

# "HOME OF THE LEOPARDS"



## Mission Statement

It is the mission of the ZMS community to provide a positive and safe learning environment in which every student can achieve academic, social, and emotional growth.

## Vision Statement

“Educational Excellence for Everyone”

## ZILLAH MIDDLE SCHOOL PHILOSOPHY

Zillah Middle School is committed to providing all students with a quality educational experience that will assist them in future opportunities. Education is a cooperative effort and the responsibility of teachers, students, parents, and community. Our purpose is to assure learning experiences, which facilitate development of skills, competencies, and attitudes. These are fundamental to achieving personal satisfaction and growth as a responsible, contributing citizen. Our school attempts to develop a student's individuality and foster a positive self-concept based upon the value of his/her efforts and recognition of his/her achievement. The education process will also respect the uniqueness of each individual and teach all students to respect themselves and others.

## ZILLAH MIDDLE SCHOOL GOALS

- To increase student performance in the classroom by examining methods, curriculum, objectives, and standards.
- To improve the communication process among teachers, parents, and students by using standard grading practices, progress reports, conferences, and calls to parents.
- To focus on the success of students, the staff will use positive reinforcement whenever possible by providing meaningful learning opportunities for the students.
- To develop consistent, clear building policies for all students by the development and clarification of handbook policies, which will provide equitable standards for everyone.
- To provide a challenging, positive, fun experience to all students in 7th and 8th grade.
- To prepare students for the transition to the next level of learning.
- To make learning fun and challenging.

**MESSAGE FROM THE PRINCIPAL**

*It's time for school!* I want to personally welcome our new and returning students to Zillah Middle School. The staff and I are excited about the upcoming school year, and we know that it will be filled with lots of learning and fun.

This handbook contains essential information regarding our school and school rules as well as important Board of Education policies. It is our hope that it will act as a guide and helpful resource to support our educational journey together.

At Zillah Middle School, we aspire to be a family of learners that respects and cares about one another. In this environment, with this commitment to one another, we can accomplish more collectively than we can independently. I'm glad that you are a part of the Leopard family, and I know that each ZMS student will have a terrific educational experience this year.

If you have any questions about your student's educational needs, please call the school at 829-5511 to schedule an appointment with a teacher, counselor or to meet with me so we may work together toward "Academic Excellence for Everyone".

In partnership for GREAT education,

Tracy Savage, Principal

**ZILLAH MIDDLE SCHOOL STAFF**

**Principal: Tracy Savage**

**Vice Principal/Athletic Director: Tammy Lewis**

**Secretary: Janell Olivas**

**Counselors: Amber Grimmer**

**Teachers: Liz Allen, Amanda Thomas, Jamie Elder, Gayle Coder, Dianne Fergus, Lisa McCombs, Melissa Favilla, Mike Gonzales, Wendy Ellis, Deborah Jones, Cody McDonald, Todd Reed, Jason Schoonover, Victoria Lodahl and Nancy Myers**

**Custodians: Isidro Gutierrez and Dave Fink**

**Food Service: Laurie Frank**

**Staff Assistants: Veronica Reed, Darla Krueger, Leslie Nelson and Doug Davis**

**ASB CARDS**

ASB Cards may be purchased by all middle school students. All **athletes** in 7th and 8th grades must purchase an ASB card. Purchase of the card allows students to attend all High School sporting events free of charge. ASB Cards are \$40.00.

**LOCKERS**

Students will be furnished with a locker having a combination lock. Students are responsible for locker contents and care of the locker and should not exchange combinations with other students. The administration or designee has the right and obligation to check any locker if there is reasonable assumption that it may contain items which are harmful, illegal or detrimental to the education at ZMS.

**BREAKFAST/LUNCH PROGRAM**

Approximately 80% of our students eat school meals every day. Breakfast will be served before school for \$2.00. Lunches cost \$2.75, which includes milk. Milk may be purchased without the lunch for 50¢. All students must pay for their lunches in the morning between 7:30 a.m. and 7:45 a.m. This allows for an accurate lunch count to be taken and reduces the amount of time for accounting procedures. **You cannot purchase meals/milk during the lunchtime.** Students are responsible for having lunch money in their account.

