

**Hilton Elementary  
Parent and Student Handbook  
2017-18**

**"Together We Can"**

**NON-DISCRIMINATION STATEMENT**

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, Special Education Director  
213 4<sup>th</sup> Ave., Zillah WA 98953  
509-829-5911  
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Compliance Coordinator for State Law

Doug Burge, Superintendent  
213 4<sup>th</sup> Ave., Zillah WA 98953  
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In compliance with the Family Educational Rights and Privacy Act (FERPA), all information received by the Zillah School District concerning each student will be available for inspection by the parent, legal guardian, or legal age student. Such information will not be forwarded to other persons or agencies without the written permission of the parent, legal guardian or adult student in accordance with the procedures specified in the rules and regulations pertaining to the Family Educational Rights and Privacy Act.

**Zillah School District's Vision Statement: Educational Excellence for Everyone**

**Zillah Schools: Together We Make A Difference**

**Hilton Mission Statement: Through a responsible, respectful partnership between families, students, staff, and community the mission of Hilton Elementary is to provide a safe, positive, and challenging learning environment that sets high expectations for all students.**

### **MESSAGE AND EXPECTATIONS FROM THE PRINCIPAL**

The staff of Hilton Elementary School would like to extend a very warm welcome to you and your child for the 2017-18 school year. It is our sincere desire to work closely and cooperatively with you in providing the best education possible for your child. Our goal is to establish a partnership in the education of your child.

We believe that each child is endowed with his/her own individual capacities and characteristics. Children are similar but not identical so our school adapts our programs to provide each child with the kind of education best fitted to that individual.

We will strive to provide for your child's intellectual, emotional, social and physical well-being. The school environment will be conducive to development and maintenance of a positive self-image. Our expectations are for good behavior and responsible choices by all.

All students can learn. Our goal is for each child to realize his/her own potential and become a productive member of our school and eventually society.

Parents are the vital link between the home and the school. Stay involved in the education of your child. We encourage you to visit and volunteer at Hilton Elementary. If you have any questions or concerns, please call us at 829-5400.

**HILTON ELEMENTARY SCHOOL PHILOSOPHY**

At Hilton Elementary School "Together We Can", we believe in the self-worth and the individuality of each child. We will provide for the student's unique educational and ethnic needs. We will promote opportunities for all students to be successful. We will strive to provide a broad range of learning experiences to enable each child to become a contributing member of our society.

**HILTON ELEMENTARY SCHOOL OBJECTIVES**

The philosophy and objectives at Hilton Elementary will be implemented in various ways including (1) programs of instruction, (2) co-curricular activities, (3) special services, (4) utilization of learning media, and (5) application of staff competencies and teaching strategies.

**I. Intellectual Development:** All children need to grow in the ability to think rationally, to use logical reasoning and computational skills, to express thoughts clearly, to read and listen with understanding.

**II. Personal Development:** All children will develop self-realization by emphasizing the inquiring mind, aesthetic interests, and character building. All children will use exploration to discover, develop, and direct desirable individual interests, aptitudes, and abilities. All children will be given opportunities to develop their capacities to appreciate beauty, literature, art, music, and nature. All children will be taught to use leisure time well which will contribute to their social growth.

**III. Social Development:** All children need to develop respect for other persons, to grow in their insight into ethical values and principles, and to be able to live and to work cooperatively with others. All children should develop pride and respect for the dignity and worth of individuals regardless of race or sociological status.

**IV. Physical Development:** All children will develop and maintain a sound body and will develop wholesome mental and emotional attitudes and habits.

**SCHEDULE OF FEES**

Breakfast..... \$2.00

Lunches..... \$2.75  
(Free and reduced meal forms are available in the office.)

