

## **WELCOME TO ZILLAH HIGH SCHOOL**

The purpose of this handbook is to provide students with the traditions and customs of Zillah High School and to acquaint them with the rules and regulations governing both the school and its organizations. An attempt has been made to incorporate all information pertinent to the school. For this reason it will serve as a reference book.

## **ZHS MISSION STATEMENT**

It is the mission of the Zillah High School to foster the following:

1. The development of basic skills which promote self esteem and produce capable, adaptable, contributing citizens of family, community, national and global society, who possess a desire to continue their educational development throughout their lives.
2. The maintenance of an open environment, which encourages frequent, positive interactions and in which every individual is encouraged to participate responsibly in the decisions which affect their lives. This environment will be one in which social responsibility, and academic competence and excellence are emphasized.
3. Provide a safe, supportive environment where every student and staff member can achieve success.

## **VISION STATEMENT**

E-4: EDUCATIONAL EXCELLENCE for EVERYONE, EVERYDAY!

## **ZILLAH HIGH SCHOOL STAFF**

### **Office Staff**

Mike Torres-Principal  
Rock Winters-Assistant Principal/AD  
John Griffin-Academic/Career Counselor  
Sarah Rinaldi-Counselor  
Diana Griffin-Secretary  
Bev Sevigny- Attendance/Athletic Secretary

### **Support Staff**

Linda Hiemstra-Staff Assistant  
Wes Maude-Custodian  
William Martinez-Custodian  
Jenny Hecker-Staff Assistant  
Marge Purdy-Staff Assistant  
Paula Uasike-Staff Assistant  
Clarissa Hill-Staff Assistant  
Lynne Gorham-Staff Assistant  
Debbie Fink-Food Service  
Lisia Howard-Food Service  
Sioux Eneix-Food Service

### **Teaching Staff**

Traci Anderson-Math  
Lynn Brant-English, Drama  
Matt Brown-Health, Physical Education  
Jodie Camarata-Business Education  
Jessica Carter-Spanish  
Jeff Charbonneau-Science, Engineering  
Mark Christianson-Social Studies  
Robert Ford-Agriculture Education, Engineering  
Grace Gabriel-Art, English  
Kekoa Gabriel-Social Studies  
Laurie Horsley-Special Education  
Eric Hull-Math  
Ken Johnson-Science  
Kathy Johnson-English  
Tammy Lewis-Alternative Education  
Victoria Lodahl-Choir  
Grant Masini-Science  
Carol Nelson-Special Education  
Mark Nelson-English  
Robi Raab-Social Studies  
Daniel Robillard-Physical Education  
Jason Schoonover- Band  
Josh Simmons-Math, Social Studies  
Margaret Wells-ELL

## **ZHS Class Advisors 2017-18**

Senior Class (2018)

**Head Class Advisors: Mrs. Brant, Mrs. Johnson**

Junior Class (2019)

**Head Class Advisor: Mrs. Carter**

Sophomore Class (2020)

**Head Class Advisors: TBA**

Freshman Class (2021)

**Head Class Advisors: Mr. Simmons**

### **ARTICLE VII: Duties of ASB Executive Council Officers-Elected**

#### A. President:

1. Oversees all ASB operations.
2. Presides over all business meetings and directs the work of the ASB.
3. Plans agendas with the advisor.
4. Official host of all assemblies.
5. Directs with the advisor operations of the ASB Executive Council.
6. Appoints special committees.

#### B. Vice-President

1. Assists the President in directing the activities of the ASB.
2. Serve as the presiding officer in the absence of the President.
3. Oversees all committee operations and approves committee reports prior to meetings.
4. Directs the nomination and election process for the ASB offices.
5. Performs other assigned duties that might pertain to the office.
6. Oversees the ASB community service. (i.e. blood drive)

#### C. Secretary

1. Keeps and distributes minutes of all meetings.
2. Receives, reports, and replies to ASB related correspondence.
3. Produces and distributes meeting agendas.
4. Updates the master calendar weekly for events, changes, and reports possible conflicts.
5. Places ASB items in the daily bulletin as needed or directed.
6. Plans and coordinates displays for the main hallway including bulletin boards and showcases.
7. Coordinates student of the month and info-line activities.
8. Performs other assigned duties that might pertain to the office.

#### D. Treasurer

1. Obtains monthly financial data from the Central ASB Treasurer.
2. Reports to membership regarding financial status of the ASB including the production and distribution of financial statements.
3. Accepts and reviews budgets from subordinate clubs and organizations.
4. Operates the ASB Concessions project.
5. Assists the Central ASB Treasurer with counting, balances and inventories following events including money counting as needed.
6. Assists with the ASB Purchase Order (PO) process.
7. Performs other assigned duties that might pertain to the office.

#### E. ASB Events Commissioners (2 positions)

1. Promote and plan activities that all students can participate in and that encourage a positive school climate, cause positive student-teacher interaction, and allow for entertainment and/or recreation opportunities for the organization.

2. Helps make the education process enjoyable whereby students look forward to attending school and school events.
3. Plans all assemblies with the President and Advisor.
4. Plans and coordinates all dances with Advisor and sponsoring group.
5. Performs other assigned duties that might pertain to the office.

**ARTICLE X: Duties of Class Officers-**

A. President:

1. Oversees the entire operation of the class.
2. Presides over all business meetings and directs the work of the class.
3. Plans agendas with the advisor.
4. Directs with the advisor operations of the Class Executive Council.
5. Appoints special committees.
6. Serves on the ASB Executive Committee.

B. Vice-President

1. Assists the President in directing the activities of the class.
2. Serve as the presiding officer in the absence of the President.
3. Oversees all committee operations and approves committee reports prior to meetings.
4. Performs other assigned duties that might pertain to the office.

C. Secretary

1. Keeps and distributes minutes of all meetings.
2. Receives, reports, and replies for class correspondence.
3. Produces and distributes meeting agendas.
4. Updates the master calendar for class events.
5. Places class items in the daily bulletin as needed or directed.
6. Serves as the media contact for the class.
7. Performs other assigned duties that might pertain to the office.

D. Treasurer

1. Obtains monthly financial data from the Central ASB Treasurer.
2. Reports to class regarding financial status of the class including the production and distribution of financial statements.
3. Develops and submits an annual budget.
4. Works with class officers and advisor with the Purchase Order (PO) Process.
5. Performs other assigned duties that might pertain to the office.

**A ZHS ASB or Class Officer must:**

1. Be a full time ZHS Student and have at least 4 classes on campus each semester.
2. Be a current ZHS ASB Card holder.
3. Have at least a 3.0 GPA (accumulative).
4. Follow all codes of student conduct and behavior and while in office not be subject to any administrative disciplinary action (behavior or attendance).
5. Adhere to the entire drug, alcohol and tobacco policies established by the Zillah School District, WIAA and State of Washington governing participation in extra-curricular activities.
6. Be responsible for all work missed while gone from class on ASB business.
7. Be an exemplary good citizen in and out of school.

Note: First violation of #4 or #5 above will result in a one month suspension from office. Second violation will result in removal from office.

## **ACADEMICS**

### **ACADEMIC AWARDS**

Zillah High School is a member of the Renaissance program to recognize academic improvement and achievement. Renaissance is a partnership of students, faculty, administration, parents, community members, and businesses. To be eligible for these honors a student must be a full time equivalent student enrolled in ZHS and have 4 of their 5 classes letter graded each semester. A student who chooses to take more than one class on a Pass/Fail basis would not be eligible for academic awards for the semester. With regard to the guidelines set by the ASB, the following are academic awards available each semester at Zillah High School.

- I. **Honor Rolls:** An honor roll will be published each semester.
  - A. **“A” Honor Roll:** When a student earns a GPA of 3.50-4.00, the student will be recognized for the semester “A” Honor Roll.
  - B. **“B” Honorary Honor Roll:** When a student earns a GPA of 3.00-3.49, the student will be recognized for the semester “B” Honorary Honor Roll.
- II. **Academic Letters:** These awards are given to a student for earning at least a 3.50 GPA each semester for one full year.
  1. First year award: An Old English Chenille “Z” letter
  2. Second year award: 1<sup>st</sup> bar for letter
  3. Third year award: 2<sup>nd</sup> bar for letter
  4. Fourth year award: 3<sup>rd</sup> bar for letter

### **III. Senior Awards at Graduation:**

**1. Valedictorian and Salutatorian, Academic Top 10:** Only ZHS seniors who will qualify for the honors diploma will be considered for the awards of Valedictorian or Salutatorian and/or Academic Top 10 Awards.

To be eligible for the **ZHS Academic Top Ten Award**, students must earn the Honors Diploma, complete at least 4 of 5 classes as letter graded (A-F, no more than 1 pass/fail option may exist per semester) each year and have completed 3 years at Zillah High School.

To be eligible for the **Valedictorian or Salutatorian Award**, students must have completed at least 4 of 5 classes as letter graded (A-F, no more than 1 pass/fail option may exist per semester) each year and must have completed 3 years at ZHS. In addition, those wanting to be considered for the Valedictorian or Salutatorian award must complete an application that includes:

- A copy of the Honors Diploma Application
- A Transcript with Senior Year Winter Semester grades posted
- A Senior Year Spring Mid-Term Grade Report-
- Standardized test scores (From PEARLS such as SB ELA & Math, EOC, ACT and or SAT)
- Senior Goals (From PEARLS)
- High School and Beyond Plan (HSBP-From PEARLS)
- Resume (From PEARLS)
- School Activities Log including all Awards and Activities (From {PEARLS})

**2. Departmental Honor Award:** Seniors who will have completed a minimum of EIGHT Semesters in a Department at ZHS and have a least an average GPA of 3.5 or higher in that department, are eligible to apply for a special Departmental Honor Award. The following Departments will offer awards based the above criteria. Some departments require additional criteria as listed:

**Career-Technical Education**-8 semesters with a 3.50 GPA or higher in each department requested (Agriculture, Business)

**English:** Students must have completed at least 4 semesters of Honors English.

**Math:** Courses that count include: Algebra I, Algebra II, Geometry, Pre-Calculus, and Calculus. No other Math courses qualify for this award and these courses must be taken in the high school. High School course equivalents through Running Start must be approved by the math department prior to taking the Running Start course.

**Science:** 6 of the semesters must be in Lab Sciences, of those 2 must be life science, and 2 must be physical science.

**Social Studies:** 8 semesters with a 3.50 GPA or higher and 2 of the semesters must include advanced or college prep courses.

**Health/Fitness:** 8 semesters with a 3.50 GPA or higher and the student will have to completed at least 2 semesters each of their 4 years at ZHS.

**Fine Arts:** 8 semesters with a 3.50 GPA or higher and the student will have to completed at least 2 semesters each of their 4 years at ZHS.

**Honors Diploma Requirements:** As an incentive to encourage students to challenge themselves at Zillah High School, an Honors Diploma category has been established that goes beyond the state and local diploma requirements. Students earning this honor will be noted in the graduation program and they will be allowed to wear the "HONORS STOLE." Students to be considered for Valedictorian, Salutatorian, ZHS Academic Top 10 Awards or to complete their NHS requirements, must earn an honors diploma.

**Requirements:**

**Zillah High School  
College & Career Ready Honors Diploma  
Graduation Requirements 2017-18**

**The requirements to earn the ZHS Honors Diploma are:**

1. Earn 31 Credits or more to be completed by the final semester
2. Earn the Certificate of Academic Achievement (CAA) on the Official Transcript
3. Earn an accumulative GPA of 3.50 or greater
4. Complete the following Course Work in the CADR's:
  - a. **English:** 4 credits with a minimum of 2 credits of honors English courses
  - b. **Math\*:** 4-5 credits in Algebra I, Algebra II, Geometry, Pre-calculus or Calculus. Students who complete Algebra 1 at the middle school level will be required to earn 4 additional credits in grades 9-12 for a total of 5 Math credits. Running Start students must consult with the ZHS Math Instructors prior to enrolling in YVCC math courses as there are two courses required to match the ZHS Pre-Calculus requirements and two courses required to match the ZHS Calculus requirements.
  - c. **Science:** 4 credits with 3 credits in Lab Sciences. Within the lab sciences, 2 courses must be within life science and 2 courses must be from physical science.
  - d. **Social Studies:** 4 credits minimum
  - e. **Fine Arts:** 1 credit
  - f. **World Language:** 2 credits of a single world language.
5. Complete the remaining regular ZHS Graduation requirements:
  - a. **Career & Technical Education:** 1 credits
  - b. **Health & Fitness Education:** 2 credits
  - c. **PEARLS:** 1.0 credit
  - d. **Electives:** 8.0 credits.

\*Each department must certify that that above requirements are satisfied

**Note:** All YVCC RS classes at 100 level or higher may count for **HONORS** level courses in any department, but each department certifies which YVCC Running Start classes meet ZHS Department

requirements. Students must seek approval before registering for YVCC courses from the departments if they wish the YVCC courses to be considered for the Honors Diploma.

**Application:** Students must apply at the end of the mid-term of Spring Semester of the senior year. Students must list the midterm Spring Semester progress report grades and credits as part of the application for all calculations. Only ZHS seniors who will qualify for the honors diploma will be considered for the awards of Valedictorian, Salutatorian or Academic Top 10.