**LUNCHROOM RULES**

Students are expected to

1. Pay for lunch in the cafeteria **only** in the morning from 7:30 a.m. to 7:50 a.m.
2. Stay in an orderly line while waiting for lunch.
3. Use good manners and clean your area completely.
4. Dispose of tray, containers, and garbage in the proper places.
5. Go outside or stay inside to work at the tables, or visit after eating lunch.
6. Not take any food outside.
7. Exit only through the west doors. Students are not to be in the hallways or restrooms during lunch time, unless permission is granted by the supervisor.

**SCHOOL GROUND AND LUNCH BREAK RULES**

Students are encouraged to make use of the play court, the fields, and other school areas during lunch time. In order to provide quality supervision, please remain in clear view of the supervisor. If you have questions, please ask the school ground supervisor. If the weather is bad, students will need to stay inside the commons area.

1. Treat other people and property in a respectful manner.
2. No tackle football. Play appropriate games only. Report all injuries to the supervisor.
3. There is no playing catch on the blacktop or throwing balls against the walls of any building.
4. Share equipment and return all equipment after using it.

**CLOSED CAMPUS**

Zillah Middle School has 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.

**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.

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.

**BAND/BAND INSTRUMENTS**

Band will take place at ZMS for the 2017-2018 school year. Instruments can be stored in the band room closets or student lockers.

**LIBRARY USAGE**

Please follow all library rules and enjoy reading, technology, and research. Computers are available before and after school for student use.

**HOMEWORK/CLASSROOM WORK**

Students are expected to complete all classroom work or homework on or before the assigned due date. Typically, work given in class or for homework is due the following school day. Students who do not complete their work on or before the assigned due date or do not meet standard have an additional day to do so and may turn their work in for 50% credit of the entire point value. Until the work is completed to standard, the student will receive a 0%. Teachers will give students 50% credit only when the assignment is done to "Satisfactory." Teachers have the ability to extend the late work policy if they choose.

**LEAP (LEARNING ENRICHMENT TO ACHIEVE PROFICIENCY)**

Students who did not pass the ELA portion of SBA testing in the spring of 2017, will be placed in an intervention program (LEAP) during second period Monday through Thursday. ZMS staff created LEAP to meet students where they are in reading and math—and give them exactly what they need to catch up, keep up, and get ahead. Students will work with a virtual reading coach two days, and the other 2 days will work on a math individualized Learning Path (ILP) based on the student's performance. Small class sizes will allow students to work closely with the on-line program, small group instruction, goal setting and progress monitoring. The LEAP programs (MindPlay Virtual Reading Coach and Edgenuity MyPath for Math) will be available for students to access at home with an internet connection. Second period on Fridays will be designated for "Free Fridays", Assemblies, Student Led Conference preparation, and/or LSP for students who need additional time and support.

**(LSP) LEOPARD SUCCESS PROGRAM**

The goal of the middle school is to provide students with the opportunity to be successful by keeping them on track with units of study and providing them ample time to complete work. Often, students need more time to complete work than given in class. Teachers and, on certain days, programs are available after school for students to receive extra help. If a student fails to turn work in by the assigned due date, students will be required to attend LSP on designated Fridays during second period. Student grades will be updated every Thursday and students eligible for LSP, will be notified on Friday mornings.

**GRADING**

All classroom work, homework, projects, and assessments are given to students to aid in the preparation or for practice of skills to be learned or to assess if the student has obtained the skills to a proficient level. In order for a student's overall grade to adequately represent a student's ability, all assessments (quizzes, projects, and tests) will be worth 50% or more of a student's grade. Daily work (homework, classroom work, and planner checks) will be worth 30% or more of a student's grade. Teachers may create more categories to complete the percentage of grades to affect the overall grades such as participation, experiments, etc.

