

# Procedure Student Conduct Expectations and Reasonable Sanctions

## Student Conduct Expectations

As authorized by chapter 28A.600 RCW, the following procedure sets forth rights and conduct expectations for students, along with the sanctions that may be imposed for violations of such expectations. At all times, this procedure will be read consistent with federal statutes and regulations, state statutes, common law, and rules promulgated by the Washington Office of the Superintendent of Public Instruction.

## Respect for the Law and the Rights of Others

The student is responsible as a citizen to observe the laws of the United States, the state of Washington, and local ordinances and laws. The student will respect the rights of others while in school, on school property, at all school activities, on district provided transportation or otherwise under school authority.

## Compliance with Rules

All Students will obey the written rules and regulations established for the orderly operations of the district and the reasonable requests, instructions, and directives of district personnel. For purposes of Policy 3240 and this procedure, the term "district personnel" includes all adults, including contractors and volunteers, authorized to supervise student activities. Failure to do so will be cause for disciplinary action. All students will submit to reasonable discipline by the school district and its representatives for violations of policies, regulations and rules.

## Student Rights

In addition to individual rights established by law and district policies, students served by or on behalf of the district will have the right to:

- High educational standards in a safe and sanitary building;
- Education consistent with stated district goals;
- Equal educational opportunity and in all aspects of the educational process freedom from discrimination based on economic status, pregnancy, marital status, sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of trained dog guide or service animal by a person with a disability;
- Access to their own education records at reasonable school times upon request;
- Fair and just treatment from school authorities and freedom from mistreatment and physical abuse;
- Freedom from unlawful interference in their pursuit of an education while in the custody of the district;
- Security against unreasonable searches and seizures;
- The substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon the time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law, including the right to:
  - Freedom of speech and press,
  - Peaceably assemble
  - Petition the government and its representatives for a redress of grievances,
  - The free exercise of religion and to have their schools free from sectarian control or influence, and
  - Participate in the development of rules and regulations to which they are subject and to be instructed on rules and regulations that affect them, including the periodic review and update of discipline rules, policies, and procedures;
- Establish appropriate channels to voice their opinions in the development of curriculum;
- Representation on advisory committees affecting students and student rights;
- Present petitions, complaints, or grievances to school authorities and the right to prompt replies;
- Consult with teachers, counselors, administrators and other school personnel at reasonable times;
- Be involved in school activities, provided they meet the reasonable qualifications of the sponsoring organization;
- Free election of their peers in student government and the right to hold office;
- Know the requirements of the course of study, be informed about and know upon what basis grades will be determined;

- Citizenship privileges as determined by the United States and Washington State Constitution and its amendments; and
- Annual information pertaining to the district's rules and regulations regarding students, discipline and rights.

**Scope of District Authority**

Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the school district; criminal acts; and/or violations of school rules and regulations, may be subject to disciplinary action by the school and prosecution under the law. The rules will be enforced by school officials:

- On school grounds during and immediately before or immediately after school hours;
- On school grounds at any other time when school is being used by a school group(s) or for a school activity;
- Off school grounds at a school activity, function, or event;
- Off the school grounds if the actions of the student materially or substantially affects or interferes with the educational process; or
- In school-provided transportation, or any other place while under the authority of school personnel.

**Disruptive Conduct**

A student will not intentionally cause substantial and/or material disruption of any school operations. The following illustrate the kinds of offenses that are prohibited:

