

# 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

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. 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.

## 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**

An lacto-ovo (dairy and eggs) vegetarian lunch is available for \$5.00 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 FACEBOOK site.

## **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 packet provided by the school.

## **SCHOOL DIRECTORY**

Each family will receive a school directory\*. Directory information will include, but may not be limited to names, addresses, and phone numbers. If you do not want to be included in this directory, please indicate on the school application materials. \*If you indicate on your application you do not want your family information included, you will not receive a directory.

## **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.

7<sup>th</sup> and 8<sup>th</sup> graders will participate in a bi-yearly Washington DC trip. This trip is a once in a lifetime opportunity with experiences like:

- White House tour
- Ford Theatre tour and live play
- Spy Museum and Lab Experience
- Smithsonian Museums and National Zoo
- National Cathedral
- Library of Congress and Lab Experience
- Gettysburg Excursion
- Pentagon Tour (subject to approved background screening)
- Capitol Tour and presentation by Barry Black, Chaplain of the US Senate
- National Archives and Lab Experience
- Museum of African American History
- Museum of the Bible
- Holocaust Museum
- Many, many more!

This trip is a 8-9 day venture. The cost is \$1800 per person. Students will be fundraising throughout the school year, allowing us to charge each family \$1500 per student. The cost includes transportation (air and ground), lodging, food, lab fees, entrance fees.

### **NON-PUBLISHED REGULATIONS**

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