

ZILLAH INTERMEDIATE SCHOOL

*Parent and Student
Handbook
2017-2018*



ZILLAH INTERMEDIATE SCHOOL

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Parent and Student Handbook 2017-2018

“WORKING TOGETHER FOR TEAM SUCCESS”

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 4th Ave., Zillah, WA 98953
509 829-5911
doug.burge@zillahschools.org

Section 504/ADA Coordinator

Justin Irion, Assistant Superintendent/Special Education Director
1301 Cutler Way, Zillah, WA 98953
509 829-5511
justin.irion@zillahschools.org

Compliance Coordinator for State Law

Doug Burge, Superintendent
213 4th Ave., Zillah, WA 98953
doug.burge@zillahschools.org

Zillah School District's Vision Statement: Educational Excellence for Everyone
Zillah Schools: Together We Make A Difference

Desired Results for Student Learning:

Students will read with comprehension, write with skill, and communicate responsibly at an appropriate level in a variety of ways and settings.

Students will promote a safe environment for the individual while respecting themselves and others.

Students will display an awareness of cultural diversity and respect for themselves and others through an increased knowledge and use of interpersonal skills.

Students will develop a sense of self-worth by working to their highest levels of performance in order to become productive and responsible individuals in the community.

Students will become independent workers and see the importance of life-long learning through the application of academics, technology, problem-solving, and critical thinking.

SCHEDULE OF FEES

Breakfast.....	\$2.25
Reduced Breakfast.....	.40
Lunches.....	2.75
Reduced Lunches.....	.40
(Free- and Reduced-Meal Forms are available in the office)	
Milk.....	.50
Adult Meals.....	\$3.50

Insurance-Medical and Dental.....price varies per plan - inquire at the office

Required Items:

ZIS Homework Planner.....	\$5.00
Sold at ZIS office	

Additional Items:

High School ASB (optional).....	\$20.00
Purchased at Zillah High School Office	

MEAL PROGRAM

Approximately 80% of our students eat school breakfasts or lunches every day. Breakfast will be served before school beginning at 7:40 a.m. All students must put their meal and milk money on account in the **office** in the morning between 7:40 a.m. and 8:00 a.m. This allows for an accurate lunch count to be taken and reduces the amount of time for accounting procedures. **A student cannot place money on account for meal/milk**

during lunchtime. For your convenience you can pay for other family members attending Zillah schools at one site.

Statements are sent out on the 1st and 15th of each month via through your student only if student is in the negative.

We encourage students to make monthly or weekly deposits instead of single daily deposits. Charging is discouraged. Students will be informed verbally when only 2 lunches are remaining. No pop is allowed in student lunches. A juice machine is available for cold lunch students. Hot lunch students may also buy juice.

GENERAL SCHOOL SUPPLIES

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

1. Crayons/Colored Pencils
2. Class Assignment/Planner Book (**THESE ARE FOR SALE IN THE OFFICE - \$5.00**)
3. Erasers
4. Wide-ruled notebook paper
5. Glue stick(s)
6. Spiral Notebook
7. Red correcting pen or red correcting pencil
8. Pens
9. Yellow Highlighter
10. Vinyl Pencil Case
11. Ruler
12. Calculator
13. Washable colored markers
14. Scissors
15. Kleenex
16. Water bottle

Some teacher's may have a "special" school supply list. This will be supplied to you during your students' registration process.

ZILLAH INTERMEDIATE SCHOOL POLICIES

SCHOOL REGISTRATION

Provide the following information when coming to register a student:

1. Child's birth certificate
2. Name of family doctor
3. Emergency telephone number(s) – Please make sure we have **working numbers**
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 first of each year. Be sure school personnel are aware that a health concern exists
7. Immunization Records: Washington State law requires proof that the child has completed or has begun to receive the following immunizations:

DTP/DT/TD—Kindergarten; 4 doses provided the last is given on or after 4th birthday.

Grades 1-12; 3 doses provided the last is given on or after 4th birthday.

POLIO-----Kindergarten-12th; 3 doses provided the last is given on or after 4th birthday.

MEASLES-----Kindergarten-2nd, 6th-12th; 2 doses, (the 2nd is MMR #2) given on or after 12 months of age, and at least 28 days apart. (Grades 3-5, 1 dose).

RUBELLA-----K-12; 1 dose (MMR #1) received on or after 12 months of age.