## **Zillah High School College & Career Ready Honors Diploma Graduation Requirements 2019+**

**The requirements to earn the ZHS Honors Diploma are:**

1. Earn 31 Credits or more to be completed by the final semester
2. Earn the Certificate of Academic Achievement (CAA) on the Official Transcript
3. Earn an accumulative GPA of 3.50 or greater
4. Complete the following Course Work in the CADR's:
  - a. **English:** 4 credits with a minimum of 2 credits of honors English courses
  - e. **Math\*:** 4-5 credits in Algebra I, Algebra II, Geometry, Pre-calculus or Calculus. Students who complete Algebra 1 at the middle school level will be required to earn 4 additional credits in grades 9-12 for a total of 5 Math credits. Running Start students must consult with the ZHS Math Instructors prior to enrolling in YVCC math courses as there are two courses required to match the ZHS Pre-Calculus requirements and two courses required to match the ZHS Calculus requirements.
  - b. **Science:** 4 credits with 3 credits in Lab Sciences. Also, within the lab sciences, 2 courses must be taken in the life science area and 2 courses must be taken in the physical science area.
  - c. **Social Studies:** 4 credits
  - d. **Fine Arts:** 2 credits
  - e. **World Language:** 2 credits of a single world language.
5. Complete the remaining regular ZHS Graduation requirements:
  - a. **Career & Technical Education:** 1 credits
  - b. **Health & Fitness Education:** 2 credits
  - c. **PEARLS:** 1.0 credit
  - d. **Electives:** 7.0 credits.

\*Each department must certify that that above requirements are satisfied.

**Note:** All YVCC RS classes at 100 level or higher may count for **HONORS** level courses in any department, but each department certifies which YVCC Running Start classes meet ZHS Department requirements. Students must seek approval before registering for YVCC courses from the departments if they wish the YVCC courses to be considered for the Honors Diploma.

**Application:** Students must apply at the end of the mid-term of Spring Semester of the senior year. Students must list the midterm Spring Semester progress report grades and credits as part of the

application for all calculations. Only ZHS seniors who will qualify for the honors diploma will be considered for the awards of Valedictorian, Salutatorian or Academic Top 10.

## ACADEMIC CAPABILITY POLICY

### A plan to improve student responsibility and achievement

A student who is academically capable is one who passes all classes at each grading period at C or higher. The goal of ZHS is to assist all students to achieve a C or higher in all classes taken. When students are not successful, ZHS will initiate interventions to change the pattern of failure. Students may not be able to participate and/or attend co-curricular/extra-curricular activities and events if they are failing 3 or more classes as determined by eligibility reports, classroom grade reports, or semester grade reports. Upon completing a grade check with classroom teachers, and providing evidence that they are passing 3 or more classes, the student's ability to participate and/or attend co-curricular/extra-curricular activities and events may be reinstated.

### GRADING SYSTEM

The evaluation of student achievement is one of the most important functions of the teacher. Progress Reports are issued at mid term. The semester grade is the only permanent record of a student's progress and credit towards graduation. It is the only grade used in official GPA calculations. To be eligible for academic honors and awards a student must be enrolled in 4 of 5 letter graded classes each semester. The grade system is as follows:

A, A-	Excellent Work
B+, B, B-	Good Work
C+, C, C-	Average Work
D+, D	Poor Work
F	Failed
P	Passing (credit earned)
E	Effort (grade used for Special Programs)
NC	No Grade/No Credit (No GPA effect)
I	Incomplete/No Credit
W	Official Withdrawal No Credit

\*\* A student may choose to have their class graded as a Pass/Fail provided that this is agreed to by the student, teacher, parent/guardian, and principal before the end of the mid-term conferences.

Students at ZHS may retake a course to improve their knowledge and/or improve their grade and GPA if:

1. There is an agreement between student, teacher, parent and principal that this is a good choice.
2. There is room in the class and the repeating student does not bump out a student taking a course for the first time.
3. If the course is a graduation requirement, the credit earned can only be counted once for a specific graduation requirement.
4. If they retake and pass the course, the higher grade and grade points will be used in the calculation of credits and GPA. The lower grade by state requirements must still be listed as a historical record, but the GPA for the lower class or F (failed class) will become neutral.
5. Credits for a course that is retaken/repeated to improve a grade may not count toward the credits required for graduation, unless permission is granted by the principal and both grades are included in the calculation of the GPA.

WAC 180-57-070 Mandatory high school transcript contents: (viii) Credits attempted for courses taken more than once to improve a grade/mark may count only once toward the number of credits required for graduation, except that credits attempted for courses taken more than once to improve a grade may count toward the number of credits required for graduation on the condition that the letter grades earned for all attempts are included in the calculation of the student's grade point average. For the purpose of this subsection, districts and schools shall not convert letter grades to grades/marks not used in the grade point average calculation.

Students who take high school level courses at the 8<sup>th</sup> grade level will have the opportunity to have those grades and credits transferred to their high school transcript. This must be done during the first semester of their Freshman year. Once the transcript is issued for the freshman year, no further 8<sup>th</sup> grade credits can be added or removed to the permanent record.

(RCW 28A.230.090 High school graduation Credit for courses taken before attending high school) 4) If requested by the student and his or her family, a student who has completed high school courses before attending high school shall be given high school credit which shall be applied to fulfilling high school graduation requirements if:

(a) The course was taken with high school students, if the academic level of the course exceeds the requirements for seventh and eighth grade classes, and the student has successfully passed by completing the same course requirements and examinations as the high school students enrolled in the class; or

(b) The academic level of the course exceeds the requirements for seventh and eighth grade classes and the course would qualify for high school credit, because the course is similar or equivalent to a course offered at a high school in the district as determined by the school district board of directors.

(c) Students who have taken and successfully completed high school courses under the circumstances in subsection (4) of this section shall not be required to take an additional competency examination or perform any other additional assignment to receive credit.

**GRADING SCALE GPA Point Value**

94-100	A	(4.0)
90-93	A-	(3.7)
87-89	B+	(3.3)
83-86	B	(3.0)
80-82	B-	(2.7)
77-79	C+	(2.3)
73-76	C	(2.0)
70-72	C-	(1.7)
67-69	D+	(1.3)
65-66	D	(1.0)
64-Below	F	(0.0)

**Class Rank**

Class rank for Sophomore, Junior, and Senior students is calculated at the end of each semester. Class rank for Freshman students is calculated at the end of the spring semester. The rank is a simple unweighted rank and is based solely on accumulated GPA from highest in the class in descending order. At the end of the winter semester, the Senior ranking will be first determined by diploma type. Honor Diploma seniors are ranked first by accumulated GPA followed by all other seniors by accumulated GPA.

**Zillah High School  
College & Career Ready Diploma (Enhanced)  
Graduation Requirements 2017-2018**

English	4 Credits	
Mathematics	3 Credits	Algebra 1 (1.0), Geometry (1.0), 3 <sup>rd</sup> Math Choice (1.0)
Science (A)	3 Credits	Science Choices (2.0), Lab Science (1.0),
Social Studies	3 Credits	WA History (.5), Civics (.5), US History (1.0), CWP (1.0)
Health & Fitness (B)	2 Credits	Health (.5), Fitness Electives (1.5)
Fine Arts	1 Credits	Courses in: Art, Band, Choir and/or Drama.
Career & Technical Education (C)	1 Credits	
PEARLS Senior Culminating Project (D)	1 Credit	
Electives	11 Credits	Based on High School & Beyond Plan/College Requirements
<b>Total Credits to Earn a ZHS Diploma</b>	<b>29 Credits</b>	

**Notations & Options:**



**Washington Competency Testing Requirements for a High School Diploma:** Students must meet Washington State testing requirements in English Language Arts and Math in order to earn a high school diploma.

**A. Science:** At least 1.0 Credit (2 semesters) of science must be in a LAB SCIENCE such as courses in: Biology, Chemistry, or Physics for a High School Diploma; however at least 2.0 credits (4 semesters) of LAB SCIENCE are needed for university admissions.

**B. Health & Fitness:** Required course class: .5 credit in HEALTH. Other Health/Fitness courses may be chosen by the student. Completing a sport season may be substituted for the Fitness graduation requirement at a .5 credit per season/sport for up to a maximum of 1.5 credits.

**C. Career & Technical Education (CTE):** This requirement may be completed by passing courses in: Agriculture, Business Education, Future Teachers, Work Based Learning, and Yakima Valley Technical Skills Center (YVT). Note: If any of these courses are taken as a cross credit option for another graduation requirement such as science, it cannot also be counted towards meeting the CTE graduation requirement.

**D.** 1.0 credit will be granted upon successful completion of the PEARLS project during the Senior year.

**Zillah High School  
College & Career Ready Diploma (Enhanced)  
Graduation Requirements 2019-2020**

English	4 Credits	
Mathematics (A)	3 Credits	Algebra 1 (1.0), Geometry (1.0), 3 <sup>rd</sup> Math Choice (1.0)
Science (B)	3 Credits	Lab Science (2.0), 3 <sup>rd</sup> Science Choice (1.0)
Social Studies	3 Credits	WA History (.5), Civics (.5), US History (1.0), CWP (1.0)
Performing/Visual Arts (C)	2 Credits	1.0 credit may be a Personalized Pathway Credit***
World Language (D)	2 Credits	2.0 credits may be a Personalized Pathway Credit***
Health & Fitness (E)	2 Credits	Health (.5), Fitness Electives (1.5)
Career & Technical Education (F)	1 Credits	
PEARLS Senior Culminating Project (G)	1 Credit	
Electives	8 Credits	
<b>Total Credits to Earn a ZHS Diploma</b>	<b>29 Credits</b>	

**Washington Competency Testing Requirements for a High School Diploma:** Students must meet Washington State testing requirements in English Language Arts and Math in order to earn a high school diploma.

**\*\*\*Personalized Pathway Requirement:** PPR's are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan that may include Career and Technical Education, and are intended to provide a focus for the student's learning.

**A. Math:** The 3<sup>rd</sup> credit in Math is chosen by the student based on the HSBP.

**B. Science:** 2.0 credits must be in **LAB SCIENCE**. The 3<sup>rd</sup> credit in Science is chosen by the student based on the HSBP

**C. Performing/Visual Arts:** At least 1.0 credit must be completed with courses in: Art, Band, Choir and/or Drama. The 2<sup>nd</sup> credit may be course from Art, Band, Choir and/or Drama or could be a Personalized Pathway Credit.

**D. World Language:** 2.0 credits may be satisfied from completion of World Language courses or it may be satisfied with Personalized Pathway Credits.

**E. Health & Fitness:** Completing a sport season may be substituted for the Fitness graduation requirement at a .5 credit per season/sport for up to a maximum of 1.5 credits if the health assessment component was completed and is verified by the ZHS Health & Fitness Department.

**F. Career & Technical Education (CTE):** This requirement may be satisfied with Occupational Education courses that meet the definition of an exploratory course as described in the CTE program standards such as: Agriculture, Business Education, Engineering, Work Based Learning, and Yakima Valley Technical Skills Center (YVT).

**G. PEARLS:** 1.0 credit will be granted upon successful completion of the Independent Study PEARLS Project during the Senior year.

**Zillah High School  
College & Career Ready Diploma (Enhanced)  
Graduation Requirements 2021+**

English	4 Credits	
Mathematics (A)	3 Credits	Algebra 1 (1.0), Geometry (1.0), 3 <sup>rd</sup> Math Choice (1.0)
Science (B)	3 Credits	Lab Science (2.0), 3 <sup>rd</sup> Science Choice (1.0)
Social Studies	3 Credits	WA History (.5), Civics (.5), US History (1.0), CWP (1.0)
Performing/Visual Arts (C)	2 Credits	1.0 credit may be a Personalized Pathway Credit***
World Language (D)	2 Credits	2.0 credits may be a Personalized Pathway Credit***
Health & Fitness (E)	2 Credits	Health (.5), Fitness Electives (1.5)
Career & Technical Education (F)	1 Credits	
PEARLS Senior Culminating Project (G)	1 Credit	
Electives	8 Credits	
<b>Total Credits to Earn a ZHS Diploma</b>	<b>29 Credits</b>	

**Washington Competency Testing Requirements for a High School Diploma:** Students must meet Washington State testing requirements in English Language Arts, Math and Science in order to earn a high school diploma.

**\*\*\*Personalized Pathway Requirement:** PPR's are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan that may include Career and Technical Education, and are intended to provide a focus for the student's learning.

**A. Math:** The 3<sup>rd</sup> credit in Math is chosen by the student based on the HSBP.

**B. Science:** 2.0 credits must be in **LAB SCIENCE**. The 3<sup>rd</sup> credit in Science is chosen by the student based on the HSBP

**C. Performing/Visual Arts:** At least 1.0 credit must be completed with courses in: Art, Band, Choir and/or Drama. The 2<sup>nd</sup> credit may be course from Art, Band, Choir and/or Drama or could be a Personalized Pathway Credit.

**D. World Language:** 2.0 credits may be satisfied from completion of World Language courses or it may be satisfied with Personalized Pathway Credits.

**E. Health & Fitness:** Completing a sport season may be substituted for the Fitness graduation requirement at a .5 credit per season/sport for up to a maximum of 1.5 credits if the health assessment component was completed and is verified by the ZHS Health & Fitness Department.

**F. Career & Technical Education (CTE):** This requirement may be satisfied with Occupational Education courses that meet the definition of an exploratory course as described in the CTE program standards such as: Agriculture, Business Education, Engineering, Work Based Learning, and Yakima Valley Technical Skills Center (YVT).

**G. PEARLS:** 1.0 credit will be granted upon successful completion of the Independent Study PEARLS Project during the Senior year.

**Enrollment and Placement:**

Grade/class placement shall be based upon academic credits earned. Students and parents will be informed in June of progress towards graduation. The following number of credits (pre-PEARLS credits) indicate satisfactory progression towards graduation and reflect minimum grade/class standing in September of each school year.

<b>Senior Class</b>	<b>20.5 or greater credits</b>
<b>Junior Class</b>	<b>13.0-20.0 credits</b>
<b>Sophomore Class</b>	<b>5.5-12.5 credits</b>
<b>Freshman Class</b>	<b>5.0 credits or less</b>

### **PEARLS**

The PEARLS (Portfolio of Essential Academic Requirements and Life Skills) project is a graduation requirement for all Zillah High School students. PEARLS meets the Zillah School District's requirement for completion of a culminating project and the 13<sup>th</sup> year "High School and Beyond" plan.