Milk.....\$.50

Insurance--medical and dental.....(ask at office)...varies per plan

High School Athletic Card (optional).....\$20.00  
(Free entrance to ZHS home regular season games. Adult athletic passes are available at Zillah High School Office)

## **LUNCH PROGRAM**

Approximately 90% of our students eat school breakfasts or lunches every day. Breakfast will be served before school beginning at 7:40 a.m. **We encourage students to pay monthly or weekly instead of daily. Charging is discouraged.** Students will be informed when funds in their account get low. No pop is allowed in student lunches. A juice machine is available for cold lunch students. Hot lunch students may also buy juice BUT the student must take the milk provided with their school lunch. This is required by law. We request that students drink their milk, then buy a juice if they want. If a student is eligible for free/reduced lunch and they bring their own lunch, there is still a charge for the milk.

## **SCHOOL SUPPLIES**

**(Please be sure to label all items with child's name)**

**\*Individual teacher's lists may include other items. These lists are available at the office.**

**Box for supplies, Crayons, Twenty #2 pencils, Box of Kleenex, Glue or glue stick, Erasers, Ruler**

## **HILTON ELEMENTARY SCHOOL POLICIES**

### **SCHOOL REGISTRATION**

A student registering for Kindergarten must be 5 years old on or before August 31.

Provide the following information when coming to register a student:

1. Child's birth certificate
2. Name of family doctor and telephone #
3. Emergency telephone number(s)
4. Physical home address and mailing address
5. Information regarding monthly/weekly salary for free or reduced meal application
6. Indicate health concerns on the registration form at the beginning of each year. Be sure school personnel are aware that a health concern exists.
7. Address verification
8. Name, address, and phone number of prior school
9. Immunization Records: Washington State law requires proof that the child has completed or has begun to receive the following immunizations:

### **IMMUNIZATION GUIDELINES**

#### **Immunizations**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the board requires a student to present evidence of his/her having been immunized against the following diseases as recommended by the State Board of Health: diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, rubella, mumps, hepatitis B, varicella (chickenpox) and haemophilus influenzae type B disease. A student satisfies the vaccine requirement upon a physician's verification that the student has had laboratory evidence of immunity (titer) to a specific disease (see the CIS form).

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 (Molly Green, Sandy Simmons) at 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.

### **SUPERVISION OF STUDENTS BEFORE AND AFTER SCHOOL**

**No student should arrive at school prior to 7:40 a.m.** There is no supervision until this time. If students are left prior to this time, parents will be notified about the school's concern and if necessary, the proper authorities will be contacted. If a parent sits outside the classroom waiting for school to start, this presents a supervised setting to other parents who are dropping off their students because they see adults out front and assume kids are supervised. Please, send your child to the playground to play the few minutes before their class begins. **All parents must check-in at main office when they are on campus.** School is out at 2:35 p.m. daily-**Students that do not ride buses need to be picked up on time. Supervision ends at 2:50 p.m. The school will not be responsible for students after this time.**

### **SCHOOL TIMES & INFORMATION**

**School begins at 8:05 a.m. and ends at 2:35 p.m. School Phone: (509) 829-5400, School Fax: (509) 829-6470, School Address: Hilton Elementary, 211 Fourth Avenue, Zillah, WA 98953-9533**

### **ANNOUNCEMENTS/BULLETINS**

Announcements will be made daily for students. Messages for students will be delivered to the classroom teacher. Special announcements may be made in the mornings or afternoons as needed. Students **will not** be called from class to answer the phone.

### **ATTENDANCE, ABSENCES, TARDIES**

Attendance at school is the single most important indicator of student success. When students are absent, they are required to bring **a note from home that is signed by the parent/guardian, dated and explains the absence or a phone call needs to be made to the school office. You may notify the office by calling 829-5400 or by sending an email to our attendance secretary Katie Wallace at: [katie.wallace@zillahschools.org](mailto:katie.wallace@zillahschools.org)** Upon returning to school, the child must get an admit slip from the office to be admitted to class. Parents are encouraged to call in advance when their children are home ill or must miss school for various reasons. If a child becomes ill at school, the school nurse will be contacted and a call will be placed to your home or place of employment.