- Intentionally obstructing normal pedestrian or vehicular traffic on a school campus;
- Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through;
- Causing a disturbance or disruption on school grounds, at school activities, or on district-provided transportation, including substantially interfering with any class or activity;
- Cheating or disclosure of exams;
- Defiance of school personnel by;
- Disobedience of reasonable requests, instruction, and directives of school personnel;
- Refusal to leave an area when instructed to do so by school personnel;
- Refusing a reasonable request to identify oneself to district personnel (including law enforcement officers) while under the supervision of the school; and
- Refusal to cease prohibited behavior;
- Disruptive and/or dangerous use of motor vehicles or conduct on a school bus that endangers students;
- Extortion, theft, forgery;
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Gambling or encouraging other students to gamble;
- Gang-related behavior, association, and/or affiliation;
- Harassment of others;
- Inappropriate dress or appearance;
- Trespassing on school property or school transportation at a time or place the student's presence is not permitted;
- Occupying a school building or school grounds in order to deprive others of its use;
- Preventing students from attending class or school activities;
- Use or possession of tobacco;
- Using any object in a dangerous manner;
- Intentionally defacing or destroying the property of another.

**Exceptional Misconduct**

Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension. Exceptional misconduct includes the following:

- Arson;
- Assault, if the assault involves
  - Injury to another;
  - Bodily fluids; or
  - A weapon;
- Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff; \*
- Cumulative violations; \*
- Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities;
- Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus;
- Disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.; \*
- Extortion; \*
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another; \*
- Harassment/intimidation/bullying of others; \*
- Knowingly possessing stolen property; \*
- Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed;
- Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
- Sexual misconduct on school grounds, at school activities, or on school provided transportation; \*
- Theft on school grounds, at school activities, on school provided transportation, or of school property at any time; \*
- Threats of violence to other students or staff;
- Use or possession of dangerous weapons, including firearms, airguns, knives, nun-chu-ka sticks, throwing stars, stun guns, explosives and other weapons prohibited by state law and Policy 4210.

*\*District Note: While these marked offenses are "exceptional misconduct" and an immediate imposition of short-term suspension is permissible, each offense may be a "discretionary discipline offense" for which long-term suspension and expulsion/emergency expulsion cannot be imposed. If the school is considering imposition of long-term suspension, emergency expulsion, or expulsion for any offense marked with an asterisk, the behavior must also be explicitly listed in procedure 3241P under the section entitled "Suspensions, Expulsions, and Discretionary Offenses."*

**Guidelines for Sanctions**

Chapter 392-400 WAC contains the following restrictions for suspensions:

- Kindergarten through grade four - No student in grades kindergarten through four shall be subject to short-term suspensions for more than a total of ten school days during any single semester or trimester as the case may be, and no loss of academic grades or credit shall be imposed by reason of the suspension of such a student.
- Grades five and above program - No student in grade five and above program shall be subjected to short-term suspension for more than a total of fifteen school days during any single semester or ten school days during any single trimester, as the case may be.

In all cases where sanctions are imposed, a reasonable effort to contact parents or guardians will occur prior to, or contemporaneous with, the imposition of the sanction, in addition to any written notice required by law. When a school administrator has good and sufficient reason to believe that a student's presence poses an immediate and continuing danger to the student, other students or school staff, or an immediate and continuing threat of substantial disruption of the educational process, immediate emergency removal or emergency expulsion may be appropriate.

In conjunction with the following sanction guidelines, administrators may also consider any alternative form of corrective action—including programs intended to lessen the time of exclusion from class attendance—

which has been approved by the Board of Directors and/or Superintendent. The district encourages the use of alternative forms of correction action when possible and practicable in light of the duty to maintain safe and orderly school environments conducive to student learning.

In addition to school sanctions, administrators should determine whether restitution for damage or injury should be considered.

**Implementing the Guidelines for Sanctions**

It is presumed that school administrators will sanction a student for the following offenses within each listed standard range, beginning at the presumptive sanction and determining whether mitigating or aggravating factors warrant a sanction higher or lower within the standard range. School administrators are expected to use their professional judgment and experience when assigning students sanctions and will, to the best of their abilities, attempt to apply these sanctions to all similarly-situated students in a fair and equitable manner. The administrator's judgment and discretion will carefully balance the duty to maintain order and discipline in a safe school environment, the appropriate corrective action needed to address the student's misconduct, and the student's long-term educational success.