### **PROGRESS REPORTS AND TRANSCRIPTS**

Progress reports will be available for students and parents at each mid-term. An official transcript will be issued at the end of each semester. Students and parents are urged to maintain communication with all classroom instructors with regards to student progress, needs, or concerns. Fines must be cleared before issuance of a transcript.

### **EARLY GRADUATION**

Students that satisfy minimum graduation requirements prior to the regularly scheduled annual commencement exercises may petition the principal for a diploma at the completion of said requirements. The student may have the option of participating in the next regularly scheduled commencement exercises. (WAC 180-51-020).

### **MAKE UP CREDIT**

Students who have failed courses and are behind on total graduation credits will be allowed to make up credits on their own time. The make up work must be from an accredited institution. All expenses of making up failed courses are the responsibility of the student. Approval of a credit retrieval plan by the principal is required before enrolling in any credit retrieval program.

### **NATIONAL HONOR SOCIETY**

#### **MEMBERSHIP ELIGIBILITY:**

1. Candidates must have a minimum, accumulative grade point average of 3.5 on a 4.0 scale.
2. Candidates must be a member of the sophomore, junior, or senior class, and have been in attendance at Zillah High School for at least one semester.
3. Candidates must have demonstrated traits in areas of leadership, service and character as defined by the National Honor Society Constitution.

**SELECTION:** The candidates who meet the minimum of 3.5 GPA will be subjectively evaluated in the areas of academics, service to school and community, leadership, character and citizenship, honors diploma track, and activities by the Zillah High School Faculty Committee appointed by the Principal. The committee, will rate each candidate on a point system of 0 to 20, with 20 being high in these areas. The committee then makes recommendations for induction into the NHS to the Principal. Students not selected will have the right to appeal the recommendation to the Principal.

**REQUIRED COURSE OF STUDY:** The following course of study reflects entrance requirements for major colleges and universities in the State of Washington. NHS members are required to complete:

**ENGLISH:** 4 years;

**MATH:** 3 years, from any of these 4 courses: Algebra I, Geometry, Algebra II, Pre-Calculus, AP Calculus;

**SOCIAL STUDIES:** 3 years;

**SCIENCE:** 3 years from any of these courses: Physical Science, Earth Science, Biology, Chemistry, Advanced Biology, Principles of Technology, Advanced Chemistry, and Physics.

**WORLD LANGUAGE:** 2 years of a single World language.

**FINE ARTS:** 1 year, music, art, drama.

**NOTE:** Students not following the recommended course of study shall have their **National Honor Society** membership status reviewed by the faculty committee. The student's career plan will be reviewed. In addition the review will determine if the student has ceased to meet the selection criteria of GPA, leadership, character, and service.

**RETENTION OF MEMBERSHIP:** To remain in the ZHS chapter of National Honor Society, students must maintain the standards of GPA, leadership, service, and character. If a member's GPA falls below a 3.5 for a semester, the student will be on probation and will have one semester to return the GPA to 3.5.

Members failing to regain the 3.5 minimum GPA after a semester of probationary status will be dropped from membership. Students must also keep up with Honors Diploma requirements to maintain membership.

### **WAIVER REQUEST OF A GRADUATION REQUIREMENT**

Students needing to waive a local graduation requirement due to an unusual circumstance must petition the school principal at the beginning of the year. Waivers will be dealt with on a case by case basis.

### **GUIDANCE, COUNSELING AND ASSURED SERVICES**

The guidance program in Zillah Schools is a cooperative effort between students, parents, teachers, advisors, counselor and administration. The first step is for students to share career and educational goals with parents. All students are encouraged to investigate all career and educational options including Universities and regional 4 year schools, community colleges, technical and priority colleges, military and apprentice-OJT training and are guided to produce a plan, not only for high school graduation, but for placement in the most appropriate post-secondary setting. Through annually scheduled guidance conferences, all students will gather additional and more specific information about careers of interest and the educational requirements to obtain that career. Follow up letters are sent home for parents to review. Additional follow-up conferences, including parents when desired, may be scheduled. The total counseling program emphasizes the areas of personal, educational, and occupational decision making. Counselors help students grow through better knowledge, understanding, and acceptance of themselves. The ZSD guidance goal is to help students develop the ability to make sound decisions and accept responsibility for solving their own problems. Student Assistance Program Counseling services are offered to teachers, or principal regarding problems that affect their personal and school life, for needed help. Counseling is available on an individual and small group basis. For students and families with special needs, off site referral for help will be offered.

### **EARN COLLEGE CREDITS WHILE AT ZHS**

1. Central Washington University/Eastern Washington University: Sophomore, Junior and Senior students who enroll in designated courses in English, Math, Music, Science, Social Studies or Spanish may be able to earn both high school and college credits. Some programs require an entrance exam in order to be enrolled. Cost is \$55 per college credit.
2. Future Teachers Program: The Careers in Education-Future Teacher Academy Program is a two-semester class offered in the Zillah School District. The purpose of the course is to allow qualified Juniors and Seniors with potential career interest in education, the opportunity to experience the profession of teaching.
3. Distance Learning Courses: Students wishing to take a college preparatory or college level course that is not currently offered at ZHS may enroll in an internet or on-line course at an accredited college or university with permission from the principal. Successful completion of the correspondence course will allow for earning of both high school and college credits. All costs and fees associated with the course are the responsibility of the student.
4. Running Start: Legislative action has developed a program allowing academically qualified juniors and seniors in High School to attend their local community college. This program is called Running Start. The Running Start student may earn both high school and college credits. Zillah High School will follow the YVCC Steering Committee guidelines for 11th & 12th grade students wishing to participate in Running Start. Passing all portions of this test indicates the student is prepared to attempt college level work. Once the test is passed, students are offered entrance to the program.

### **STUDENT AIDE POSITIONS**

Only Seniors and Junior students may be aides.

Students should first consider any open academic courses available on the schedule before seeking an aide position. Aides should still be registered to complete the recommend curriculum of 4 years each of English, Math, Science and Social Studies.

Aides should have:

1. Demonstrated mature, dependable and responsible behavior and citizenship at ZHS.

2. An excellent attendance record.
3. At least a 3.0 GPA from the previous semester and preferable at least a 3.00 cumulative GPA.
  - Being an aide in NOT a free period. The regular attendance policy applies to all aide positions.
  - Aides are graded on a Pass or Fail basis only. Taking less than 4 of 5 classes letter graded, will cause a student to be ineligible for academic awards, and can make you ineligible for activities, good student insurance discounts, etc. Please consider all these factors before becoming an aide.
  - All ZHS building needs should be met before students are allowed placement in other buildings.
  - Aide positions are NOT pre-registered; therefore all will be confirmed during add/drop procedure. All aide positions must be approved by the Principal prior to placement.
  - School Service courses are **limited to 1 period per day for students and are graded as Pass/Fail only**. It is recommended that no more than 2 semesters a year are aide positions.

### **ZHS ADD/DROP POLICY**

Add/drop is only available for grades 10-12 and must be approved by either Mr. Griffin or Mr. Torres. There is no add/drop for 9<sup>th</sup> grade students. However, if a serious educational need is discovered, the parent should contact Mr. Torres for a possible schedule adjustment.

1. When possible students should consult teachers, counselors and parents prior to registration and/or add/drop day. This ensures that students will take the right level of course for them, challenging, but not over whelming, but not so simple as to have no learning take place.
2. An add/drop will be conducted before the start of a new semester normally at mid-term. Students will be informed that add/drop is open and will have approximately 1 week to complete the process. Students who do not complete add/drop during the designated time choose to allow the computer to schedule them in the next open available class.
3. After add/drop has closed for the semester all students are expected to attend classes on the first day of the new semester as scheduled.
4. During the first day if a student has an educational need to adjust their schedule, they may ask their teacher to come to the guidance center to resolve the scheduling need during the first 10 minutes of each period. This will happen throughout the day 1<sup>st</sup> through 5<sup>th</sup> periods.
5. At the end of the first day of the new semester a final add/drop session will be held in the Guidance Center after school. Add/drop then closes for the semester.
6. Any request to add or drop a class after the 2<sup>nd</sup> day must be made by getting permission from all teachers involved and then having that change approved by the principal.
7. Students who enter a class after 5 days into a new semester will receive 0 credit on work missed.
8. Students who withdraw or are removed from a class after 6 days into the semester will receive an F grade for the semester for that class.
9. Students who have a medically verified condition that has a direct impact on classroom requirements, (such as a wrist injury from an accident impacting performance in a painting or weight training class), may meet with the principal and teacher to see if a modified plan can be worked out for them to continue without dropping the class. If no reasonable accommodations can be made, and if the student was passing the course prior to the injury, the principal may allow the student to drop the course with no penalty regardless of the date of drop.

### **ZILLAH ALTERNATIVE PROGRAM/Basic Education Diploma Program**

**Introduction:** The Zillah Alternative Program is established to assist students in complete their public school education in a non-traditional setting.

**Target Group Served:** Zillah School District students who have not made significant progress in the basic skills or in credits towards graduation in a traditional high school setting and/or who have a special situation dealing with health, family, or economic factors that required continuing their education without a regards to seat time.

**Goals:** The goals of the program are:

1. Identify students who are unsuccessful in the traditional school setting and offer placement.
2. Develop an education plan for each student based on needs (academic, social, emotional, health, economic, learning styles, occupational)
3. Promote behaviors that will cause students to develop successful habits.
4. Improve self-esteem and self-confidence of the students.
5. Develop skills and positive attitudes regarding problem solving and coping.
6. Become a bridge from high school to a post secondary and/or world of work.

**Zillah High School  
College & Career Ready Diploma (Basic)  
Graduation Requirements 2017-2018**

*(Administered through our Zillah Alternative Program-ZAP)*

English	4 Credits	
Mathematics (A)	3 Credits	Algebra 1 (1.0), Geometry (1.0), 3 <sup>rd</sup> Math Choice (1.0)
Science (B)	2 Credits	Lab Science (1.0), Science Choice (1.0)
Social Studies	3 Credits	WA History (.5), Civics (.5), US History (1.0), CWP (1.0)
Health & Fitness (C)	2 Credits	Health (.5), Fitness Electives (1.5)
Fine Performing/Visual Arts	1 Credits	Art, Band, Choir and/or Drama
Career & Technical Education (D)	1 Credits	
PEARLS Senior Culminating Project (E)	1 Credit	
Electives	3 Credits	Choices based on High School & Beyond Plan
<b>Total Credits to Earn a ZHS Diploma</b>	<b>20 Credits</b>	

**Washington Competency Testing Requirements for a High School Diploma:** Students must meet Washington State testing requirements in English Language Arts and Math.

**\*\*\*Personalized Pathway Requirement:** PPR's are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan that may include Career and Technical Education, and are intended to provide a focus for the student's learning.

**A. Math:** The 3<sup>rd</sup> credit in Math is chosen by the student based on the HSBP.

**B. Science:** 1.0 credits must be in **LAB SCIENCE**. 1.0 credit in Science is chosen by the student based on the HSBP

**C. Health & Fitness:** Completing a sport season may be substituted for the Fitness graduation requirement at a .5 credit per season/sport for up to a maximum of 1.5 credits if the health assessment component was completed and is verified by the ZHS Health & Fitness Department.

**D. Career & Technical Education (CTE):** This requirement may be satisfied with Occupational Education courses that meet the definition of an exploratory course as described in the CTE program standards such as: Agriculture, Business Education, Engineering, Work Based Learning, and Yakima Valley Technical Skills Center (YVT).

**E. PEARLS:** 1.0 credit will be granted upon successful completion of the Independent Study PEARLS Project during the Senior year.

**Zillah High School  
College & Career Ready Diploma (Basic)  
Graduation Requirements 2019-2020**

*(Administered through our Zillah Alternative Program-ZAP)*

English	4 Credits	
Mathematics (A)	3 Credits	Algebra 1 (1.0), Geometry (1.0), 3 <sup>rd</sup> Math Choice (1.0)
Science (B)	3 Credits	Lab Science (2.0), 3 <sup>rd</sup> Science Choice (1.0)
Social Studies	3 Credits	WA History (.5), Civics (.5), US History (1.0), CWP (1.0)
Performing/Visual Arts (C)	2 Credits	1.0 credit may be a Personalized Pathway Credit***
World Language (D)	2 Credits	2.0 credits may be a Personalized Pathway Credit***
Health & Fitness (E)	2 Credits	Health (.5), Fitness Electives (1.5)
Career & Technical Education (F)	1 Credits	
PEARLS Senior Culminating Project (G)	1 Credit	
Electives	3 Credits	
<b>Total Credits to Earn a ZHS Diploma</b>	<b>24 Credits</b>	

**Washington Competency Testing Requirements for a High School Diploma:** Students must meet Washington State testing requirements in English Language Arts and Math in order to earn a high school diploma.

**\*\*\*Personalized Pathway Requirement:** PPR's are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan that may include Career and Technical Education, and are intended to provide a focus for the student's learning.

**A. Math:** The 3<sup>rd</sup> credit in Math is chosen by the student based on the HSBP.

**B. Science:** 2.0 credits must be in **LAB SCIENCE**. The 3<sup>rd</sup> credit in Science is chosen by the student based on the HSBP

**C. Performing/Visual Arts:** At least 1.0 credit must be completed with courses in: Art, Band, Choir and/or Drama. The 2<sup>nd</sup> credit may be course from Art, Band, Choir and/or Drama or could be a Personalized Pathway Credit.

**D. World Language:** 2.0 credits may be satisfied from completion of World Language courses or it may be satisfied with Personalized Pathway Credits.