**State laws require compulsory attendance. Truancy or excessive tardies (often late to class) will be handled as discipline. For excessive unexcused absences, the proper authorities will be contacted.**

**No student should arrive late at school. Please insure that your child is taught promptness in arrivals.**

If your child must be excused during the school day, please send a note of explanation or call our office. The teacher will be notified. When you come to pick up your child early, please check in at the office. **Do not go directly to the classroom. All visitors must check in at the office. Students must be checked out through the office before leaving campus.**

### **BICYCLES**

Bicycles may be ridden to and from school only if the student follows these guidelines:

1. Upon arriving at the school campus, the student must get off and walk the bicycle to the bike rack.
2. After school, the student must wait until the buses have left, then walk the bicycle to the edge of the campus before getting on the bicycle.
3. Each bicycle must be labeled with the student's name and the student should have a bicycle lock. The school cannot be responsible for the improper storing of the bicycle.

### **BOOKS/LIBRARY USAGE**

The library is a valuable resource for all students. Students are expected to observe all library rules. Students will learn how to use the library and be allowed to check out books. Fines will be assessed if the child fails to take care of the books.

Textbooks are provided by the school and are issued to your child by the teacher. Students need to assume responsibility for the books. Loss or damage of a textbook will result in the assessment of a fee sufficient for the book's repair or replacement.

### **EMERGENCY PROCEDURES FOR HILTON ELEMENTARY SCHOOL**

#### **DRILLS**

Fire, Code Yellow, and Code Red drills will be held for safety reasons. Students are to have appropriate behavior to not hinder drill procedures. If students choose not to behave appropriately, discipline consequences will follow.

#### **CODE YELLOW: (Lockdown):**

- lock down immediately
- lock all doors
- curtains or blinds closed where possible
- all students accounted for and in room during class time, pull students into secure locations during any break period or passing times
- continue with instruction when possible

#### **CODE RED (Active Threat):**

- develop a survival mindset: run, hide, fight
- students follow all directions of their teacher when under their supervision

**ADMINISTRATOR OR DESIGNEE WILL INFORM STAFF AND STUDENTS WHEN EVERYTHING IS CLEAR AND WHEN THEY CAN RESUME NORMAL ACTIVITY**

#### **SPECIAL SITUATIONS:**

**OUTSIDE AREA:** If emergency situation arises use these procedures:

- a) if safety concern comes from inside all students need to get away from situation
- b) if situation occurs outside and students are able to enter building, they need to enter classrooms as soon as possible/staff will lock down areas

#### **GYM:**

- a) lock down area and get students seated/use staff lounge as needed

#### **SPECIFIC BUILDING EMERGENCIES:**

-will be possible to lock down specific areas if necessary (wings, classrooms, etc.)

We will continue to evaluate our procedures on a regular basis. This plan will be revised as needed.

**Emergency procedures may be updated throughout the school year.**

Revised: 06/25/2014

### HEALTH/SCHOOL NURSE

The nurse will assist the teacher in health evaluations of each student. Periodic vision and hearing screenings are a part of this evaluation. Parents are notified of test results only when a recommendation is to be made. Good food, proper clothing and adequate sleep are necessary for good student health and are directly related to the learning process. If you suspect that your child is ill and question whether or not to send him/her to school, please keep him/her home. **For example: If your child has a fever and/or vomiting, keep him/her home for at least 24 hours.**

It is extremely important for parents to indicate health concerns on the registration form at the beginning of each year. Also, be sure school personnel are aware that a health concern exists.

### HOMEWORK/MAKE-UP WORK

It is beneficial for each student to spend time each evening with a parent reading or completing homework sent by the teacher. The purpose of homework is to (1) practice and refine skills so that mastery is achieved, (2) prepare students for the next day, (3) extend assignments and apply learning to a new situation and (4) develop accountability. Make-up work is assigned for students who have missed assignments due to absence. A student is expected to complete all work missed. Parents are encouraged to call for assignments if the child is home. If a pre-arranged absence is necessary, please get the child's assignments prior to leaving.