**GRADING SCALE**

94 – 100	A
93 – 90	A-
89 – 87	B+
86 – 83	B
82 – 80	B-
79 – 77	C+
76 – 73	C
72 – 70	C-
69 – 67	D+
66 – 65	D
64 & Below	F

**PROMOTION/RETENTION**

The Zillah School District requires that its students meet specified levels of academic achievement prior to promotion to the next grade. Each grade level's academic achievement standards are listed as specific benchmarks in the district adopted curriculum document that is aligned with the State of Washington's Essential Learning Requirements. The following will be used to determine if a student has met the standards and is eligible for promotion: report card grades, which will reflect teacher observation, student class work/performance, and assessments; attendance records; demonstrations of proficiency; maturity/age; effort, and motivation.

**RETENTION:**

The following standards and procedures will be used to determine student promotion/retention at Zillah Middle School. A student's grade point average will be figured each semester.

1. A student will be promoted to the next grade level if the student has completed three semesters of school during the year and has earned at least a "D" average (1.0) in all core subject areas.
2. A student who receives an "F" grade in one of the core subject areas for three semesters of Literature, English Skills, Math, Social Studies, Science or PE/Health will be promoted providing the student receives a grade point average of 1.5 or better in these core subjects for each semester.
3. A student who receives two "F" grades in the core classes for three semesters may meet with his/her ACADEMIC COMMITTEE\* requesting consideration for promotion providing he/she has received a grade point average of 1.6 or better in these core subjects for each semester.
4. A student receiving three "F" grades in the core classes will not be promoted regardless of grade point average unless the Academic Committee decides retention is not the solution. \*The Academic Committee consists of the student's core subject teachers, counselor, and principal.

The parent of a student who is being considered for retention will be contacted by the principal early in the spring so that the parent and student are aware of the requirements for promotion.

**APPEAL PROCEDURES**

1. If a student and/or parent disagrees with the decision of the ACADEMIC COMMITTEE, An appeal may be made to the Principal to review the committee's decision and consider the student/parents' position.
2. After considering all information, the Principal shall make the final decision at the building level regarding promotion/retention for the student/parent requesting special consideration.

3. If differences of opinion still exist, the parents may appeal the Principal's decision to the Superintendent for further consideration.
4. Final appeal may be made to the Board of Directors if the parents are not satisfied with the Superintendent's decision.

### 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 and dated** by the parents/guardians. Upon returning to school, you 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 you become ill at school, please report to the office for assistance and a call will be placed to your home. 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.

### EXCUSED ABSENCES/TARDIES

#### A. Excused absences/tardies from school shall be:

1. Illness or health condition/Medical Appointment (verification upon return is required from the doctor.)
2. Family Emergency
3. Religious observance (upon request by parents prior to absence.)
4. Disciplinary actions/suspensions.
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 completed prior to the absence.

**B. School Related Absences:** 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:** 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. Three unexcused or parental excused tardies per class period or three unexcused tardies in a day will result in a referral to the office and appropriate discipline will be assigned. For every three tardies following the first referral it will result in additional referrals.

**E. Non-attendance** in a specific class later than 10 minutes (after it begins) will be considered an absence for that class, not a tardy.

**F. 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. For example, if a student misses two days of school, that student will have two days to turn in work that was missed. No credit or grade may be assigned for make-up work not completed by the time line for an excused absence or for any work missed for an unexcused absence. Parents can request homework after two day of an excused absence.

**LEAVING SCHOOL EARLY**

Any student who needs to leave early must have (1) a signed note requesting early release by the parent/guardian submitted to the office in the morning, and (2) permission from the office.

When ready to leave, the student must check out with the office. Any parent/guardian who arrives to pick up a student early must report to the office to sign the student out. **Do not go to the student's classroom to pick up the student.**

**MEDICATION/SICK ROOM**

If you are ill, please let the teacher know and then report to the office for assistance. Medication brought to school **must** be checked in at the office, secured, and the proper form signed by the parents accompanying the medication. Forms are available in the office.

**IMMUNIZATION RECORDS**

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.

**FIELD TRIPS**

Field trips are considered a valuable addition 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. Students are expected to follow all school rules and proudly represent the Zillah Schools and community.

