

# **STUDENT LIFE POLICIES**

## **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.

Extended illnesses of more than 5 days may require a doctor's note for the child to re-enter the classroom.

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 substance 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 of any person for racial, sexual, or other reasons. (See Harassment Policy)
- Possessing or using knives, firearms, fireworks, or incendiaries of any kind. (See Weapons Policy).
- 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. (See Computer Use Policy above)
- Using school phones for personal calls other than emergencies.

- Dressing inappropriately. (See Unified Dress Code below).
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### **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.