### MEDICATION

Zillah School District follows the RCW 28A.210.260-270 law regarding medications to be administered at school. The statute provides for an employee designated by the district or school nurse to administer medications to students. **The school must have a written, current, unexpired request from a licensed physician or dentist and a written, current, and unexpired request from a parent or guardian to administer the medication. If the medication or dosage is changed, a new written order must be obtained from the prescribing physician or dentist. School staff may not accept a verbal medication order from a prescriber or from a parent.**

Although schools may administer medications obtained without a doctor's prescription, they may do so only on a doctor's written order. This includes non-prescription drugs. Medication can only be administered by the school nurse or designated personnel. All medication must be brought to the office. This includes inhalers and non-prescription medications such as aspirin, vitamins, cough syrup, cough drops, cold medicines, or nasal sprays. Parents will need to complete the "Parent's Request for Administering Medication at School" form. The container for the medication must be labeled by the pharmacy with the name of medication, prescribing physician, dosage, and child's name. When administered, a medication log or record which contains all of the information will be kept. There is also a process for self-carried emergency medications at school such as inhalers and EpiPens. **A Medication Authorization Form needs to be fully completed by HCP and parent. Student must demonstrate to the school's Professional Registered Nurse that they can properly use medication. HCP must provide a "written treatment plan" for managing episodes at school. Parent must sign agreement.**

### PARKING

Visitor's parking is provided in the school parking lot during school hours (east of the main entrance). The **drop-off lane is not for parking. It is meant for student pick-up and drop-off only.** Please follow the bus zone rules carefully so that you do not receive a parking violation. Remind your child to use the cross walks at all times and to never cross between cars and buses.

### **PERSONAL PROPERTY/LOST AND FOUND**

Large sums of money, radios, cell phones, ipods, sunglasses, electronic games, or toys should not be brought to school. Skateboards are not allowed on campus. Students should not wear shoes with skates on them. For lost and found items: all items found will be turned into the office. However, **if all items are properly marked with the child's name**, there should never be any lost items. Items will be kept for a few weeks, then given to worthy organizations. Parents should notify the office/ teacher immediately if something is lost.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance is a daily part of our school day. If your child is unable to participate in this activity due to religious reasons, please contact the office.

### **STUDENT ATTIRE**

Students are expected to dress appropriately in neat and clean clothes. If the clothes detract from the educational setting/process or are a health hazard, students may be required to change. Clothes that are sexually suggestive, advertise alcoholic beverages/tobacco/drugs, or are reflective of gang behavior will not be allowed. 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 SAFETY PATROL**

A safety patrol will assist students before and after school at the crosswalks. All students coming to school or leaving must use the crosswalks and not run across the road. We request that parents not encourage their children to break this important safety rule. Even parents escorting their child across the road should use the crosswalk as an example to all the other students.

### **USE OF THE TELEPHONE**

In case of an emergency, permission will be granted for a student to use one of the office area phones. Students will not be allowed to call for "forgotten" school work or lunch money, or to ask if a friend may come over after school.

### **CHANGE OF INFORMATION**

**Please notify the office of any changes to your personal information (phone #'s, addresses, emails, etc.) as soon as changes are made. This helps to ensure that proper communication can be maintained.**

### **VISITORS**

Only students registered at Hilton Elementary School are allowed to attend. No students are allowed to bring a friend to visit for the day. **All visitors must report to the office.**

## **STUDENT/PARENT ACTIVITIES**

### **ASSEMBLIES**

General school assemblies are held on special occasions. Students are expected to conduct themselves in a respectful and attentive manner. Any student not displaying proper behavior will be immediately removed and disciplined accordingly.



### **BIRTHDAY PARTIES**

We encourage the celebration of your child's birthday at home with family and friends. The office and teachers acknowledge each child's birthday at that time. If you want to bring a simple treat, please arrange that with the teacher in advance and have it available to be enjoyed during the lunch time. The treat must be store bought. Nothing homemade is allowed. Balloons and/or flowers are a fun surprise for your child's birthday, however, we encourage you to have those waiting at home and not delivered to the school. **No balloons or flowers will be delivered to the classroom. Balloons are not allowed on buses.**

### **FIELD TRIPS**

Field trips are considered valuable additions to our regular curriculum. These trips enhance the educational experience for all students. We ask that students have a signed permission slip on file in the office to attend the various field trips. Teachers may also require students to bring a signed permission slip for specific classroom trips which will advise you as to the date, time, place, and nature of each outing. Students are expected to follow all school rules and proudly represent our school.