**DANCES**

The A.S.B. will sponsor approximately two dances per year from 5:00 p.m. to 7:00 p.m. at the school. The final year end dance may be held at a different time. Only ZMS students may attend the dances. Students must arrive no later than thirty minutes after the start of the dance (unless pre-arranged with Principal). Students leaving **cannot** re-enter the dance. They must go home. All school rules will apply during the dance.

**ALCOHOL/DANCE PROCEDURES**

Zillah High School and Zillah Middle School students will be subject to random alcohol testing at all 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.

"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."

**FUND RAISERS**

The purpose of our fund raisers is to raise money for the A.S.B. to operate extra activities that are valuable to the students (e.g., athletics, field trips, dances, incentive programs.) Zillah Middle School will conduct approximately two major fund raisers per year. Student participation in 7th through 8th grades is greatly encouraged. These funds are used for all of the students.

**PERSONAL PROPERTY**

Large sums of money, electronic equipment and/or anything of value should not be brought to school. Valuables that are brought to school can be left in the office in a secure place. The school is not responsible for loss of valuables.

**VISITORS TO OUR SCHOOL**

Only students registered at Zillah Middle School are allowed on campus during school hours. The principal must approve any exception. All visitors must report to the office.

**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.

**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.

**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.

**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. Student Learning Plans will be created for these students to help identify areas of focus for individual academic growth.

**MIGRANT EDUCATION PROGRAM – CERTIFICATE OF ELIGIBILITY (COE)**

The Migrant Education Program provides for extra academic assistance and support for students who qualify. The COE form needs to be filled out with assistance from the Migrant Home Visitor at the time of registration. This program is for students whose families are migratory agricultural workers. 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 skills: Reading, Writing, Listening, and Speaking. Students qualify for program based on a state approved assessment tool. This is a supplemental program to English Language Arts core instruction. The goal of the program is to help students obtain English language skills to transition into the regular classroom.

**SPECIAL EDUCATION**

All children are special, unique individuals. Some children have disabilities which could be physical, mental, emotional, academic, or a combination of these. By law, these children have the right to a “free and appropriate education.” The following steps are used to qualify a student in program.

1. Referral – Focus concern indicating a need for an evaluation. A referral can be made by a parent, teacher or any other person having contact with the child.
2. Assessment – Completed by the school psychologist to determine if a disability exists and the extent of this disability. If a child already qualifies for program, a re-evaluation is conducted every three years.
3. Individual Education Program (IEP) – a plan developed by an IEP team consisting of the special education teacher, general education teacher(s), administrator, and parent. The IEP is reviewed annually by the IEP team.
4. Placement – The goal of placing a student in program is to provide the student with the Least Restrictive Environment so they may have an educational experience as close to that of their peers.

The district conducts Child find activities for the purpose of locating, evaluating, and identifying students with a suspected disability who are residing within district boundaries. Child find 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 behavioural needs, speech, or vision can call the district office at 509-829-5911 or the Special Education office at 509-829-5511.

**ATHLETICS AND EXTRACURRICULUAR ACTIVITIES**

Zillah Middle School has a varied athletic program and competes within the Mid-Valley Middle Level Athletic Activities League. These are the sports that are currently available:

**Boys**

**FALL**

Football  
Cross Country

**WINTER**

Basketball  
Wrestling

**SPRING**

Baseball  
Track & Field

**Girls**

**FALL**

Volleyball  
Cross Country

**WINTER**

Basketball  
Wrestling

**SPRING**

Fastpitch Softball  
Track & Field

**STUDENT ACADEMIC ELIGIBILITY EXPECTATIONS**

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 every three weeks 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 three week grading period.
  3. Students who have a GPA lower than 2.0 will be placed on academic probation for a period of three weeks.
  4. If at the end of the three week probation period the students GPA is still below 2.0 the student will be declared ineligible until the students GPA is above 2.0.
  5. An ineligible student may be declared eligible at any time by getting cleared through teachers and an administrator. Official forms are in the office. If GPA is above 2.0 the student is immediately eligible. It is the student's responsibility to initiate the eligibility process. Administrators will conduct proper check at this time.
- 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 (previous semester failures will determine academic eligibility).
  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. 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.
- C. Must pass semester requirements:

1. At the end of each semester, students must pass at least five of their six period classes in order to maintain eligibility. If a student fails two or more classes, they will be determined ineligible for the first three weeks of the succeeding semester.