MUMPS-----K-12; 1 dose (MMR #1) received on or after 12 months of age.

HEPATITIS B-Kindergarten-5th, 3 doses. This is a series of 3 shots that take 6 months to Complete.

Chicken Pox Vaccination-----6th grade students must provide date of varicella vaccination or Provide date of disease.

***Tdap-----6th grade, 3 doses DTAP, DT or td IF the last dose is given on or after the 4th birthday 1 dose Tdap IF student is 11 years old and IF it has been at least 5 years since the last DtaP, DT or Td.**

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.

STUDENT PHONE MESSAGES

Messages for students will be delivered to the classroom. **Students will not be called from class to answer the phone.** Please try to make arrangements prior to the start of the school day.

ATTENDANCE - ABSENCES, TARDIES

Attendance at school is an essential indicator of student success. When students are absent, they are required to bring **a note from home that is signed and dated by the parent/guardian and explains the absence**. Any student who does not bring a note from home will receive noon detention for each unexcused absence and for every 2 tardies. Upon returning to school, **the child must get an admit slip from the office to be admitted to class**. The school will call home to verify absences whenever possible. 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.

Two tardies in same week results in a noon detention

State laws require compulsory attendance. Truancy (2 unexcused absences in a month) or excessive tardies (often late to class) will be handled as discipline matter. For excessive unexcused absences, (5 unexcused absences in one school year) the proper authorities will be contacted. Law recognizes only illness, doctor appointments, and emergencies as absences.

No student should arrive late at school. Please ensure that your child is taught promptness in arrivals. If your child must be excused during the school day, please send a note of explanation to the 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.**

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 bike to the edge of the campus before getting on the bike.
3. Each bike must be labeled with the students' name and the student should have a bike lock. The school cannot be responsible for the improper storage of the bike.

SKATEBOARDS

Students will **NOT BE ALLOWED** to bring/have skateboards on the campuses of the Zillah School District at any time. This means **NO SKATEBOARDS** on campus before, during or after school, evenings weekends, or during the summer.

BOOKS/LIBRARY USAGE

The library is a valuable resource for all students. Students are expected to observe all library rules. Students will receive instruction in library skills and be allowed to check out books. Fines will be assessed if the child fails to take care of the books. Textbooks are provided for by the school and are issued to your child by the teacher. Student's need to assume responsibility for the books. Loss or damage of a textbook or library book will result in the assessment of a fee sufficient for the book's repair or replacement.

EMERGENCY PROCEDURES FOR ZILLAH INTERMEDIATE 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

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

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.

FIRE DRILLS/LOCKDOWNS

Fire drills and/or lockdowns will be held for safety reasons. Students are to follow all directions of their teacher and clear the building immediately. When outside, students are to remain clear of the building with their teachers until summoned to return to the building. Their instructors will review these procedures with the students.

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

HOMEWORK/MAKE-UP WORK

Only request homework if student is planning to be gone for more than one day.

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 class work prior to leaving.

MEDICATIONS

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 parent – only the school nurse can take those orders. 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, cold medicines, or nasal sprays. Parents will need to complete the “Parent’s Request for Administering Medication at School” Form. The medication must be in the original container and labeled with the student’s name, description and dosage. When administered, a medication log or record, which contains all of the information, will be kept. Please direct any questions to the school nurse.

PARKING

Visitor’s parking is provided in front of the school between the hours of 8:15-2:15. Please follow the bus zone rules carefully so that you do not receive a parking violation. Staff parking is across the street from the school in front of the bus garage. Do not use the staff parking area as a pick-up place for students.

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 students' chest or cleavage or a female students' 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. Shoes need to be worn at all times.
10. Any other clothing item or personal property deemed as disruptive and unsafe by the administrator or his/her representative.
11. No pajama pants.

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. All students shall be accorded for the period of time determined by the administrator. All students shall be accorded due process safeguards before any corrective action may be taken.

USE OF THE TELEPHONE

Students are not to use the phones in the office unless permission is granted for an emergency. Students should not be calling for "forgotten" schoolwork, band instruments or lunch money.

STUDENTS AND TELECOMMUNICATION DEVICES

***NO CELL PHONES ARE TO BE CARRIED ON PERSON(S) OR PROPERTY OF - CELL PHONES ARE TO BE CHECKED INTO THE OFFICE IF BROUGHT TO SCHOOL.**

CELL PHONES are not permitted for use during the school day. They can be used after school hours for emergency purposes. NO ELECTRONIC GAMES/DEVICES are permitted on the school grounds. This means: ipods, DS, etc.