### **FUNDRAISERS**

The purpose of our fundraisers is to raise money for the student body in order to operate extra activities that are valuable for the students. Hilton Elementary will conduct 2 fundraisers a year: fall and spring.

### **OPEN HOUSE**

Open House will be held in August. This is a time to meet with the teacher and learn about the teacher's classroom expectations and school program. This also gives the student a chance to meet the teacher prior to the beginning of school. **Open House for Hilton will be on Tuesday, August 22 at 6:00-7:00 p.m.**

### **ZILLAH PARENT ASSOCIATION**

This non-profit organization promotes communication between the home and the school. The members consist of parents/guardians, faculty, and administrators of the school. The group helps to support programs, provide tools, equipment, technology, playground toys, and other items. The meetings will be scheduled approximately five times throughout the school year. Please check the school calendars. Dates of the meetings will be advertised.

### **SCHOOL PICTURES**

Both individual and class pictures will be taken during the year. These pictures are taken in the fall and the spring. Pricing plans are established by the photographer.

### **VOLUNTEERS/PARENT HELPERS**

Volunteers and helpers increase the effectiveness of individual student learning. If you plan to attend a field trip or be a helper in the classroom, you need to have completed the State Patrol form prior to attending school. A form is available in our office for your convenience. Please return it to the office if interested in volunteering. Areas of assistance are often needed for (1) clerical help in the classroom, (2) assistance in reading or math groups, (3) individual drill on flash cards and vocabulary, (4) supervision of seatwork, (5) assistance with art projects, (6) playground supervision, (7) office assistance, and (8) help with our school store.

### **VOTER REGISTRATION**

You can register to vote at the district office during school hours.

## **SCHOOL CONDUCT, RULES AND DISCIPLINE POLICIES**

### **CLOSED CAMPUS**

Hilton Elementary is a closed campus. Leaving campus during the school day is prohibited. Release of students during the school day will only be made by parental request.

### **COMPLIANCE WITH RULES**

Students shall comply with all rules adopted by the District. Failure to do so shall be cause for corrective action. The rules shall be enforced by school officials:

- on the school grounds during and immediately before or immediately after school hours,
- on the school grounds at any other time when the school is being used by a school group(s), or
- off the school grounds at a school activity, function, or event, or
- off the school grounds if the actions of the student materially or substantially affect the educational process.

### **GENERAL RULES OF CONDUCT** (part of the school wide discipline policy)

1. Act in a safe and healthy way
  - a. Use furniture and playground equipment properly
  - b. Walk (do not run) in the building, in the breezeway, and designated areas
  - c. Follow bus and playground rules
  - d. Keep hands and feet to yourself
  - e. Obey the safety patrol students
2. Treat all property with respect
  - a. Take care of text and library books, furniture and the bathrooms
  - b. Personal property of others
  - c. Use the property of others ONLY with their permission
3. Respect the rights and needs of others
  - a. Work without disruption
  - b. Show courtesy toward others
  - c. Cooperate to help others learn
  - d. Use appropriate language
  - e. Feel good about yourself
4. Take responsibility for learning
  - a. Strive for excellence
  - b. Work hard to do your best
  - c. Come to school prepared to learn
  - d. Be a good listener
  - e. Do your homework
  - f. Keep track of your materials
  - g. Set a good example for others

**Rules will be discussed with all students throughout the school year. They will also be posted in designated areas**

#### **Student violations are as follows:**

1. Alcohol/Drugs/Narcotics (possession or use, sale or distribution)
2. Arson
3. Assault/Physical & Verbal Confrontations/Violence
4. Cheating/Copying/Forgery
5. Criminal Act as defined by law
6. Dangerous Weapons (possession)
7. Defiance of Reasonable Instructions of School Authority
8. Destruction or Defacing School Property