**\*Once a student has been declared ineligible for not meeting the standards of either section A or B the student must have a GPA of 2.0 or above.**

**\*Students seeking eligibility must be cleared during the regular school hours - 7:30-3:00 P.M. Students must be cleared by each teacher according to their class schedule.**

**\*All of the above is at the discretion of the building administration to meet WIAA eligibility requirements.**

### **STUDENT ATHLETIC & EXTRA-CURRICULAR ACTIVITIES CODE OF CONDUCT**

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.**

**ZILLAH MIDDLE SCHOOL                      STUDENT/PARENT HANDBOOK                      2017-2018**  
**CONDUCT AND CITIZENSHIP POLICY FOR STUDENTS INVOLVED IN ATHLETICS AND ACTIVITIES**

**STATEMENT:**

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

**POLICY**

1. The student is expected to:
  - a) exhibit exemplary behavior and citizenship inside and outside of school
  - b) follow civil laws
  - c) exhibit good sportsmanship

2. Consequences:

All problems with conduct & citizenship will be dealt with by the coach or advisor whenever possible. If problem(s) continue to exist the athletic director and/or building principal will be consulted. Consequences may include suspension from athletics and/or activities for a percentages or the season, the remainder of the season or remainder of the school year.

**STUDENT BEHAVIOR AND EXPECTATIONS**

At Zillah Middle 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 ZMS 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 ZMS administration and staff. A student who is found to be in violation of

any of these rules is subject to discipline, suspension, or expulsion form ZMS 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.

**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.

"All cases of student misconduct which violates criminal law will be referred to law enforcement."

**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**

School facilities are now Gun Free Zones. Any violation of the prohibition against dangerous weapons will result in a mandatory one calendar year expulsion. The chief school officer (superintendent or designee) can modify the expulsion on a case by case basis. The district will notify parents and law enforcements of any violation.

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 or
3. Off the school grounds at any school activity, function or event, or while en route between home and school.

**E. Narcotics, Alcoholic Beverages, and Stimulant 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. The main responsibility for operating the program will be in the hands of each building principal, who will interpret district's policy to students, staff, parents, and the community.

**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**

Any 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. (See Policy 3122, Excused and Unexcused Absences.)

**K. Profanity**

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

**L. Cheating and Plagiarism**

Honor and honesty are high ideals held for all ZMS staff and students; therefore cheating in any form will not be tolerated. 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 taking the work or idea of someone else and passing it off as your own and/or using someone else's work without crediting the source. Examples are (not limited to): Copying words or ideas without crediting the source. Changing words but copying the sentence structure of a source. Copying many words or ideas from a source so that it makes up the majority of your work.

- 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 ZMS for the remainder of the semester with loss of all credit.

**M. Gang Related Behavior**

Gang related behavior will not be tolerated in the Zillah School District or at Zillah Middle School. Students found to be behaving in a manner associated with a gang or a member of a gang will face school discipline including suspension and expulsion. Gang related behavior includes but is not limited to: dress, language, gestures, writing(s), and any other know association with a gang.

**STUDENTS AND ELECTRONIC DEVICES**

Electronic devices will ONLY be allowed before school, during the student's lunch break and after school. (Unless being used as an educational opportunity in the classroom, with teacher supervision).

*Zillah School District Policy and Procedure No. 3245*

Personal electronic devices, including but not limited to cell phones, i-Pods, Kindles and video players, etc., pose a disruption to the educational process. *It is recommended that students leave these devices at home.* However, if parents would like students to have electronic devices at school, students must use them according to classroom procedures.

