be advised that some asbestos is present in the structure of the school buildings. However, it is in a non-friable condition and is not considered hazardous. The asbestos is checked periodically by certified asbestos professional. Status reports are kept on file in the administration offices.

## **USE OF PHOTOGRAPHS/CREATIVE WORKS**

The school reserves the right to use pictures of students and their creative works in school publications, school website, church and local papers, displays, and the school social media sites.

## **EMERGENCY PACK**

Kirkland Seventh-day Adventist School requires that an emergency packet be brought on the first day of school. A school-provided packet will be given to any student who does not bring his or her own during the first week of attendance. There will a \$22.00 charge for emergency packs provided by the school.

## **FIELD TRIPS**

Field trips are an extension of learning. The current educational philosophy recognizes the desirability of using the total community environment as a learning laboratory. To this end, teachers may schedule field trips for their classes. These trips, always arranged for their educational value, enable students to see people at work and serve to broaden the students' total educational experience. Before a student can go on a field trip a permission slip signed by the parent must be submitted to the teacher. Verbal permissions and handwritten notes are not accepted. If students do not have permission to go on a trip, those students will be placed in another classroom for their instruction. There are no refunds for missed field trips.

# **HEALTH AND MEDICAL INFORMATION**

## **IMMUNIZATION RECORDS**

The State of Washington requires all students to be immunized before attending school. Therefore, all new students must present a completed Washington State Certificate of Immunization Status with their registration materials before entering the school. Exemptions for medical reasons require a physician's signature. A personal/religious exemption requires a signature from the parent/guardian.

Students may register for class, but may not attend school until all immunization requirements are met.

## **ILLNESS AT SCHOOL**

If the school staff feels that a student is not well enough to remain at school, the parent will be called to come and pick him or her up. A sick child cannot remain at school. Students are not allowed to come to school with a fever, communicable disease (including head lice), or if not sufficiently recovered from an illness.

Long-term illness or medication procedures will be handled on an individual basis.

## **MEDICATION AT SCHOOL**

If a prescription medication is to be given at school, a form shall be kept on file that is signed by the parent, doctor, or both, stating the exact name of the medication, amount to be given, and the time to be given. Medication must be in its original container with label instructions. Medication must be brought to school by the parent/guardian. It is not to be transported by students. Medication supplies should not exceed a 30- day supply. Inhalers must be kept by the teacher.

Students with chronic or specific problems requiring medication for emergency situations should have their original medicine bottle labeled as listed above, with written orders from the physician as to when and under what circumstances medication is to be given.

## **SCHOOL REGULATIONS**

At Kirkland SDA School we value each other. We want to show respect for others and ourselves within our community. We are committed to striving to do our best and take responsibility for our own actions. Our school community works best when it operates on trust, support, and safety.

Students are to respect the rights of other students and the school rules.

A student engaging in any of the following practices during school or any school- sponsored activity will be subject to disciplinary action, which could include being asked to withdraw from Kirkland Seventh-day Adventist School:

- Undermining the religious ideals of the school.
- Disrespect for teachers, staff or students.
- Disobeying teacher/staff and supervising adults.
- Using profane language, taking God's name in vain, using inappropriate or slang words that are substitutes for God's name or swear words.
- Possessing or displaying obscene literature or pictures or indulging in lewd conduct.
- Possessing, using or distributing alcoholic beverages, tobacco, or drug-related substances in any form.
- Intentionally damaging school property.
- Defacing textbooks or library books.
- Gambling or possessing playing cards or other gambling devices.
- Engaging in stealing, forgery, dishonesty, willful deception, entering locked places, or any form of cheating.
- Playing pranks that may be injurious to life or property; deliberately committing any act that injures a fellow student.