9. Disrespectful/Disruptive Behaviors
10. Closed Campus
11. Fighting/Instigating a Fight
12. Harassment/Intimidation/Extortion/Bullying
13. Obscenity/Profanity/Display of Pornography
14. Theft
15. Tobacco (possession or use/sale or distribution)
16. Truancy or Unauthorized Absences
17. Verbal Threat to Staff/Students
18. Trespassing
19. Gang Related Behaviors
20. Sexual Harassment
21. Computer/Internet Violations/Electronic Devices Violations
22. Recess Infractions
23. Bus Infractions
24. Repeated Violations, Miscellaneous Offenses

#### **SCHOOL CONDUCT, RULES AND DISCIPLINE POLICIES (continued)**

##### **BUS BEHAVIOR**

Students are required to follow the bus rules for safety and operation whenever riding school district buses. The drivers communicate these rules to all students. The rules and regulations apply at all times including daily transportation, field trips, and co-curricular trips.

#### **RULES OF CONDUCT FOR STUDENTS RIDING BUSES**

- A. Students shall obey the driver and any aide assigned to the bus by the district. The driver is in full charge of the bus and passengers and shall be obeyed. If any aide is assigned to the bus by the district, he/she shall be responsible for the safe operation of the bus. When transporting classes or teams, the teacher or coach shall be primarily responsible for the behavior of the students. Students shall obey both the driver and the teacher, coach, or other staff member.
- B. Students shall ride only on their assigned bus unless written permission to do otherwise has been received by school officials.
- C. Students shall not be permitted to leave the bus except at their regular stop unless written permission to do otherwise is received by school officials.
- D. Students assigned seats shall use only that seat unless permission to change is authorized by the driver.
- E. Students shall observe rules of classroom conduct while riding on buses. Noise shall be kept down to avoid distracting the driver. Students shall refrain from the use of obscene language or gestures.
- F. Students shall not smoke or ignite lighters or matches on buses.
- G. Students shall not eat on buses, except when specifically authorized and supervised by an accompanying teacher, coach, or other staff member. Buses shall be kept clean.
- H. Students shall not open bus windows without the driver's permission.
- I. Students shall not extend any part of their body out of bus windows at any time.

J. Students shall not carry or have in their possession items that can cause injury to passengers on the bus. Such items include, but are not limited to, sticks, breakable containers, weapons, or firearms, straps, or pins protruding from clothing, large, bulky items which cannot be held or placed between legs, etc. Books and personal belongings shall be kept out of aisles.

K. Students shall not have animals on buses, except "seeing eye" dogs.

L. Students shall not sit in the driver's seat or to the immediate right or left of the driver.

M. Students shall refrain from talking to the driver unless necessary.

N. Students shall go directly to a seat once inside the bus and remain seated at all times unless the driver instructs otherwise.

O. Students shall get on/off the bus in an orderly manner and shall obey the instructions of the driver or school safety patrolmen on duty. There shall be no pushing or shoving when boarding or leaving the bus. Once off the bus, students shall adhere to rules for pedestrians.

P. Students shall never cross the roadway behind a bus unless they use pedestrian crosswalks or traffic lights.

Q. Students shall stand away from the roadway curb when any bus is approaching or leaving a stop.

R. Students going to and from their bus stops where there are no sidewalks shall walk on the left-hand side of the roadway facing oncoming traffic. Students shall go directly to their home after leaving the bus.

S. Students shall use lap belts on buses when available.

T. Students shall follow emergency exit drill procedures as prescribed by the driver.

U. Students shall not tamper with emergency doors or equipment.

V. Parents of students identified as causing damage to buses shall be charged with the cost of the incurred damage. Students causing the damage may be suspended from transportation.

Student misconduct shall constitute sufficient reason for suspending transportation privileges.

### **DISCIPLINE**

All discipline (classroom, playground, bus, cafeteria) will be dealt with in a fair, firm, and consistent manner, while considering the differences in circumstances and situations. The following procedures may include:

1. Student/teacher contact to discuss the problem
2. Classroom discipline using the discipline plan
3. Classroom discipline and parental contact
4. Office referral which may include student/teacher/principal conference
5. Parental conference
6. Detention/suspension (short term----In-house or out of school suspension)
7. Long term suspension
8. Recommendation for expulsion

## **HARASSMENT POLICY**

It is the responsibility of the Zillah School District to protect students from harassment. Harassment could be physical, verbal, emotional, or sexual. This harassment can occur between students, adults, students and adults, males, females, or males and females.