**E. Health & Fitness:** Completing a sport season may be substituted for the Fitness graduation requirement at a .5 credit per season/sport for up to a maximum of 1.5 credits if the health assessment component was completed and is verified by the ZHS Health & Fitness Department.

**F. Career & Technical Education (CTE):** This requirement may be satisfied with Occupational Education courses that meet the definition of an exploratory course as described in the CTE program standards such as: Agriculture, Business Education, Engineering, Work Based Learning, and Yakima Valley Technical Skills Center (YVT).

**G. PEARLS:** 1.0 credit will be granted upon successful completion of the Independent Study PEARLS Project during the Senior year.

**Zillah High School  
College & Career Ready Diploma (Basic)  
Graduation Requirements 2021+**

*(Administered through our Zillah Alternative Program-ZAP)*

English	4 Credits	
Mathematics (A)	3 Credits	Algebra 1 (1.0), Geometry (1.0), 3 <sup>rd</sup> Math Choice (1.0)
Science (B)	3 Credits	Lab Science (2.0), 3 <sup>rd</sup> Science Choice (1.0)
Social Studies	3 Credits	WA History (.5), Civics (.5), US History (1.0), CWP (1.0)
Performing/Visual Arts (C)	2 Credits	1.0 credit may be a Personalized Pathway Credit***
World Language (D)	2 Credits	2.0 credits may be a Personalized Pathway Credit***
Health & Fitness (E)	2 Credits	Health (.5), Fitness Electives (1.5)
Career & Technical Education (F)	1 Credits	
PEARLS Senior Culminating Project (G)	1 Credit	
Electives	3 Credits	
<b>Total Credits to Earn a ZHS Diploma</b>	<b>24 Credits</b>	

**Washington Competency Testing Requirements for a High School Diploma:** Students must meet Washington State testing requirements in English Language Arts, Math, and Science in order to earn a high school diploma.

**\*\*\*Personalized Pathway Requirement:** PPR's are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan that may include Career and Technical Education, and are intended to provide a focus for the student's learning.

**A. Math:** The 3<sup>rd</sup> credit in Math is chosen by the student based on the HSBP.

**B. Science:** 2.0 credits must be in **LAB SCIENCE**. The 3<sup>rd</sup> credit in Science is chosen by the student based on the HSBP

**C. Performing/Visual Arts:** At least 1.0 credit must be completed with courses in: Art, Band, Choir and/or Drama. The 2<sup>nd</sup> credit may be course from Art, Band, Choir and/or Drama or could be a Personalized Pathway Credit.

**D. World Language:** 2.0 credits may be satisfied from completion of World Language courses or it may be satisfied with Personalized Pathway Credits.

**E. Health & Fitness:** Completing a sport season may be substituted for the Fitness graduation requirement at a .5 credit per season/sport for up to a maximum of 1.5 credits if the health assessment component was completed and is verified by the ZHS Health & Fitness Department.

**F. Career & Technical Education (CTE):** This requirement may be satisfied with Occupational Education courses that meet the definition of an exploratory course as described in the CTE program standards such as: Agriculture, Business Education, Engineering, Work Based Learning, and Yakima Valley Technical Skills Center (YVT).

**G. PEARLS:** 1.0 credit will be granted upon successful completion of the Independent Study PEARLS Project during the Senior year.

**ATHLETICS/ACTIVITIES**

Zillah High School has a varied athletic/activities program and competes within the South Central Athletic Conference. Sports/Activities that are currently available:

**FALL**

Volleyball, Football, Cheer, Cross Country, Girls Soccer

**WINTER**

Wrestling, Basketball, Cheer

**SPRING**



Softball, Track, Golf, Baseball, Tennis, Boys Soccer

### **Coaches**

Cross Country-Mr. Johnson, Mrs. Johnson

Volleyball-Mrs. Ellis, Mrs. Valadez, Ms. Cullen

Football- Mr. Rood, Mr. Brown, Mr. Salinas, Mr. Flood

Soccer (girls)-Ms. Gil, Ms. Mesa

Soccer (boys)-Mr. Glasenapp, Mr. Medina

Cheer- Mrs. Connolly

Basketball (girls)-Mrs. Valadez, Mrs. Pollock, Mr. Cardenas

Basketball (boys)-Mr. Mengarelli, Mr. Widner, Mr. Delp

Wrestling- Mr. Gonzalez, Mr. Robillard, Mr. Ford

Golf-Mr. Nelson

Softball-Mr. Robillard, Ms. Smasne, Mrs. Horsley

Baseball-Mr. Brown, Mr. Gabriel, Mr. Salinas

Track & Field- Mr. Simmons, Mrs. Johnson, Mr. Johnson, Mrs. Carter

Tennis- Mr. Mengarelli, Mr. Horsley

Athletic Director-Mr. Winters

## **CLUBS, CLASSES, AND ORGANIZATIONS**

The following clubs, classes, and organizations are active on campus. See the advisor for enrollment information.

Apple Bowl	Mr. Nelson
A.S.B., Student Gov.	Mrs. Rinaldi/Mrs. Gabriel
Band	Mr. Schoonover
Choir	Ms. Lodahl
Leopard Print	Mrs. Gabriel
Z Center Stage	Mrs. Brant
Owego	Mrs. Carter
F.B.L.A.	Mrs. Camarata
F.F.A.	Mr. Ford
Grappler Gals	Mr. Gonzalez
Spanish Club	Mrs. Carter
National Honor Society	Mrs. Rinaldi
Science Club	Mr. Gabriel
Robotics	Mr. Charbonneau/Mr. Simmons

## **ATHLETIC & ACTIVITY CONDUCT AND CITIZENSHIP**

### **Conduct and Citizenship Policy**

This procedure will provide each student with an opportunity to become a responsible citizen. Citizenship is very important in the Zillah School District.

#### **I. The student is expected to:**

- a. Exhibit exemplary behavior
- b. Follow civil laws
- c. Exhibit good sportsmanship

#### **II. Consequences**

All problems with conduct and citizenship will be dealt with by the coach, advisor, or teacher whenever possible. If problem(s) continue to exist the building principal will be consulted.

### **ACTIVITIES ELIGIBILITY (Academic & Attendance)**

Academic achievement is the reason Zillah High School is in existence. Many interventions are offered to help students be academically successful. Certain choices cause students to not be successful. This procedure will provide students with an opportunity to succeed at Zillah High School, based on the belief that ACADEMICS and ATTENDANCE are of primary importance.

### **WIAA ELIGIBILITY STANDARDS FOR STUDENT ATHLETES**

1. Students shall be under the age of 20.
2. Must be a "regular" member of the school they are representing.
3. Must be passing 4 of 5 classes.

4. Must be in regular attendance.
  5. Must meet all residence and transfer student requirement rules.
- \*\*\*\*\*For further details or questions contact the Athletic Director\*\*\*\*\*

## **STUDENT ACADEMIC ELIGIBILITY EXPECTATIONS**

### High School Grades 9-12

Students who participate in athletics, music, drama, and all other ASB sponsored activities must:

- A. Have a 2.0 GPA:
  1. Grade checks for meeting GPA requirement will be conducted at the end of each six-week grading period (previous semester GPA will determine academic eligibility).
  2. Students who have a GPA of 2.0 or higher will be considered eligible until the end of the current six-week grading period.
  3. Students who have a GPA lower than 2.0 will be declared ineligible for participation other than for practices.
  4. The student will remain ineligible for participation other than practices until the students GPA is above 2.0.
  5. An ineligible student may be declared eligible at any time by getting cleared through designated staff. Staff will use the daily grade/GPA report on Skyward to determine eligible students. If the GPA is above 2.0 the student is immediately eligible. It is the student's responsibility to communicate with designated staff on eligibility status.
  6. Students involved in any athletics and activities, who having once have fallen below a 2.0 GPA, must be cleared on a weekly basis prior to participating in activities or athletic contests. It is the student's responsibility to communicate with designated staff on eligibility status. If a student is not eligible based on the daily Skyward grade/GPA report, they have the opportunity to complete the eligibility form provided in the office.
  
- B. Must be passing all classes:
  1. At the end of the first three weeks of the semester, staff will be surveyed to identify students who are failing course work.
  2. Students who are failing a class(s) will be placed on academic probation for three weeks.
  3. If at the end of the three-week probation the student is failing, the student is declared ineligible until he/she is passing all classes.
  4. An ineligible student may be declared eligible at any time by getting cleared through designated staff. Staff will use the daily grade report on Skyward to determine eligible students. It is the student's responsibility to communicate with designated staff on eligibility status.
  5. Students involved in athletics and activities, who are failing any classes, must be cleared on a weekly basis prior to participating in activities or athletic contests. It is the student's responsibility to communicate with designated staff on eligibility status. If a student is not eligible based on the daily Skyward grade report, they have the opportunity to complete the eligibility form provided in the office.
  
- C. Must be meeting all PEARLS requirements:
  1. At the end of the first three weeks of the semester, staff will be surveyed to identify students who are failing to meet PEARLS requirements.
  2. Students who are failing PEARLS will be placed on academic probation for three weeks.
  3. If at the end of the three week probation the student is failing, the student is declared ineligible until he/she is meeting requirements.
  4. A student may be declared eligible at any time by getting cleared through the teachers and an administrator. This has to be done on a school form, which is available in the office. At this time the student is eligible immediately.

\*Academic checks for eligibility will be made every three weeks.

**\*Once a student has been declared ineligible for not meeting the standards of either A, B or C the student must have a GPA of 2.0 or above, must be passing all classes and must be meeting all PEARLS requirements in order to be eligible.**

**NOTE: Students seeking eligibility must be cleared during the regular school hours. 7:30-3:00 P.M.**

D. **Be a Full Time Student:** A full time student for eligibility purposes is enrolled in 4 of 5 classes. A senior, who has enough credits to graduate and thus allowed a free period, must meet minimum WIAA standards, which is 4 classes out of 5. We encourage all students to be a full time student with at least 4 classes. Students who take less than 4 classes a semester are not full time enrolled by any standard.

### **ATTENDANCE**

Attend school at least half a school day to be eligible to practice or compete in a contest/game. Any unexcused absence on the day of or days prior to a contest may make the student ineligible to compete in the next contest/game. Any unexcused absence on the day of a practice may make the student ineligible to practice.

### **DRUG, ALCOHOL, AND TOBACCO VIOLATIONS**

#### **STUDENT DRUG/ALCOHOL /TOBACCO PROCEDURES-ZILLAH SCHOOL DISTRICT**

#### **ALCOHOL, TOBACCO, DRUGS/LEGEND DRUGS, ANABOLIC STEROIDS, CONTROLLED SUBSTANCES, AND PARAPHERNALIA**

This procedure will provide our students with an opportunity to succeed. Athletics and extra-curricular activities are completely voluntary and considered a privilege afforded to students who maintain appropriate standards of behavior. The premise of this procedure is based on the belief that Zillah School District can be drug, alcohol, and tobacco free. All students shall refrain from using alcohol, drugs or tobacco either on or off campus throughout the calendar year. The following procedure becomes effective upon enrollment in the Zillah School System and violations from previous schools will follow the student when enrolling in the Zillah School District. This action shall include all associated student body groups, which includes athletics, clubs, drama, music, NHS, ASB officers, and extra- curricular activities not part of a grade regulated curriculum.

This policy is effective in grades 7-12 and violations that occur in middle school will follow the student to the high school.

### **DRUG AND ALCOHOL VIOLATIONS**

#### **1<sup>st</sup> VIOLATION-GRADES 7-12**

(use/sale/possession of legend drugs including anabolic steroids, marijuana and alcohol)

#### **If the student self-reports to an at risk counselor:**

- a) There will be total confidentiality with the at risk counselor (this is not meant to help the student circumvent the rules, but sometimes there are extenuating circumstances that allow for alternatives.)
- b) The students must undergo an assessment by a qualified agency to determine the extent of his/her substance abuse problem. **This assessment will be paid for by the student and/or family.**

#### **If the student is found in violation of the sale, possession and or use of legend drug policy, including anabolic steroids, marijuana and alcohol, the student is:**

- a) Referred to the building principal or assistant principal. The student will be subject to district policy and will be immediately declared ineligible from participating in any athletic and extra-curricular activity.
- b) Referred to the at risk counselor for review. The at risk counselor reports his/her review of the case to the building principal.
- c) The first violation will constitute a 50% period of ineligibility from any activity in which the student represents Zillah Middle School or Zillah High School. If the student is not currently involved in an athletic or extra-curricular activity the student will face ineligibility in the next season they are involved in. Consequences for extra-curricular activities other than athletics will be determined by the advisor and principal, with comparable discipline to athletics.
- d) The student must undergo an assessment by a qualified agency to determine the extent of his/her substance abuse problem. **This assessment will be paid for by the student and/or family.**
- e) In all cases of students possessing, selling or distributing alcohol and other illegal drugs including the illegal distribution of prescription medications and "look-a-like" drugs will be turned over to law enforcement for prosecution.

If a student self-reports to a school administrator (principal, assistant principal, athletic director) prior to being found in violation of use of legend drugs, including anabolic steroids, marijuana and alcohol, the student is:

- a) Subject to district policy the student will be immediately declared ineligible from participation in any athletic and/or extra-curricular activity.
- b) Referred to the at risk counselor for review. The at risk counselor reports his/her review of the case to the building principal.
- c) The students must undergo an assessment by a qualified agency to determine the extent of his/her substance abuse problem. This assessment will be paid for by the student and/or family.
- d) The first violation will constitute a 25% period of ineligibility from any athletic and extra-curricular activity in which the students represents Zillah Middle School or Zillah High School. If the student is not currently involved in an athletic or extra-curricular activity the student will face ineligibility in the next season they are involved in.
- e) In all cases of students possessing, selling or distributing alcohol and other illegal drugs including the illegal distribution of prescription medications and "look-a-like" drugs will be turned over to law enforcement for prosecution.