- A. Students who violate this policy will be subject to disciplinary action, including losing the privilege of bringing a device onto school property. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.
- B. 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.
- C. Students shall comply with any additional rules develop by the school concerning the appropriate use of telecommunication or other electronic devices.

VISITORS

Only students registered at Zillah Intermediate 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 several times during the year. 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.

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 their school.

FUNDRAISER

The purpose of our fundraiser is to raise money for the student body in order to operate extra activities that are valuable for the students. The money is spent on things such as assemblies, the Pacific Science Center vans, student of the week award, leopard of the month award, playground equipment and special treats that the students earn.

OPEN HOUSE

Open House is held in August. This gives your child the opportunity to meet his/her teacher and classroom. This is not a time to discuss a child's progress, but rather a time to learn about the teacher's expectations and school program. Please feel free to bring your student's school supplies in at this time.

ZILLAH PARENTS' ASSOCIATION

This non-profit organization promotes communication between the home and the school. The members consist of parent/guardians, faculty and administrators of the school. The group helps to support existing programs, initiate new programs and provide tools, equipment, technology, playground toys, and other items. Dates of the meeting will be announced. Please consider getting involved with this organization.

SCHOOL PICTURES

Both individual and class pictures will be taken during the year. Specific dates and times will be sent home with the students during the school year.

VOLUNTEER HELPERS

Volunteers 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 helping in the school. 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 and vocabulary cards, (4) supervision of seat work, (5) assistance with art projects, and (6) School wide and Title 1 tutors in a tutorial program.

SCHOOL CONDUCT, RULES AND DISCIPLINE POLICIES

CLOSED CAMPUS

Zillah Intermediate School 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.

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
 - c. Follow bus and playground rules
 - d. Keep hands and feet to yourself
 2. Treat all property with respect
 - a. Take care of text and library books, furniture and the bathrooms
 - b. Use the property of others **ONLY** with their permission
 3. Respect the rights and needs of others
 - a. Show courtesy toward others
 - b. Cooperate to help others learn
 - c. Use appropriate language
 - d. Feel good about yourself
 - e. Work without disruption
 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.
- Students are expected to refrain from:
1. Fighting or piling on others
 2. Putting their hands on other students or other student's property
 3. Use of profanity
 4. Chewing gum
 5. Use of tobacco or tobacco products
 6. Possession of alcohol or illegal drugs
 7. Vandalism
 8. Possession of a weapon or dangerous object
 9. Selling of personal items at school
 10. Harassing other students
 11. Wearing or exhibiting gang behavior, language, or writings

12. Electronic devices – pagers, cell phones, game boys, CD players, etc. will not be allowed at school. Anything that hinders the educational process is not tolerated.

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. Bus routes are available at the office.

The students will be expected to ride the assigned bus at all times unless a parental request in writing has been given to the office. A signed notice will then be given to the student for the bus driver. A bus student will only be allowed to walk home if written Authorization from the parent is received. No student is to ride a bus with a friend unless this has been cleared through the office. The driver will issue students who misbehave a bus citation. The principal will then take the following action:

1st Citation – Counsel with the child, send the citation for a parental signature. This citation must be returned to the bus driver prior to the student getting on the bus.

2nd Citation – Counsel with the child, parent will be called if possible, send the citation for a parental signature. This citation must be returned to the bus driver prior to the student getting on the bus. Possible removal from the bus for up to 3 days may occur.

3rd Citation – Counsel with the child, parents will be called if possible, send the citation for a parental signature. This citation must be returned to the bus driver prior to the student getting on the bus. Removal from the bus for up to 5 days will result.

4th Citation – Counsel with the child, parent will be called if possible, send the letter for a parental signature. This letter must be returned to the office. The child may not be allowed to ride the bus for up to 10 days.

5th Citation - Student will not be allowed to ride the bus until a conference is held with the transportation manager.

DISCIPLINE

All discipline (classroom, playground, bus, cafeteria) will be dealt with in a fair, firm, and consistent manner, while considering the difference 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

Appeal Process for Disciplinary Action

Any parent or student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved.