- Harassing any person for racial, sexual, or other reasons.
- Possessing or using knives, firearms, fireworks, or incendiaries of any kind.
- Displaying a detrimental influence or spirit out of harmony with the standards or basic philosophy of the school.
- Engaging in inappropriate physical contact or display of affection, such as lingering hugs, hand holding, kissing, etc.
- Using the school's media equipment, including TV, VCR, cameras, computers, sound equipment, etc in an unauthorized manner.
- Using cell phone and media players of any type during school hours or while on a school sponsored trip or activity. Students needing to make a call must obtain the teacher's permission. The above- mentioned media players and cell phones, if misused, will become the school's property and may be redeemed for a \$10 cash fine.
- Using computers in an unacceptable way.
- Using school phones for personal calls other than emergencies.
- Dressing inappropriately.

## **FINES & PENALTIES:**

The following are not within the rules and guidelines of KSDA and are subject to discipline and/or a fine:

- Chewing gum on school premises or eating outside of designated areas or times - \$5.00 • Tampering with fire alarms or fire extinguisher - \$50.00
- Replacement/repair costs of textbooks, library books or school equipment lost or damaged • Lost locks - \$10.00
- Unauthorized possession, use, or duplication of school keys - up to \$500, and possible suspension or expulsion from school.
- Unauthorized use of cell phone - \$10.00
- Unauthorized use of school telephone - \$5.00
- Unauthorized use of media equipment - \$10.00

## **WEAPONS POLICY**

Any student who is determined to have carried or possessed a firearm or other dangerous weapon onto school premises, school-provided transportation, or to other places where school-sponsored activity is taking place, shall be subject to immediate expulsion. Students in violation of this policy shall be promptly reported to their parents/guardians and, as required by law, to the local law enforcement agency.

Dangerous weapons include any firearm and any instrument or weapon of the kind usually known as slingshot, sand club, metal knuckles or knife; spring blade knife; or any knife the blade of which is automatically released by a spring mechanism or other mechanical device; or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward or centrifugal thrust or movement; or any other device deemed dangerous by faculty, staff or anyone in administration. This includes nun-chuck sticks, throwing stars, and any air gun including any air pistol or air rifle, designed to propel a BB pellet or other projectile by the discharge of compressed air, carbon dioxide or other gas.

Toy guns or toy weapons are not allowed. These toys convey a philosophy contrary to that of the school. These toys can also be mistaken for the real thing, which can trigger violence in someone who may feel they have to defend themselves.

Any student who is determined to have made a threat against another student or staff member, in any venue, shall be subject to immediate expulsion. If the threat is serious (all threats are treated as serious unless determined otherwise) police are contacted immediately.

## **EXCESSIVE PERSONAL ITEMS BROUGHT TO SCHOOL**

We realize how much children love to bring their prized possessions to share with their friends; however, we cannot accept the responsibility for their safety. Toys can also distract students from learning while at school. Please do not allow children to bring toys to school unless they are for Show and Tell. All items such as athletic equipment, laser pointers, toys, radios, cd players, games, headphones, etc. are to be left at home. The school is not responsible for personal property brought to school.

## **PARTIES**

If you wish to bring healthy treats for your student birthday please check with the classroom teacher first.

# **TECHNOLOGY USE POLICY**

## **COMPUTER USE POLICY**

Computers are used to support learning and to enhance instruction. It is a general policy that all computers used at Kirkland Seventh-day Adventist School are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to the school policy and the guidelines for their use, as described below, will result in the revocation of access privileges

## **LAPTOPS**

Personal laptop computers may be brought to school under certain conditions. Requests to do so must be made to the faculty and will be determined on an individual basis.

## **KINDLE/IPADS/ETC.**

Students may elect to utilize this technology for reading. However, students are not to use them for games. No internet access will be deemed appropriate. Parents must sign a no-fault waiver if their student is to use this device at school.

# **PUBLICATIONS**

The school reserved the right to use student likenesses and student work in school and local publications for marketing and publicity purposes.

## **NON-PUBLISHED REGULATIONS**

All regulations adopted during the year and announced to the students are as binding as those published here.