### **2<sup>nd</sup> VIOLATION GRADES 7-12**

If a student is found to have violated the drug and alcohol policy for the 2<sup>nd</sup> time during grades 7-12, the student will be immediately declared ineligible from participation in any Zillah School District athletic and activity program for a period of one calendar year from the date the second violation was determined and discipline assigned. Students may practice if they have the ability to regain eligibility within that current athletic season.

### **3<sup>rd</sup> VIOLATION GRADES 7-12**

If a student is found to have violated the drug and alcohol policy for the 3<sup>rd</sup> time during grades 7-12 the student shall be immediately declared ineligible and permanently prohibited from participation in any Zillah School District athletic and activity program for the remainder of their high school career.

## **TOBACCO VIOLATIONS**

### **1<sup>ST</sup> VIOLATION GRADES 7-12**

If a student is found to have violated the tobacco policy for the 1<sup>st</sup> time during grades 7-12 the violation will constitute a 25% period of ineligibility from any athletic and extra-curricular activity in which the students represents Zillah Middle School or Zillah High School. If the student is not currently involved in an athletic or extra-curricular activity the student will face suspension in the next season they are involved in.

### **2<sup>ND</sup> VIOLATION GRADES 7-12**

If a student is found to have violated the tobacco policy for the 2<sup>nd</sup> time during grades 7-12 the violation will constitute a 50% period of ineligibility from any athletic and extra-curricular activity in which the students represents Zillah Middle School or Zillah High School. If the student is not currently involved in an athletic or extra-curricular activity the student will face suspension in the next season they are involved in.

### **3<sup>rd</sup> VIOLATION GRADES 7-12**

If a student is found to have violated the tobacco policy for the 3<sup>rd</sup> time during grades 7-12 the violation will constitute a full season period of ineligibility from any athletic and extra-curricular activity in which the students represents Zillah Middle School or Zillah High School. If the student is not currently involved in an athletic or extra-curricular activity the student will face suspension in the next season they are involved in.

\*\*All subsequent violations will result in a full season period of ineligibility.

## **ATHLETIC AWARDS & RECOGNITION**

Junior Varsity and C team members who complete a season receive a certificate.

Varsity team members who complete a season are awarded as follows:

1<sup>st</sup> year award: Chenille "Z" letter, sport emblem, & certificate

2<sup>nd</sup> year award: Service bar for letter & certificate

3<sup>rd</sup> year award: Service bar for letter & certificate

4<sup>th</sup> year award: service bar for letter & Leopard Plaque

Each sports team will have additional special team awards. All awards are presented at an awards ceremony following the completion of the sport season.

**SCHOLAR ATHLETE AWARD:** For each varsity team sport, each season, the student that earns a varsity letter with the highest accumulative GPA above 3.50 on that team, shall be named as the Scholar Athlete. No recognition is given for GPA's below 3.50

If this is the first time the student has been recognized as a scholar-athlete, they shall receive a suitable patch/insert for their letterman's jacket. A student will receive only 1 patch during their entire career at ZHS.

If a student is named scholar-athlete in multiple sports or multiple years, after receiving their initial patch/insert, they will receive a bar for each additional award they earn.

If a student has already received a patch for being named as a scholar-athlete, and receives their recognition bar, the patch/insert will be awarded to the next highest varsity letter winter with a GPA above 3.50 who has not already received this award.

### **ATHLETIC CUT POLICY**

Whenever possible, Zillah High School will try to refrain from cutting athletic squads except for those activities where facility limitations dictate the need for cutting. Students shall be given ample time to prove himself/herself in the squad selection process. It is recommended that no cuts be issued until there have been a minimum of 4 days of practice. When the coaching staff makes the cutting decision the following procedures will take place:

1. There will be **NO** lists posted.
2. A personal contact will be made by the head coach with each student being cut. This meeting must be in a private setting. The conversation needs to be focused on:
  - a.) The decision making process.
  - b.) High regard for the student's self-esteem.
  - c.) Communication between student and coach.
3. An attempt will be made to limit cutting to seniors and juniors.

### **ASB ACTIVITIES**

#### **SCHOOL DANCES**

All school dances will be over by 11:00 p.m. Only Zillah High School students are invited. Guest passes may be obtained from the Principal or Vice Principal at least one day prior to the scheduled dance. ZHS students are responsible for the behavior and conduct of their guests. Students below the 9<sup>th</sup> grade may not attend. Also, no persons age 21 or older may attend. All students must enter the dance within a reasonable amount of time (i.e. after game dance 45 minutes after the game ends). All students will be subject to a breathalyzer prior to admittance to the dance. Once you enter the building to attend a dance you are expected to stay. If you leave the building, you will not be re-admitted. Please be sure transportation is arranged for and waiting at the end of the dance. Students dancing in an inappropriate or unsafe manner will face school disciplinary measures. Any student suspected or found to be under the influence of alcohol or other drugs shall be detained and referred to law enforcement or released to parents.

#### **ALCOHOL/DANCE PROCEDURES**

Zillah High School students may be subject to alcohol testing at school sponsored dances. Testing will be done by a breathalyzer before entering the dance. Students who choose not to take the test will not be allowed in the dance. All visitors will be subject to the breathalyzer test before being admitted into the dance.

#### **HOMECOMING**

- A. Homecoming at ZHS has traditionally centered on all fall activities.
- B. The ZHS Homecoming Royalty shall consist of 5 princesses and 5 escorts selected by their respective classes. These individuals will be selected at least 2 weeks prior to the Homecoming activities. One princess and escort shall be selected from the Freshman, Sophomore, and Junior classes, and two princesses and escorts from the Senior class.

- C. The ASB will be given the opportunity to vote for the Senior escort and princess who will be named homecoming King and Queen.
- D. The King and Queen will be announced at half time of the Homecoming game.
- E. The Queen shall receive roses and her tiara as a gift. The King shall receive a crown.
- F. There shall be a "Royal" dance at the Homecoming dance.

### **SCHEDULE OF FEES**

ASB Card	\$30.00
Art Fee	\$10.00 (for Advanced Art and Mixed Media only)
Annual/yearbook	\$40.00 (\$50 after February 1 while supplies last)
Athletic Participation	\$15.00
Club/Class Dues	See Advisors/varies

A list of fees is updated annually and is available to students at Fall registration time.

### **POLICY/RULES/REGULATIONS**

#### **Student Rights and Responsibilities**

##### **Students have the right to:**

- a) the privileges and immunities guaranteed by the Constitution
- b) have their property and person safe from unreasonable search
- c) freedom of speech and written expression as long as it does not disrupt the operation of the school
- d) present disagreements, complaints, or grievances to school authorities
- e) equal educational opportunities and freedom from discrimination
- f) understand how rules are established, advise on their development and follow established procedures to change them
- g) consult with teachers, counselors and other school personnel
- h) to know course requirements and to see their records
- i) dress and maintain personal appearance that does not interrupt the educational process, and complies with health and safety needs
- j) take part in school activities if they qualify
- k) safe and sanitary buildings
- l) be free from verbal and physical harassment
- m) to know the appeal process when subject to suspension or expulsion.

##### **Students have the responsibility to:**

- a) attend school daily and be prompt to all classes
- b) be aware of the rules and follow them accordingly
- c) submit to reasonable corrective action or punishment imposed by the school
- d) be respectful of others
- e) dress in a manner which is safe and healthful and does not disrupt the educational process
- f) obey lawful instructions and identify themselves to teachers, administration and other school personnel
- g) conduct themselves in a manner that will not disrupt the educational process

### **EXCEPTIONAL MISCONDUCT**

Students should become familiar with the exceptional misconduct policy. A single violation of any provision in this policy can result in an immediate long-term suspension or expulsion from Zillah High School and the Zillah School District. Misconduct pursuant to WAC 180-40-225 and 250 which has occurred on a basis of such a serious nature to have a disruptive effect on the operation of school(s) will warrant long-term suspension or expulsion with resort to other forms of corrective action or punishment. Exceptional misconduct will be determined by the administrator in charge or his/her designee and shall be in keeping with the chronological age, mental maturity and state and federal laws pertaining to the student involved.

Exceptional misconduct includes, but is not limited to:

1. Possession of use of any dangerous weapon or explosive as defined below.
2. Gang related behavior.
3. Flagrant defiance of authority.
4. Assault, threat or assault and battery, profane or vulgar language directed upon or at a staff member.
5. Assault, threat of assault and battery of any student.
6. Attempts or succeeding at substantial destruction or defacing of school property.

7. Bomb threats or similar acts or terrorism.
8. Delivery or sale of a controlled substance or any substance purported to be drugs, alcohol, or dangerous inhalants.
9. Theft.
10. Commission of any crime considered a felony on school property or at a school activity.

**NOTE:** Per State Law the possession or use of a firearm is to result in immediate expulsion.

**Dangerous Weapons/Explosives:** the possession of, including manufacturing, delivery, disposing of, or furtively carrying with the intent to conceal, any firearm or other dangerous weapon, is prohibited on school property, real or personal, that is owned, rented or controlled by the district or any school sponsored activity on or off campus.

## **STUDENT BEHAVIOR CODE**

At Zillah High School courtesy and common sense are the principles that guide our actions. We believe for learning to occur in the classroom, good order must be maintained. By emphasizing respect for ourselves and others through responsible behavior we can maintain a positive school environment.

At ZHS students are responsible for their actions and they are held accountable for following all rules and regulations established by the Zillah School Board and the ZHS administration and staff. A student who is found to be in violation of any of these rules is subject to discipline, suspension, or expulsion from ZHS as provided for in the Common School Laws of the State of Washington Chapter 180.40 W.A.C.

The sanctions imposed for rule violations generally will be of a progressive nature. The severity of the disciplinary action may be influenced by the frequency of violations, the seriousness or severity of the violation, and other factors contained in WAC 180.40, or which have a substantial disruptive effect of the educational process. PROVIDED, that in those cases where violations of school district rules result in serious damage to persons or property, and/or have a substantial disruptive effect on the educational process, the student involved may be subject to long-term suspension or expulsion, even though lesser force of corrective action or punishment may modify his or her conduct.

The following Student Conduct Code and Appeals Process have been adopted by the Board of Directors to protect the rights of all members of our school community in fulfilling their responsibilities. The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its pupils which may constitute a crime under federal, state, county, or local law. When a student is suspended, the student will not be allowed to participate in, or attend, any extra-curricular activities, either practice, competition, or spectating during the suspended time, including "In-House" suspension. Effective implementation of these guidelines requires the exercise of good faith on the part of students, parents, and school personnel.

The Zillah School District will not tolerate gang related behaviors. Consequences will be immediate suspension/expulsion.

**ZILLAH HIGH SCHOOL HAS A TOBACCO-FREE CAMPUS AS PER WASHINGTON ADMINISTRATIVE CODE R.C.W. 28A .210. 310.**

## **STUDENT CONDUCT PROCEDURES**

As part of the student rights and responsibilities, which are made available to students, parents, and teachers, the following rules relating to student conduct shall be included. Students engaging in such conduct are subject to corrective action or punishment.

### **A. Substantial Disruption of School**

A student shall not intentionally cause the substantial and material disruption of any school operations. Though not the only acts of substantial disruption, the following illustrate the kinds of offenses encompassed here:

1. Occupying a school building or school grounds in order to deprive others of its use;
2. Blocking the entrance or exit of any school building or room in order to deprive others of passing through;
3. Setting fire to or substantially damaging school property;
4. Using, or threatening to use, firearms, explosives or other weapons on the school premises;
5. Preventing students from attending a class or school activity;
6. Blocking normal pedestrian or vehicular traffic on a school campus; and
7. Interfering seriously with the conduct of any class or activity.

## **B. Damage or Theft of Property**

A student shall not intentionally or with gross carelessness damage school or private property. Where school property is damaged or stolen, the superintendent shall seek restitution from the student or his/her parents as permitted by law.

## **C. Extortion, Assault, or Causing Physical Injury**

A student shall not extort anything of value, threaten injury or attempt to cause physical injury or intentionally behave in such a way as could reasonably be expected to cause physical injury to any person:

1. On the school grounds during and immediately before or immediately after school hours;
2. On the school grounds at any time when the school is being used by a school group;
3. Off the school grounds at a school activity, function, or event, or of or directly related to causes or events, which occurred or originated on the school grounds.

## **D. Weapons and Dangerous Instrument**

A student shall not possess or transmit any object that can reasonably be considered a weapon.

1. On the school grounds during and immediately before or immediately after school hours.
2. On the school grounds at any other time when the school is being used by a school group.
3. Off the school grounds at any school activity, function or event, or while in route between home and school.

## **E. Alcohol and Other Drugs**

The Zillah School District recognizes that students often need education and assistance because a person significant to them is afflicted with chemical dependency, or because they require support in their own decisions not to use or abuse alcohol and/or other drugs. Since chemical dependency is frequently preceded by the abuse of alcohol and other drugs, the school system wishes to provide education and assistance to any student displaying the signs of such harmful involvement. The Zillah School District recognizes that chemical use may evolve into chemical dependency, a serious illness, which may be successfully treated if identified. Appropriate referral and adequate support are necessary to the process of recovery.

It should be understood by parents, students, and staff that all violations of school rules and regulations or state and federal laws will be vigorously enforced by school officials. The students' rights and responsibilities outlined by the Zillah School District will be adhered to as the standard administrative practice regarding student discipline and students' rights.