SEXUAL HARASSMENT (Adopted Bullying/Intimidation 09/2011)

All students at Zillah Intermediate School have a right to attend school and not be bothered or hurt by unwanted sexual comments and/or actions of others. Inappropriate language, gestures of a sexual nature, and/or touching other students improperly will not be tolerated.

If you experience such behaviors as listed above, immediately tell the person to stop and/or inform a teacher or other trusted adult about what occurred. Respect must be shown to everyone in our school.

SEXUAL HARASSMENT – PROCEDURE 5011P

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.

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.

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 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 operations 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. The counselor may be reached at 829-5555 at Zillah Intermediate School. Additional information for counseling and rehabilitation services is available.

FIREARMS ON CAMPUS

Firearms of any kind are NOT allowed on campus at Zillah Intermediate School. One-year expulsion will be levied against any student who is caught with a firearm at school.

GRADE REPORTING/CONFERENCES PROMOTION AND RETENTION

STANDARDIZED TESTS

Our 4– 6 grade students take the SBAC, Measure of Student Progress (MSP) in May. Results of this test will help teachers determine areas of strengths and weaknesses. Results of the tests are kept in the student's record file and are also shared with the parents. During the testing times please do the following:

1. Ensure that your child arrives at school on time.
2. Help your child get a good night's rest and eat breakfast before school.
3. Express confidence in your child's ability to do well.
4. Help create a stress-free, relaxed environment.
5. Begin the day on a happy note by having all school materials ready so that there is no confusion in the morning.

PARENT CONFERENCES

Conferences between the parent and teacher occur in October and March. In January a conference is held for students of concern. Your participation with your child's teacher gives an opportunity to express concerns, highlight strengths and weaknesses, and brainstorm for student success. The goal is to help your child get the best education possible. Guidelines for preparing for conferences:

1. Jot down questions you would like to ask the teacher.
2. Ask your child if there are 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

Report Cards are prepared at the end of each 12-week period and will be given to 4th, 5th and 6th grade parents. Daily/weekly work and tests are sent home with the child. Call the teacher if your student is not bringing home his/her work or if you have any concerns about your child's progress.

Grading Terms for 2017-18

<i>TERM 1</i>	August 24-November 21 – report cards are due to parents on December 1
<i>TERM 2</i>	November 22-March 6 – report cards are due to parents on March 9
<i>TERM 3</i>	March 7-June 7 – report cards are due to parents on June 7

Daily work is expected to be completed by the following school day. Work that is not completed on the due date can be handed in one day late for 50% of grade. After two days late 0% will be given to the student. This will greatly affect the grade if it becomes a habit.

Students have the number of days absent to make up missing work.

AR – Accelerated Reader = 20% of Reading Grade.

PROMOTION/RETENTION

After the March conference, the teacher or parent will make a recommendation for retention if the student is failing to meet the requirements for promotion. The teacher and Parent will monitor the progress of the student throughout the next grading period. At This time, a recommendation will be made to the principal regarding retention or promotion. If the parent disagrees with a decision to retain the student, an appeal may be made to the principal. Students will be promoted if they have met all requirements for that particular grade level.

SPECIAL PROGRAMS/SERVICES

School wide Title 1 – LAP-Learning Assistance Program

All students are eligible for assistance with learning through our School wide Title 1 Program. Classroom teachers group students with a Title 1 Parapro for extra assistance in Math or Reading. The parapro's are working under the direction of the classroom teachers, following the teachers' lesson plans.

Language Assessment Scales (LAS)

The LAS test, which takes about 20 minutes, is administered to each child individually. The results of the test are used to place students in special programs, which will help them develop their English and Language skills.

Migrant Education Program – Certificate of Eligibility (COE)

Congress created this program 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 resource rooms for students who qualify. The COE form needs to be filled out with the assistance of the Migrant Home Visitor at registration time. This program is for students whose families are migratory agricultural workers.

Bilingual Program

This program is for students who need assistance in English oral language and reading skills. Students who score three or below on a scale of five on the LAS test will qualify. 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, 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. A parent, teacher, or other persons who have contact with the child can make this focus.
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, 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 team reviews the IEP annually. 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.

Listed below are the hours for each school in the district.

	<u>Begins</u>	<u>Dismisses</u>
Hilton Elementary School	8:15	2:30
Zillah Intermediate School	8:00	2:35
Zillah Middle School	8:00	2:45
Zillah High School	8:00	2:45