The student who feels that harassment is occurring should attempt to remedy the harassment by indicating to the harasser that the conduct is unwelcome, offensive, or inappropriate either in writing or face-to-face.

If immediate action on the part of the harasser does not stop, a formal complaint is necessary (oral or written complaint to the teacher or principal).

The most serious form of harassment that is dealt with by the law is sexual harassment (28A.640 RCW and WAC 392-190-056-08). Sexual harassment includes but is not limited to

- (1) making sexually suggestive remarks, gestures, or jokes about a person's gender or appearance
- (2) deliberate and unwelcome touching (pinching, patting, kissing, etc.)
- (3) displaying of sexual pictures or photos
- (4) using sexually suggestive language

Harassment will not be tolerated. It can cause students to (1) lose self-respect, (2) get sick or miss days of school, (3) lose trust in teachers, peers, or school in general, (4) feel unsafe, or (5) find it hard to concentrate or complete work.

Harassment will be dealt with firmly. Consequences of harassment will result in one or more of the following:

- (1) the behavior will stop
- (2) the perpetrator will apologize to the victim
- (3) parents will be notified and a conference with the principal will occur
- (4) referral to an outside agency for counseling or support help
- (5) probation, suspension, or expulsion
- (6) law enforcement notified.

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

The District is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

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

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

## **DRUG FREE SCHOOLS**

The Zillah School District recognizes that the abuse of alcohol, and the use and abuse of controlled illegal, addictive, or harmful substances including anabolic steroids is a societal problem and may represent an impairment to the normal development, well-being, and academic performance of students and/or staff. Consequently they have adopted a policy which states that possession, manufacture, sale, use or delivery of alcoholic beverages or controlled substances by students or staff in school or at school sponsored events is expressly forbidden. Manufacture, Sale, Possession, or Distribution of alcoholic beverages or controlled substances with notification to parents/guardian including appropriate law enforcement contact will be completed per district policy.

### **DISCIPLINARY GUIDELINES TO SUPPORT THIS POLICY INCLUDE THE FOLLOWING FOR THOSE STUDENTS IN POSSESSION AND USE, AND/OR UNDER THE INFLUENCE:**

**First Offense:** 15 days suspension. The building Principal may hold the suspensions to 5 days provided the student meets the expectations of the reinstatement conference held as soon as possible after the infraction.

**Second Offense:** A recommendation for expulsion will be made to the Board of Directors. Expulsion may be held in abeyance if the student follows the recommendations of the Core Team. A drug or alcohol assessment will be required.

### **DISCIPLINARY ACTIONS FOR THE SALE OF ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES IS AS FOLLOWS:**

**First Offense:** A recommendation for expulsion will be made to the Board of Directors. Primary responsibility for program operation and interpretation of district policy will be in the hands of each building Principal.

Assessment indicating the scope and nature of the substance abuse issues for referred students and subsequent recommendations for students and families are encouraged. Principals, Core Team members and counselors are available to assist in a proactive and totally confidential manner in this process.

Students or parents not wishing to cooperate in making the needed moves to attain assistance for substance abuse issues, may be cause for re-evaluation of the student's status in school. This re-evaluation will take into account the best interests of the student, nature of the problem, health, safety, welfare, educational opportunity and rights of other students and staff.

## **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.

## **WEAPONS AND DANGEROUS INSTRUMENT**

School facilities are now Gun Free Zones. Any violation of the prohibition against dangerous weapons can be grounds for expulsion, but violations of the firearms prohibition must result in expulsion. The district may suspend a student for up to one year if the student acts with malice and displays an instrument which appears to be a firearm on school property.

A student shall not possess or transmit any object that can reasonably be considered a firearm, air gun or a dangerous weapon. On the school grounds during and immediately before or immediately after school hours. On the school grounds at any other time when the school is being used by a school group, or off the school grounds at any school activity, function or event, or while en route between home and school.