Thus, the Zillah School District established a program to provide education, assistance, and support for students affected by chemical dependency or other alcohol and drug abuse-related problems, along the following guidelines:

1. The possession, manufacture, sale, use, delivery, or sale of alcoholic beverages or controlled substances by students or staff in school or at school-sponsored events, is wrong and harmful and expressly forbidden.
2. Prescription medications are to be construed as exceptions to this policy when used by the individual for whom they were prescribed, and in the manner and amount prescribed.
3. The awareness and support of parents for a student affected by alcohol and other drug abuse or chemical dependency is extremely important. However, should either students or parents not wish to cooperate in making needed assistance available, the student's status in school may have to be re-evaluated, taking into account the best interests of the student, nature of the problem, and health, safety, welfare, educational opportunity, and rights of other students and staff.

### **Discipline:**

Zillah High School students found to be under the influence of, in possession of or selling drugs, narcotics or alcohol while on the campus of Zillah High School or at any Zillah High School sponsored event, including events at other schools will be subject to school discipline. **If reasonable suspicion exists that a student is under the influence of drugs, narcotics, or alcohol, an assessment will be required that will be paid for by the student and/or family.** First offense will result in an Emergency Expulsion from ZHS and ZHS sponsored events. A second offense will result in further suspension and/or expulsion. In all cases involving alcohol or other drug sale, manufacturing on campus, possession or distribution, which includes illegal distribution of prescription medications and "look-a-like" drugs, will be referred to law enforcement.



**F. Use of Tobacco**

The Board of Directors recognizes that tobacco includes the addictive substance nicotine. It is considered wrong, harmful, and expressly forbidden to possess and/or use tobacco products on school district property or as part of any school-related activity. This shall include all district buildings, grounds, and personal vehicles on school property. Non-compliance with this procedure shall be grounds for disciplinary action.

**G. Repeated Misconduct**

A student shall not repeatedly fail to comply with district policies or school rules or with the directions of school personnel during any period of time when he is properly under the authority of school personnel.

**H. Lewd Conduct**

A lewd, indecent, or obscene act or expression shall be grounds for disciplinary action.

**I. Forgery**

The forging of any signature or the making of any false entry or the alteration of any document used or intended to be used in connection with the operation of the school shall be grounds for corrective action or punishment.

**J. Truancy**

A student shall not be absent or tardy from classes without an approved excuse. A student who exhibits a pattern of truancy shall be classified as a habitual truant and shall be subject to corrective action or punishment.

**K. Cheating**

Honor and honesty are high ideals held for all ZHS staff and students; therefore cheating in any form will not be tolerated and will be enforced as follows:

- a. First offense in any class: Automatic '0'-no credit for the assignment. Immediate referral to the principal. Immediate contact with parent.
- b. Second offense, but not in the same class, Automatic '0'-no credit for the assignment. Immediate referral to the principal, disciplinary consequences. Immediate contact with parent. Second offense within the same class may result in the loss of credit and removal from the class.
- c. Third offense, incident regardless of offense. Suspension without credit from Zillah High School for the remainder of the semester with loss of all credit.

Cheating is the deliberate representation of someone else's work, thoughts, ideas, projects, homework, tests answers, papers, etc. as their own. Cheating is also the allowing of another person to use or copy your work, thoughts, ideas, projects, homework, tests answers, papers, etc., in a manner that represent your work as their own. Plagiarism is also a form of cheating.

**L. Students and Telecommunication Devices**

While on school property or while attending school-sponsored or school-related activities students **shall not** use personal telecommunication devices including but not limited to pagers, beepers and cellular phones in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others. Students in possession of telecommunications devices and other related electronic devices shall observe the following conditions: student may have electronic/telecommunication devices on school campus. Expectations for the use of electronic devices will be at the discretion of classroom teachers. Use of electronic devices before school, between classes, lunch, and after school is allowable as long as it does not impede students' ability to attend class on time. Misuse of electronic devices will result in loss of privileges, school discipline, and/or restrictions of bringing these devices on Zillah School District property.

Students shall not send, share, view or possess pictures, text messages, emails or other material of a sexually explicit nature in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds at school sponsored events, or on school buses or vehicles provided by the district.

Students who violate this policy will be subject to disciplinary action, including suspension or expulsion; and losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate or with reasonable cause search the device, which shall only be returned to the student's parent/guardian. Content or images that violate criminal laws will be forwarded to law enforcement.

By bringing a cell phone and other electronic devices to school or school sponsored events, the student and parents consent to the search of the device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules.

Students are responsible for devices they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property.

Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.

The consequence for violations of the telecommunication policy includes short-term suspension, longterm suspension, and/or expulsion. The student may also lose the ability to participate in extracurricular activities. (Policy 3245, Procedure 3245P)

## **CHILD IDENTIFICATION PROCEDURES**

The district conducts Childfind activities for the purpose of locating, evaluating, and identifying students with a suspected disability who are residing within district boundaries. Childfind activities apply to children who are not currently receiving special education and related services. Parents having concerns about their child's health, hearing, intellectual functioning, language, learning, movement, serious behavioral needs, speech, or vision can call the district office at 509-829-5911.

## **ATTENDANCE POLICY**

Students are expected to attend school regularly and to be punctual. Regular attendance has a positive affect on student learning and achievement. Participation in class activities and interaction between students and teacher are necessary to the learning process. Thus, the acquisition of credit is tied to the participation in the academic process. The overall goal of the attendance procedure is to encourage students to attend class in a regular and timely manner.

### **Absences**

Student absences are tracked by class period and are classified in one of three ways:

1. Unexcused: the student is absent from school one or more periods in any one day and fails to have a parent or guardian submit a written excuse for the absence within one school day of the student's return to school
2. Excused: the student is absent from school one or more periods in any one day and has a parent or guardian submit a written excuse for the absence within one school day of the student's return to school. To be valid, written excuses must include the signature of the parent or guardian as well as contact information for possible verification of the excuse.
3. School-Related: the student is absent from school for a school-sponsored or school-endorsed event.

### **Tardies**

- A student is considered tardy if they are not in their assigned classroom and/or classroom seat when the tardy bell rings. A student who is more than 10 minutes late is considered absent.
- A student with more than five tardies in any one class will received an NC grade for that class.

Students who accrue more than 5 excused absences (non-school related), 5 tardies, or 1 unexcused absence in any one class period may lose credit for that class period. However, they can earn credit back by attending an academically-oriented Attendance School or meeting with teachers outside of class time as directed by their instructor for that course. The Attendance School expectations are outlined below:

## **ATTENDANCE SCHOOL**

- A student may attend Attendance School for
  1. Each excused absence over 5 (non-school related)
  2. Each tardy over 5
  3. Each unexcused absence
- Attendance School is held during designated school days as needed.
- Attendance School is held for a 50 minute period of time.

- Students should come to Attendance School prepared with academic coursework.
- Students not academically engaged will be required to leave and will not receive credit for attending Attendance School.

\*An appeal may be made to administration to waive certain hours if a student can demonstrate that they meet proficiency standards and teacher expectations for the course or courses in which they are enrolled. Proficiency standards will be set by the administration and teachers, however, minimum standards that must be met for each course in which attendance hours are being appealed include:

- Student has an overall grade of “C” or better in the course.
- Student has completed and submitted all coursework assigned by the instructor (graded and/or non-graded).
- Student is meeting all academic expectations for the course(s) as defined by the instructor.
- Student proficiency status will be evaluated based on the most current data which may include teacher/gradebook reports and/or eligibility checks/reports (i.e. students who have been deemed as meeting proficiency standards for a course or courses during one grade report/eligibility list, may be deemed as not meeting proficiency standards based upon a more current grade report/eligibility list). Grade and/or eligibility checks to determine proficiency status will take place at a minimum of every three weeks.

If at the end of the semester the student has met all of the above conditions and the instructor has no further coursework material to complete, the remaining hours may be waived and credit may be awarded.

Students who have not met the attendance requirements for any class but have earned a passing grade will receive an NC (no credit) grade for that class. An NC grade differs from an F grade in that an NC grade does not figure into the student’s overall GPA. However, both NC and F grades result in loss of credit. For **co-curricular eligibility purposes**, an NC grade is counted the same as an F grade. If a student receives a failing grade in a class due to overall grade percentage, the F grade will remain on the transcript regardless of attendance.

**AFTER AN ABSENCE:**

- 1) Bring a note from home signed by a parent/guardian, stating the date and reason for absence. The note should be taken to the office before school. Parents may also contact the office by telephone or email to excuse an absence.
- 2) It is the student/parent to have the absence resolved within ONE school day.

**CHECKOUT PROCEDURE:** It is the responsibility of the student to check out with the office when leaving campus for any reason. Student will need a signed note from a parent or guardian to leave campus. Students who choose to disregard this process will be disciplined. **STUDENTS MUST CHECK OUT AT ALL TIMES THROUGH THE OFFICE.**

It is the responsibility of the student and his/her parents or guardians to certify that any absences fit the following criteria. Our responsibility is to make students and parents or guardians aware of the fact that attendance is important. Early communication with parents or guardians and significant consequences will, it is hoped, reinforce this goal.

**A. Excused absences** from school shall be:

1. Illness or health condition/Medical Appointments (verification upon return is required from the doctor).
2. Family Emergency.
3. Religious observance (upon request by parents prior to absence).
4. Disciplinary actions.
5. Pre-arranged absences: An absence that can be anticipated in advance so that a written request can be made by parents/guardians at least one day prior to the planned absence and approved by the administration.  
Assignments should be obtained prior to the absence. It is recommended that all assignments be complete prior to the absence.

**B. School Related absences:** School Related absences are defined as absences that happen due to activities sponsored, directed and supervised by the school. Students are responsible for all work missed due to any school-sponsored activities. Students are encouraged to contact teachers to receive assignments and complete all work prior to the absence.

- C. **Truancy** is defined as an unexcused absence that is flagrant in violation of attendance expectations. The student and/or parent may be responsible for this act. Truancy will constitute progressive discipline.
- D. **Tardies:** Students are expected to be on time with materials and prepared to work in all classes. Tardies may affect your attendance/academic status. Students arriving more than ten (10) minutes late are considered absent for that class period. Students who continually check out of class without being in the class the majority of the 70 minutes could be considered to be absent.
- E. **Make Up Work Policy:** To receive credit on missing work the absence must be of an excused nature. Work missed should be completed when possible prior to the absence. If this is not possible it should be completed on a time line of number of days missed plus 1. No credit or grade may be assigned for make up work not completed by this time line. There will be no make up work, credit or grade allowed for unexcused or truant absences. For extended absences, students are to complete the initial make-up work before requesting additional work.

## **CORRECTIVE ACTIONS AND PUNISHMENTS**

May be imposed by designated employees for violations of student conduct rules.

**Discipline**-Includes all forms of corrective action other than suspension or expulsion.

- temporary exclusion from class
- detention after school up to 70 minutes (if a student fails to attend the scheduled detention without prior clearance, additional detentions will be assigned. Failure to attend these detentions will result in suspension)
- denial of free time privileges
- campus clean up

**Suspension**-Denial of attendance in class/activities for a stated period of time. Short-term suspension may be imposed for not more than ten school days. Long-term suspensions may be imposed for not more than one semester of a school year.

**Expulsion**-Denial of attendance at school/activities. Students may be expelled from school immediately by the principal provided the principal has good and sufficient cause to believe a student's presence poses an immediate threat to the student, other students or school personnel or an immediate threat of substantial disruption of the educational process.

## **PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING**

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image including those that are electronically transmitted verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

"Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

## **Behaviors/Expressions**

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

### **Training**

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers.

### **Prevention**

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying.

In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

### **Interventions**

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation to change the behavior of the perpetrator, and to restore a positive school climate. The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

### **Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

### **Compliance Officer**

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all Formal and informal complaints and ensure policy implementation. The name and contact information for The compliance officer will be communicated throughout the district. The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

### **Sexual Harassment**

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

- A. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- B. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- C. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment will be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy will be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy will be reproduced in each student, staff, volunteer and parent handbook.

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.

**Informal Complaint Process:** Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to and the process for filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct. Informal remedies include an opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

**Formal Complaint Process:** Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. Potential complainants who wish to have the district hold their identity confidential shall be informed that the district will almost assuredly face due process requirements that will make available all of the information that the district has to the accused. The district will, however, fully implement the anti-retaliation provisions of this policy to protect complainants and witnesses. Student complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in his or her possession regardless of the complainant's interest in filing a formal complaint.

The following process shall be followed:

- A. The compliance officer shall receive and investigate all formal, written complaints of sexual harassment, or information in the compliance officer's possession that the officer believes requires further investigation.
- B. All formal complaints shall be in writing; shall be signed by the complainant; and shall set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- C. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.

- D. The superintendent shall respond in writing to the complainant and the accused within thirty days stating:
  - 1. That the district does not have adequate evidence to conclude that harassment occurred;
  - 2. Corrective actions that the district intends to take; and/or
  - 3. That the investigation is incomplete to date and will be continuing.
- E. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.

### **Appeal Procedure**

#### **Level One**

If a complainant remains aggrieved as a result of the action or inaction of the superintendent in resolving a complaint, the complainant may appeal to the board of the district by filing a written notice of appeal with the secretary of the board by the 10th calendar day following:

- A. The date upon which the complainant received the superintendent's response, or
- B. The expiration of the 30-calendar day response period based on the receipt of the complaint by the school district, whichever occurs first.
- C. The board shall schedule a hearing to commence by the 20th calendar day following the filing of the written notice of appeal. Both parties shall be allowed to present such witnesses and testimony as the board deems relevant and material. The board shall render a written decision by the 10th calendar day following the termination of the hearing and shall provide a copy to the complainant.

#### **Level Two**

If a complainant remains aggrieved as a result of the decision of the board in resolving a complaint, the complainant may appeal to the superintendent of public instruction by filing a written notice of appeal with the superintendent of public instruction by the 10th calendar day following the date upon which the complainant received written notice of the board's decision.