Students in possession of electronic devices shall follow the following conditions:

- A. Telecommunication devices shall be turned on and operated only before and after the regular school day, and during student "free-times" such as passing periods and lunch.
- B. Students shall not send, share, view or possess pictures, text messages, emails or other material of a sexually explicit nature or that cause a disruption in electronic form on an electronic device, while students are on school grounds at school sponsored events, or on school buses or vehicles provided by the district. This type of communication may be considered criminal and, if so, will be forwarded to local law enforcement.
- C. Parental/guardian communication should take place through the office. Texting and phone calls with parents/guardians is as distracting as with peers. It also allows the school to be included in student well-being and support.
- D. Students may use electronic devices during academic times at the teacher's discretion if deemed educationally acceptable.
- E. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion, being excluded from extra-curricular activities, and losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate the phone, which shall only be returned to the student's parent/guardian. Content or images that violate criminal laws will be forwarded to law enforcement.
- F. By bringing a cell phone and other electronic devices to school or school sponsored events, the student and/or 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.
- G. 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.
- H. Students shall comply with any additional rules developed by the school concerning the appropriate use of electronic devices.

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Students using or displaying any electronic devices during class time (**unless an educational opportunity in the classroom with teacher supervision**) will have them confiscated, and with the following process:

**\*\*EVERY OFFENSE:** The electronic device will be taken to the office for the parent/guardian to pick up at the end of the school day.

**INSUBORDINATION:** Failure to immediately surrender the item to any adult staff member will result in corrective action as described in “insubordination.” Consequences may range from detention to long-term suspension and/or lose the ability to participate in extracurricular activities. *Zillah School District Policy and Procedure No. 3245*

**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, portrays violence, or uses 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. Any tight/revealing clothing deemed inappropriate by administration.
3. Tattoos or markings deemed as or suspected to be gang-related as well as inappropriate words or sexual references.
4. Items like haircuts, bandanas, headbands, shoe laces or belts and belt buckles believed to be related to gangs.
5. Belts that hang mid-thigh or below the mid-thigh; unfastened suspenders.
6. Oversized or excessively baggy clothing like pants, shorts, or shirts that sag or slouch.
7. Pants or shorts worn below the waist line or that show the student's underwear.
8. Pants in which the legs hang below the heel of the student's shoes. Shoes need to be worn at all times. No pajamas or slippers are to be worn at school.
9. Clothing that is of one specific color that is known to be gang related.
10. Any other clothing item or personal property deemed as disruptive, harassing, demeaning, sexual suggestive, unsafe or gang related 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 will 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 due process safeguards before any corrective action may be taken.

### **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 and be on time
- b) know and understand the rules and follow them
- c) submit to reasonable corrective action
- d) be respectful to others
- e) dress in a manner which is safe, healthful and does not disrupt education for themselves and others
- f) obey lawful instruction
- g) when asked to, identify themselves to teachers, administrators, and other authorized personnel.

### **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 service animals.
- 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.
- W. Student misconduct shall constitute sufficient reason for suspending transportation privileges.

### **ZILLAH MIDDLE SCHOOL HARASSMENT POLICY**

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.

Cross References:	Policy 3200	Rights and Responsibilities
	Policy 3210	Nondiscrimination
	Policy 3240	Student Conduct
	Policy 3241	Classroom Management, Corrective Action and Punishment
	Policy 6590	Sexual Harassment

Legal Reference: RCW 28A.300.285 Harassment, intimidation and bullying prevention policies

Management Resources:  
*Policy News*, December 2010 Harassment, Intimidation and Bullying Policy Strengthened  
*Policy News*, April 2008 Cyberbullying Policy Required

## Prohibition of Harassment, Intimidation and Bullying

### I. 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.

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.

### J. 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.

### K. 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.

## **L. Prevention**

### **1. 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.

### **2. 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.

### **3. 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.

### **4. 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.

## **M. 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).

#### **N. 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.

#### **O. 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.

#### **P. 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.

**Q. 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.

**R. 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: [OEOinfo@gov.wa.gov](mailto:OEOinfo@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)

**S. 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

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.