## **GRADE REPORTING/CONFERENCES**

### **PROMOTION AND RETENTION**

**PARENT CONFERENCES:** Conferences between the parent and teacher will occur in October and March. The teachers will be discussing their expectations, classroom programs, highlight strengths and weaknesses of your child, have samples of student work, discuss the expectations required by the state, and provide suggestions for better student success. The goal of conferences is to keep you as parents informed and help your child get the best education possible. You will be given a chance to schedule the conference at the time that is the most convenient for you.

Guidelines for preparing for conferences:

1. Jot down questions you would like to ask the teacher.
2. Ask your child if there is anything you should discuss with the teacher.
3. Be ready and willing to answer questions about your child's health, family life, homework habits, problems or feelings about school. These questions will help the teacher work with your child in a more effective way.
4. Find out how you can help meet your child's special needs at home.
5. Be on time and conclude the conference on time.
6. Deal with facts, not rumors.
7. Follow up with suggestions made at the conference.
8. Relax: you and the teacher are striving for the same positive results for your child.

**REPORT CARDS** -prepared three times during the year

Report cards will be sent at each twelve week grading period. Daily/weekly work and tests are sent home with the child. Call the teacher if your student is not bringing work home or if you have any concerns about your child's progress. Parent access to report card/grade information is available via computer. Information will be sent home with students at the beginning of the year so you can access this data.

**PROMOTION/RETENTION-** approximately at mid-year, a recommendation for retention will be made by the student's teacher if the student is failing to meet the requirements for promotion. The teacher and parent will monitor the progress of the student throughout the remainder of the school year. In mid-May, a final recommendation will be made to the principal regarding retention or promotion. Students will be promoted if they have met all requirements for that particular grade level. If the parent disagrees with the final retention decision, an appeal may be made to the principal.

## **SPECIAL PROGRAMS/SERVICES**

### **Title 1 - Learning Assistance Program - SchoolWide**

Students may qualify for remedial services in reading and math. Teacher recommendations and building assessments which show deficiencies in reading, vocabulary, and math skills may make a child eligible for these services. If the student qualifies, he/she will receive instruction in these areas. The goal of these programs is to help students master the necessary grade level skills.

### **Migrant Education Program - Certificate of Eligibility (COE)**

This program was created by Congress in 1966 to assist the migrant students who were among the most educationally disadvantaged students in the nation. The Migrant Education Program provides for extra academic assistance and support in for students who qualify. The COE form needs to be filled out with assistance of the Migrant Home Visitor at registration time. This program is for students whose families are migratory agricultural workers. If your family has left the Zillah School District within the last 3 years for agricultural or fishing employment and have recently returned, or if your family has come to the Zillah School District for agricultural or fishing employment, then you may qualify for services. There will be parent PAC meetings held during the year to keep parents informed and involved in the program.

### **Bilingual Program**

This program is for students who need assistance in English oral language and reading skills. Students are tested with a state approved assessment tool and if they meet state entrance qualifications will be placed in program. This is a supplemental program to the daily reading instruction in the regular classroom. The goal of the program is to help students obtain English language and reading comprehension skills so that transition into the regular classroom can be accomplished.

### **Special Education**

All children are special, unique individuals. Some children have handicapping conditions which could be physical, mental, emotional, academic, or a combination of these. By law, these students have a right to a "free and appropriate education". The following steps are used to qualify a student for this program:

1. Referral -a focus of concern indicates the need for an evaluation. This referral can be made by a parent, teacher, or other persons who have contact with the child.
2. Assessment - done by the school psychologist to determine if a handicap exists and the extent of this handicap. A re-assessment is done every three years. Various testing procedures are used which are non-discriminatory and are in the child's native language. A team, consisting of the teacher, parent, psychologist, administrator, and others (speech therapist, school nurse, counselor) review the testing results.
3. Individual Education Program (IEP)- a plan which is developed by the special education teacher, regular classroom teacher, administrator, and parent. The IEP is reviewed annually by the IEP team. This IEP determines the child's placement in the school.
4. Placement-in the least restrictive environment for the child as determined by the IEP.