The superintendent of public instruction shall schedule a hearing to commence by the 40th calendar day following the filing of the written notice of appeal. The notice of appeal must state the areas of disagreement and the relief requested.

Appeals to the superintendent of public instruction shall be conducted de novo and in compliance with the state Administrative Procedures Act. The complainant shall present his or her case and the school district shall defend the decision rendered by the board.

A fixed component of all district orientation sessions for staff, students and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of sexual harassment.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

- A. Demands for sexual favors in exchange for preferential treatment or something of value;
- B. Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- C. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- D. Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- E. Using derogatory sexual terms for a person;
- F. Standing too close, inappropriately touching, cornering or stalking a person; or
- G. Displaying offensive or inappropriate sexual illustrations on school property.

Annually the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The compliance officer will be included in the committee. Based on the review of the committee, the superintendent shall prepare a report to the board including, if necessary, any

recommended policy changes. The superintendent shall consider adopting changes to this procedure if recommended by the committee.

## **Prohibition of Harassment, Intimidation and Bullying**

### **A. Introduction**

Zillah School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed.

Zillah School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance procedures may be directed to the school districts Title IX/RCW 28A.85 Officer/Section 504 Coordinator: Kevin McKay, 213 Fourth Ave., Zillah, WA 98953. (509) 829-5911.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

### **B. Definitions**

**Aggressor** is a student, staff member, or other member of the school community who engages in the harassment, intimidation or bullying of a student.

**Harassment, intimidation or bullying** is an intentional electronic, written, verbal, or physical act that:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Conduct that is "substantially interfering with a student's education" will be determined by considering a targeted student's grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that may rise to the level of harassment, intimidation and bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation or bullying.

Incident Reporting Forms may be used by students, families, or staff to report incidents of harassment, intimidation or bullying. A sample form is provided on the Office of Superintendent of Public Instruction's (OSPI) School Safety Center website:  
[www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx](http://www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx).

**Retaliation** is when an aggressor harasses, intimidates, or bullies a student who has reported incidents of bullying.

**Staff** includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified staff, substitute and temporary teachers, volunteers, or paraprofessionals (both employees and contractors).

**Targeted Student** is a student against whom harassment, intimidation or bullying has allegedly been perpetrated.



### **C. Relationship to Other Laws**

This procedure applies only to RCW 28A.300.285 – Harassment, Intimidation and Bullying prevention. There are other laws and procedures to address related issues such as sexual harassment or discrimination.

At least four Washington laws may apply to harassment or discrimination:

- RCW 28A.300.285 – Harassment, Intimidation and Bullying
- RCW 28A.640.020 – Sexual Harassment
- RCW 28A.642 – Prohibition of Discrimination in Public Schools
- RCW 49.60.010 – The Law Against Discrimination

The district will ensure its compliance with all state laws regarding harassment, intimidation or bullying. Nothing in this procedure prevents a student, parent/guardian, school or district from taking action to remediate harassment or discrimination based on a person's gender or membership in a legally protected class under local, state, or federal law.

### **D. Prevention**

#### **4. Dissemination**

In each school and on the district's website the district will prominently post information on reporting harassment, intimidation and bullying; the name and contact information for making a report to a school administrator; and the name and contact information for the district compliance officer. The district's policy and procedure will be available in each school in a language that families can understand.

Annually, the superintendent will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer, and parent handbooks, is available in school and district offices and/or hallways, or is posted on the district's website.

Additional distribution of the policy and procedure is subject to the requirements of Washington Administrative Code 392-400-226.

#### **5. Education**

Annually students will receive age-appropriate information on the recognition and prevention of harassment, intimidation or bullying at student orientation sessions and on other appropriate occasions. The information will include a copy of the Incident Reporting Form or a link to a web-based form.

#### **6. Training**

Staff will receive annual training on the school district's policy and procedure, including staff roles and responsibilities, how to monitor common areas and the use of the district's Incident Reporting Form.

#### **7. Prevention Strategies**

The district will implement a range of prevention strategies including individual, classroom, school, and district-level approaches.

Whenever possible, the district will implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation and bullying in schools.

### **E. Compliance Officer**

The district compliance officer will:

1. Serve as the district's primary contact for harassment, intimidation and bullying.
2. Provide support and assistance to the principal or designee in resolving complaints.
3. Receive copies of all Incident Reporting Forms, discipline Referral Forms, and letters to parents providing the outcomes of investigations.
4. Be familiar with the use of the student information system. The compliance officer may use this information to identify patterns of behavior and areas of concern.
5. Ensure implementation of the policy and procedure by overseeing the investigative processes, including ensuring that investigations are prompt, impartial, and thorough.

6. Assess the training needs of staff and students to ensure successful implementation throughout the district, and ensure staff receive annual fall training.
7. Provide the OSPI School Safety Center with notification of policy or procedure updates or changes on an annual basis.
8. In cases where, despite school efforts, a targeted student experiences harassment, intimidation or bullying that threatens the student's health and safety, the compliance officer will facilitate a meeting between district staff and the child's parents/guardians to develop a safety plan to protect the student. A sample student safety plan is available on the OSPI website: [www.k12.wa.us/SafetyCenter/default.aspx](http://www.k12.wa.us/SafetyCenter/default.aspx).

**F. Staff Intervention**

All staff members shall intervene when witnessing or receiving reports of harassment, intimidation or bullying. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation or bullying, may require no further action under this procedure.

**G. Filing an Incident Reporting Form**

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member.

**H. Addressing Bullying – Reports**

**Step 1: Filing an Incident Reporting Form**

In order to protect a targeted student from retaliation, a student need not reveal his identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential).

Status of Reporter

a. Anonymous

Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Schools may identify complaint boxes or develop other methods for receiving anonymous, unsigned reports. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff. (Example: An unsigned Incident Reporting Form dropped on a teacher's desk led to the increased monitoring of the boys' locker room in 5th period.)

b. Confidential

Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report. (Example: A student tells a playground supervisor about a classmate being bullied but asks that nobody know who reported the incident. The supervisor says, "I won't be able to punish the bullies unless you or someone else who saw it is willing to let me use their names, but I can start hanging out near the basketball court, if that would help.")

c. Non-confidential

Individuals may agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all of the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a need to know, both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

**Step 2: Receiving an Incident Reporting Form**

All staff are responsible for receiving oral and written reports. Whenever possible staff who initially receive an oral or written report of harassment, intimidation or bullying shall attempt to resolve the

incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation or bullying, no further action may be necessary under this procedure.

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless the principal or designee is the subject of the complaint.

### **Step 3: Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying**

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

- a. Upon receipt of the Incident Reporting Form that alleges unresolved, severe, or persistent harassment, intimidation or bullying, the school or district designee will begin the investigation. If there is potential for clear and immediate physical harm to the complainant, the district will immediately contact law enforcement and inform the parent/guardian.
- b. During the course of the investigation, the district will take reasonable measures to ensure that no further incidents of harassment, intimidation or bullying occur between the complainant and the alleged aggressor. If necessary, the district will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor's schedule and access to the complainant, and other measures.
- c. Within two (2) school days after receiving the Incident Reporting Form, the school designee will notify the families of the students involved that a complaint was received and direct the families to the district's policy and procedure on harassment, intimidation and bullying.
- d. In rare cases, where after consultation with the student and appropriate staff (such as a psychologist, counselor, or social worker) the district has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow district policy for reporting suspected cases to Child Protective Services.
- e. The investigation shall include, at a minimum:
  - An interview with the complainant;
  - An interview with the alleged aggressor;
  - A review of any previous complaints involving either the complainant or the alleged aggressor; and
  - Interviews with other students or staff members who may have knowledge of the alleged incident.
- f. The principal or designee may determine that other steps must be taken before the investigation is complete.
- g. The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates.
- h. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:
  - The results of the investigation;
  - Whether the allegations were found to be factual;
  - Whether there was a violation of policy; and
  - The process for the complainant to file an appeal if the complainant disagrees with results.

Because of the legal requirement regarding the confidentiality of student records, the principal or designee may not be able to report specific information to the targeted student's parent/guardian about any disciplinary action taken unless it involves a directive that the targeted student must be aware of in order to report violations.

If a district chooses to contact the parent/guardian by letter, the letter will be mailed to the parent/guardian of the complainant and alleged aggressor by United States Postal Service with return receipt requested unless it is determined, after consultation with the student and appropriate staff (psychologist, counselor, social worker) that it could endanger the complainant or the alleged aggressor to involve his or her family. If professional school personnel suspect that a student is subject to abuse or neglect, as mandatory reporters they must follow district policy for reporting suspected cases to Child Protective Services.

If the incident cannot be resolved at the school level, the principal or designee shall request assistance from the district.

#### **Step 4: Corrective Measures for the Aggressor**

After completion of the investigation, the school or district designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation. Corrective measures that involve student discipline will be implemented according to district policy 3241, *Classroom Management, Corrective Actions or Punishment*. If the accused aggressor is appealing the imposition of discipline, the district may be prevented by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If in an investigation a principal or principal's designee found that a student knowingly made a false allegation of harassment, intimidation or bullying, that student may be subject to corrective measures, including discipline.

#### **Step 5: Targeted Student's Right to Appeal**

1. If the complainant or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his or her designee by filing a written notice of appeal within five (5) school days of receiving the written decision. The superintendent or his or her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.
2. If the targeted student remains dissatisfied after the initial appeal to the superintendent, the student may appeal to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth (5) school day following the date upon which the complainant received the superintendent's written decision.
3. An appeal before the school board or disciplinary appeal council must be heard on or before the tenth (10th) school day following the filing of the written notice of appeal to the school board. The school board or disciplinary appeal council will review the record and render a written decision on the merits of the appeal on or before the fifth (5th) school day following the termination of the hearing, and shall provide a copy to all parties involved. The board or council's decision will be the final district decision.

#### **Step 6: Discipline/Corrective Action**

The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.

Corrective measures for a student who commits an act of harassment, intimidation or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student, or the student's history of problem behaviors and performance. Corrective measures that involve student discipline will be implemented according to district policy 3241, *Classroom Management, Corrective Actions or Punishment*.

If the conduct was of a public nature or involved groups of students or bystanders, the district should strongly consider schoolwide training or other activities to address the incident.

If staff have been found to be in violation of this policy and procedure, school districts may impose employment disciplinary action, up to and including termination. If a certificated educator is found to have committed a violation of WAC 181-87, commonly called the Code of Conduct for Professional Educators, OSPI's Office of Professional Practices may propose disciplinary action on a certificate, up to and including revocation. Contractor violations of this policy may include the loss of contracts.

#### **Step 7: Support for the Targeted Student**

Persons found to have been subjected to harassment, intimidation or bullying will have appropriate district support services made available to them, and the adverse impact of the harassment on the student shall be addressed and remedied as appropriate.

### **I. Immunity/Retaliation**

No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged act of harassment, intimidation or bullying. Retaliation is prohibited and will result in appropriate discipline.

### **J. Other Resources**

Students and families should use the district's complaint and appeal procedures as a first response to allegations of harassment, intimidation and bullying. However, nothing in this procedure prevents a student, parent/guardian, school, or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected class under local, state or federal law. An harassment, intimidation or bullying complaint may also be reported to the following state or federal agencies:

- OSPI Equity and Civil Rights Office  
360.725.6162  
Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)  
[www.k12.wa.us/Equity/default.aspx](http://www.k12.wa.us/Equity/default.aspx)
- Washington State Human Rights Commission  
800.233.3247  
[www.hum.wa.gov/index.html](http://www.hum.wa.gov/index.html)
- Office for Civil Rights, U.S. Department of Education, Region IX  
206.607.1600  
Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)  
[www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html)
- Department of Justice Community Relations Service  
877.292.3804  
[www.justice.gov/crt/](http://www.justice.gov/crt/)
- Office of the Education Ombudsman  
866.297-2597  
Email: [OEInfo@gov.wa.gov](mailto:OEInfo@gov.wa.gov)  
[www.governor.wa.gov/oeo/default.asp](http://www.governor.wa.gov/oeo/default.asp)
- OSPI Safety Center  
360.725-6044  
[www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx](http://www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx)

### **K. Other District Policies and Procedures**

Nothing in this policy or procedure is intended to prohibit discipline or remedial action for inappropriate behaviors that do not rise to the level of harassment, intimidation or bullying as defined herein, but which are, or may be, prohibited by other district or school rules.

### **NON-DISCRIMINATION STATEMENT**

The Zillah School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

#### Title IX Coordinator

Doug Burge, Superintendent  
213 4<sup>th</sup> Ave., Zillah WA 98953  
509-829-5911  
[doug.burge@zillahschools.org](mailto:doug.burge@zillahschools.org)

#### Section 504/ADA Coordinator

Justin Irion, Assistant Superintendent  
213 4<sup>th</sup> Ave., Zillah WA 98953  
509-829-5911  
[justin.irion@zillahschools.org](mailto:justin.irion@zillahschools.org)

Civil Rights Compliance Coordinator  
Doug Burge, Superintendent  
213 4<sup>th</sup> Ave., Zillah WA 98953  
509-829-5911  
[doug.burge@zillahschools.org](mailto:doug.burge@zillahschools.org)

## **SEARCH AND SEIZURE**

The following rules shall apply to the search and seizure of school property assigned to a student, the student or property of the student:

- There should be reasonable cause for school authorities to conduct a search.
- General searches of school property may be conducted at any time.