Cross References:	Board Policy 3210 3240 3421 5010 5281	3207 Prohibition of Harrassment, Intimidation and Bullying Nondiscrimination Student Conduct Child Abuse, Neglect and Exploitation Prevention Nondiscrimination and Affirmative Action Disciplinary Action and Discharge
Legal References:	RCW 28A.640.020	Regulations, guidelines to eliminate discrimination — Scope—Sexual harassment policies
Management Resources:	WAC 392-190-056-058 <i>Policy News</i> , October 2011	Sexual harassment Policy Manual Revisions

**Sexual Harassment**

**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:
  5. That the district does not have adequate evidence to conclude that harassment occurred;
  6. Corrective actions that the district intends to take; and/or
  7. 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:

- D.** The date upon which the complainant received the superintendent's response, or
- E.** The expiration of the 30-calendar day response period based on the receipt of the complaint by the school district, whichever occurs first.

- F. 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.

## **EMERGENCY PROCEDURES FOR ZILLAH MIDDLE 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, consequences are likely.

### **FIRE**

- students follow all directions of their teacher
- proceed to outside location in an orderly fashion immediately
- remain clear of building until signaled to re-enter

**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
- 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/teachers will lock down areas

**COMMONS AREA:**

- a) If Code Yellow: lock down area and get students seated
- b) IF Code Red: students need to leave the area immediately with the run, hide, fight mindset

**SPECIFIC BUILDING EMERGENCIES:**

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

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

**SHELTER-IN-PLACE PLAN FOR ZILLAH MIDDLE SCHOOL**

A shelter-in-place can protect you from both chemical fumes and smoke from fires. If you suspect an ammonia release nearby, or you have been advised to shelter-in-place here are the steps for ZMS:

1. We will alert staff by intercom and announce that a shelter-in-place is happening.
2. Main fans need to be turned off immediately.
3. All students need to get into the building at once. Rooms 107, 109, 110, 111, 112, 113, 114, need to keep students in area. We will possibly use tape or wrapping to cover and seal windows and doors.
4. Rooms 102, 103, 104, 105, 106, and Music Room-all students and supervisors report to the Library area immediately in an orderly fashion. Library and Computer Lab area needs to be sealed off.
5. Outside doors of hallways and commons need to be sealed off with wrapping or tape.
6. Close and lock all windows and external doors. Close as many internal doors in the building.
7. If the gas or vapor is soluble in water (as ammonia is) have students (or anyone else) hold a wet cloth or handkerchief over their nose and mouth if the gas starts to bother them.
8. If anyone feels ill effects, call 9-1-1 or seek medical attention immediately.
9. All students and staff are to stay in designated areas until they are cleared to leave by local officials. At that time, all will resume normal activity when possible.
10. After an "all-clear" has been given by local officials, quickly air out the building by opening all doors and windows, and turning on the air conditioning or heater.

**EQUAL TREATMENT**

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 employee(s) has been designated to handle questions and complaints of alleged discrimination: Superintendent, 213 Fourth Ave., Zillah, WA 98953. (509) 829-5511.

## 2017-2018 BELL SCHEDULES

### REGULAR SCHEDULE

1	8:00 – 8:51
2	8:54 – 9:45
3	9:48 – 10:39
4	10:42 – 11:33
L7	11:33 – 12:03
5A	11:36 – 12:27
L8	12:27 – 12:57
5B	12:06 – 12:57
6	1:00 – 1:51
7	1:54 – 2:45

### WEATHER DELAY SCHEDULE

1	10:00 – 10:40
2	Missed on Weather Days
3	10:43 – 11:23
L7	11:23 – 11:53
4A	11:26 – 12:06
L8	12:06 – 12:36
4B	11:56 – 12:36
5	12:39 – 1:19
6	1:22 – 2:02
7	2:05 – 2:45

### ACTIVITY/ASSEMBLY SCHEDULE

1	8:00 – 8:45
2	8:48 – 9:33
3	9:36 – 10:21
4	10:24 – 11:09
L7	11:09 – 11:39
5A	11:12 – 11:57
L8	11:57 – 12:27
5B	11:42 – 12:27
6	12:30 – 1:15
7	1:18 – 2:03
Activity/Assembly	2:03 – 2:45