## **STUDENT GROOMING AND DRESS**

Students' appearance affects the way others respond to them. While the matter of dress should remain the primary concern of students in consultation with their parents, the school district believes dress and appearance should be regulated when there is reasonable expectation that the student's dress of appearance:

1. presents a health or safety hazard
2. can result in damage to school property, or
3. creates material or substantial disruption of the educational process at school

## **STUDENT DRESS CODE**

The following types of clothing, personal items, and/or appearance will **not** be allowed to be worn or displayed during school, after or before school, or at any school sponsored event:

1. Clothing that advertises drugs, alcohol, tobacco products, or use profanity.
2. Sexually suggestive or supportive clothing including halter tops, blouses or T-shirt tops that reveal a student's chest or cleavage or a female student's bosom or midriff.
3. Clothing or personal possessions that contain gang-related symbols or writing such as nicknames, "in memory of," or "smile now, cry later" logos.
4. Tattoos or markings deemed as or suspected to be gang-related as well as inappropriate words or sexual references.
5. Items like haircuts, bandanas, headbands, or belts and belt buckles believed to be related to gangs.
6. Belts that hang mid-thigh or below the mid-thigh; unfastened suspenders.
7. Oversized or excessively baggy clothing like pants, shorts, or shirts that sag or slouch.
8. Pants or shorts worn below the waistline or that show the student's underwear.
9. Pants whose pant legs hang below the heel of the student's shoes.
10. Any other clothing item or personal property deemed as disruptive and unsafe by the administrator or his/her representative.

## **STUDENT DRESS/DISCIPLINE**

If the student's dress or grooming violates the above code, the administrator or his/her designee will request the student make the appropriate corrections. If the student refuses, the administrator or his/her designee should notify the parent and request that the student make the necessary correction. If both the parent and student refuse to make the correction, the administrator or his/her designee shall take the appropriate corrective action including suspension, removal, or exclusion from school and /or extracurricular activity for the period of time determined by the administrator.

## **STUDENT RECORDS**

In accordance with the Family Educational Rights and Privacy Act, student records are available to the parents and/or legal guardian of Zillah students and the student. It will be necessary for an appointment to be made with the Principal or the Counselor in order to view student records.

## **VISITORS**

All Campus visitors are required to report directly to the office. Visitors to the campus are required to obtain consent for the visit from the Principal. Passes for classroom guests must be obtained in the office prior to the actual visitation. Visitation during academic hours is permitted only under special circumstances. ZHS students are not to contact visitors anywhere on campus including the parking lot. The visitor contact restriction is in effect the entire time ZHS students are on campus including extra-curricular activity times. Visitors picking students up after school need to leave the campus as soon as student is picked up. **Note:** It is a violation of Zillah City Ordinance #515 to Trespass on School District property without a lawful purpose.

## **CLOSED CAMPUS**

Zillah High School is a closed campus for all ZHS students during normal school hours (8:00 a.m.-2:45 p.m.) including lunch and visitors to Zillah High School. All students are expected to stay on campus during the school day. Parent of children 16 years of age or older may receive off campus privileges during lunch only if the following guidelines are met.

### 16-Year-Old Driver:

- Parent Permission Form completed with administrative verification of parent signature.
- Proof of valid Washington State Drivers License.
- Proof of Insurance.
- Zillah High School Car Registration Form completed.

### 16-Year-Old Non-Driver:

- Parent Permission Form completed with administrative verification of parent signature.

### Under the age of 16:

- **CLOSED CAMPUS**  
Students under the age of 16 may leave campus at lunch only if they are walking home or riding with a sibling. Parent Permission Form must be completed.

Failure to follow the Closed Campus Policy may result in the following forms of discipline.

- Loss of privileges.
- School discipline.

**\*\*\*STUDENTS MUST CHECK OUT IN THE OFFICE WHEN LEAVING CAMPUS\*\*\***

## **MOTOR VEHICLE REGULATIONS**

- A. Students who drive are asked to park their vehicle in student parking areas. Students are not to be in their vehicle or the parking lot during the school day.
- B. Students whose parents desire them to eat lunch off campus are required to obtain a driving pass from the officer personnel. Only the student on the pass may be in the vehicle.
- C. Students are expected to drive in a safe manner and obey all traffic laws on ZSD property and on public property in close proximity to school district property.
- D. Speeding or reckless operation on or around the campus will not be tolerated. Parking in designated spaces is required.
- E. Students are not to park in staff, visitor, handicapped, fire lanes, designated bus zones, or areas designated as no-parking. All violators are subject to parking fines, loss of driving and parking privileges, and/or general school discipline. Violators may also have their cars towed at the owner's expense.
- F. Students must have a valid Washington driver's license and proof of insurance. A copy of both must be presented each fall at registration time in order to operate a vehicle on the ZHS campus and to receive a parking permit. Students who obtain a license during the year should present copies at the time they plan to drive on campus.
- G. Any violations of the Motor Vehicle Regulations as listed above can result in the administration revoking the privilege of a student and/or students parking on the Zillah High School or Zillah School District property.

## **PROFANITY**

Students are expected to refrain from using any profanity (verbal or gestures) while on the campus of ZHS. Students caught using profanity will face school discipline.

### **HALL PASSES**

Students are to be in class. In the event that a student must leave class, that student must receive a hall pass from the teacher. Students are to complete their business and return promptly and directly to class.

### **ELECTRONIC DEVICES**

Students may have electronic devices on school campus. Expectations for the use of electronic devices will be at the discretion of classroom teachers. Use of electronic devices before school, between classes, lunch, and after school is allowable as long as it does not impede students' ability to attend class on time. Misuse of electronic devices will result in loss of privileges, school discipline, and/or restrictions of bringing these devices on Zillah School District property. ZHS and the Zillah School District are not responsible for lost or stolen items/electronic devices.

### **LOCKERS/LOCKER ROOMS**

Students who choose to check out a locker will be furnished with a locker having a combination lock. Students are responsible for locker contents and care of the locker. The administration or designee has the right and obligation to check any locker if there is a reasonable assumption that it may contain items which are harmful, illegal or detrimental to the education at ZHS. School and PE lockers will be checked out during the first week of school to those students who feel they need one. Athletic locks will be issued when practice begins. Students are encouraged not to bring large amounts of cash or anything that is of substantial value to school. It is the student's responsibility to make sure cash and valuables are locked up or on their person at all times. The school is not responsible for lost or stolen items.

### **EQUAL TREATMENT**

Zillah High School complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex or disability. This holds true for all students who are interested in participating in educational programs and/or extra-curricular school activities. Inquires regarding compliance procedures may be directed to the school district's Title IX/RCW 28A.85 Officer/Section 504 Coordinator: Doug Burge, 213 Fourth Ave., Zillah, WA 98953. (509)829-5911.

### **MILITARY ACCESS & COOPERATION/DIRECTORY RELEASE**

The Washington State Office of the Superintendent of Public Instruction and the Federal Government through the Every Student Can Succeed Act requires schools to providing lists of Juniors and Senior students and allowing contact on campus at appropriate times. Zillah High School complies with this requirement. Students and their parents have the right to request to have their name removed from this directory list (Opt Out).

Students and parents who wish to be omitted from the directory list should complete a written form and return it to Mr. Griffin (Before September 15<sup>th</sup> in the Fall or May 15<sup>th</sup> in the Spring). Once you request in writing to be omitted you will remain off any future directory lists. You may at any time request in writing to be reinstated to the directory list.

Please remember under the equal access laws, this is the same directory that is available to post secondary institutions (college, schools, etc.). Opting out removes you from all directory listing releases.

### **DISCIPLINE APPEAL PROCEDURES**

#### **Steps to grieve discipline or appeal suspension/expulsion:**

Request an informal hearing with the principal to question and discuss the matter. If the matter cannot be resolved, the parent or student may present a written or oral grievance to the superintendent in the matter of discipline; or request a hearing where suspension/expulsion is involved. A short-term suspension, emergency expulsion, and/or expulsion shall continue notwithstanding the implementation of the grievance procedure unless the principal elects to postpone such action.

Upon receipt of the written notice of long-term suspension, the student and parent have three days in which to submit a letter requesting a hearing. A copy of the appeal procedures is available in the office and will be attached to all suspension letters.

### **FINES**

Students are required to return all school property prior to leaving Zillah High School for the year. Fines will be assessed to recover the cost of lost or damaged school property. Fines are to be paid by the student at end of the semester. If a student leaves ZHS prior to the end of the semester, then the fines



are due at the time of withdrawal. Transcripts from ZHS (for a transfer student or a graduating senior) will not be released until all fines have been cleared. Transcripts and final registration for the next fall will be held until all fines are cleared.

### **WITHDRAWAL FROM ZILLAH HIGH SCHOOL**

Students who withdraw from Zillah High School must complete the withdrawal process. Parent contact prior to withdrawal is required. A student must turn in all school property, clean their locker, and pay any outstanding fees or fines. Copies of withdrawal grades, transcripts and other records will be available for students when check out is completed.

### **SCHOOL INSURANCE**

School insurance is available to all students. A packet will be available for each student during fall registration. Students involved in school athletics must provide signed evidence that they are covered by adequate insurance if they choose not to purchase this package.

### **IMMUNIZATION**

Please be aware that your child's immunization dates are entered into the school data system. It is a confidential system and that information is not shared. If you do not want this done you must notify the school nurse (829-5400). By law it is the parent's responsibility to keep track of your child's immunizations and to notify the school of required vaccine updates. The school nurses and the school registrar have the ability to access the Immunization Information System of Washington State, and will be happy to work with you to obtain your child's current Certificate of Immunization Status form.

### **SCHOOL LUNCHES**

School lunches are available for purchase on a daily, weekly or monthly basis. In addition ala carte purchases may be made. The Federal Student Free & Reduced Lunch Program is offered for qualifying families. Application for this federal program should be made each year at the time of enrollment.

### **BULLETINS AND ANNOUNCEMENTS**

All notices of club meetings, athletic and social events and general information are printed in the daily bulletin. Daily bulletins are given to each teacher and posted in office and bulletin boards throughout the school. Students responsible for putting notices in the daily bulletin must have their notices approved by their advisor and in the main office the day preceding the notice. Special notices are posted on the bulletin boards at the main entry. Groups wishing to display posters in the school must have them approved and stamped by the office prior to posting.

### **BELL SCHEDULES**

Warning Bell rings at 7:55 each morning

#### **Regular Schedule**

#### **Period (70 min. each)**

1	8:00-9:10
Break	9:10-9:20

2	9:20-10:30
3	10:35-11:45
Lunch	11:45-12:15
4	12:20-1:30
5	1:35-2:45

### **Activity Schedule**

#### **Period (65 min. each)**

1	8:00-9:05
2	9:10-10:15
3	10:20-11:25
Lunch	11:25-11:55
4	12:00-1:05
5	1:10-2:15
Activity	2:20-2:45

### **Testing/Weather Delay**

1	10:00-10:50
2	10:55-11:40
Lunch	11:40-12:15
3	12:20-1:05
4	1:10-1:55
5	2:00-2:45

### **CRISIS PLAN**

#### **Evacuation of ZHS**

Fire Alarm will signal an evacuation. Staff will clear all students from the classroom and lock it upon their exit. During the evacuation of the building students in rooms 1, 2, 13, and 14 will exit to the Northwest parking lot. Students in the Agriculture building will evacuate to the north of the school across 2<sup>nd</sup> Ave. All other students and staff will evacuate to the south of the school onto the athletic fields. Students are required to stay with their teacher and classmates so attendance can be taken. School administration will conduct a check of a building to determine if safe to return. Three quick bells will signal that building is safe to re-enter. In the event of an extended evacuation students and staff will use the Nazarene Church as a holding area.

### **LOCK DOWN**

In the event of a crisis a lockdown of ZHS is used to keep students and staff away from unsafe situation. ZHS uses two different types of lock downs depending on the severity of the crisis:

#### **“Code Yellow Lock Down”**

Code Yellow Lock Down is used when there is reason to believe a crisis may take place in the near future. When ZHS is placed in a Code Yellow mode the following will be taking place:

1. “Code Yellow” call from school intercom system. (whistles or air horns will be used if intercom down)
2. All students and staff inside of building.
3. All doors locked.

4. All curtains/shades closed.
5. Continue teaching and learning.
6. Notify police and fire departments.

### **“Code Red (Active Shooter/Active Threat)”**

Code Red Lockdown is used when a crisis is currently occurring on or nearby the campus of ZHS. When ZHS is placed in a Code Red mode the following will be taking place.

1. An administrator, designee or law-enforcement officer will determine when campus is safe and normal activity can resume. “Code Red” call from school intercom system. (whistles or air horn will be used if intercom down)
2. RUN, HIDE, FIGHT protocol used.
3. Call 9-1-1

### **SHELTER IN PLACE PLAN**

1. Staff and students will be alerted by intercom and announce that a shelter-in-place is happening.
2. Main fans need to be turned off immediately.
3. If this happens during class, students and staff remain in the class. If this happens during a transition time, students report to the last class that they were in.
4. Close and lock all windows and doors. Doors and windows need to be sealed off with tape.
5. All students and staff are to stay in designated areas until an "all-clear" have been given by local officials. At that time, quickly air out the building by opening all doors and windows, and turning on the air conditioning or heater. Normal activity will resume as soon as possible.

### **EARTHQUAKE PLAN**

#### **DROP, COVER, HOLD ON**

- **DROP** to the ground (before the earthquake drops you!)
- **COVER** your head and neck with your arms and seek shelter by getting under a sturdy desk or table if nearby; and
- **HOLD ON** to your shelter and be prepared to move with it until the shaking stops.

If there is no table or desk near you, drop to the ground and then if possible move to an inside corner of the room. Be in a crawling position to protect your vital organs and be ready to move if necessary, and cover your head and neck with your hands and arms. Do not move to another location or outside. Earthquakes occur without any warning and may be so violent that you cannot run or crawl. You are more likely to be injured if you try to move around during strong shaking. Also, you will never know if the initial jolt will turn out to be start of the big one...and that's why you should always Drop, Cover, and Hold On immediately!