**The sanctions below do not prohibit administrators from considering approved alternatives to out-of-school suspension or expulsion, including in-school suspension.** The standard range for each offense does not prohibit a school administrator from exceeding the range, up to and including expulsion, if sufficient aggravating factors warrant such corrective action or if the threat of danger or substantial disruption supports an emergency expulsion under WAC 392-400-295.

**ARSON:**

For purposes of school discipline, "arson" means any intentional or reckless setting of a fire or other burning of personal or public property. "Reckless" means that the student understood, but acted with disregard for, the consequences of his or her conduct.

STANDARD RANGE: 0-20 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Short-Term Suspension of 1 Day

Secondary: Short-Term Suspension of 5 Days

MITIGATING FACTORS:

- No prior documented misconduct
- Minimal damage
- Little potential of harm
- Student's intent or purpose
- Student's age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct
- Student attempted, but failed to or was prevented from, carrying out the conduct

AGGRAVATING FACTORS:

- Significant damage
- Potential of serious harm
- Intent or purpose in setting fire
- Previous discipline record of student warranting progressive sanctions
- The student's presence on campus is determined to be a threat to the safety of others.

**ASSAULT:**

For purposes of school discipline, "assault" means actual or attempted hitting, striking or other wrongful physical contact inflicted on another either directly or indirectly through an object. For verbal threats, see Harassment, Intimidation, and Bullying.

STANDARD RANGE: 0-10 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: 0 Days

Secondary: Short-Term Suspension of 5 Days

MITIGATING FACTORS:

- No prior documented misconduct

- Minimal injury or damage
- Student was primarily acting defensively, but facts do not support a conclusion that the student's conduct was clearly reasonable self-defense as set forth below
- Student's age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct

**AGGRAVATING FACTORS:**

- Serious actual or potential injury
- Use of an object or weapon
- Premeditated conduct
- Multiple students assaulting a single student
- Prior assault(s), threat(s), harassment, or bullying by the student against the same victim
- Exceptional severity or cruelty
- Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of the victim
- Conduct is motivated by actual or perceived gang rivalry or affiliation
- Previous discipline record of student warranting progressive sanctions

**REASONABLE SELF-DEFENSE:**

It is expected that a student must always first retreat from any threat of harm and/or contact an adult staff member for assistance before engaging in any type of physical response to an assault. However, an administrator may decide not to subject a student to discipline if, following a reasonable investigation, the administrator determines that all of the following are true:

- A student who is being assaulted or witnesses another student being assaulted acts only in a manner that is defensive and protective of himself/herself or others;
- The student is acting in a manner that a building administrator determines is reasonable and necessary in light of the circumstances; and
- The student did not instigate, provoke, or promote the violence by his or her words or conduct immediately prior to the assault.

A reasonable physical response to an assault may include holding the assailant's hands or arms to prevent the assault, or pulling two fighting students apart and holding them until adult staff can arrive and intervene.

**DEFACING OR DESTRUCTION OF PROPERTY:**

For school discipline purposes, means the unauthorized, intentional damage to district property or the property of others (other than arson, above).

STANDARD RANGE: 0-10 Day Suspension

**PRESUMPTIVE STANDARD SANCTION:**

Elementary: Discipline other than Suspension  
Secondary: Short-Term Suspension of 3 Days  
Restitution will usually be required.

**MITIGATING FACTORS:**

- No prior documented misconduct
- Minimal damage
- Student's age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct
- Subsequent remedial steps, including restitution to district or victim of misconduct

**AGGRAVATING FACTORS:**

- Significant damage in extent or cost
- Similar previous conduct
- Previous discipline record of student warranting progressive sanctions
- Property defaced with:
  - Lewd or obscene words or imagery

- Words or imagery containing slurs or negative reference to the race, color, national origin, gender, sexual orientation, gender expression, or disability of others
- Gang words or imagery

Note: Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil's parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

When the pupil and parent or guardian are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

**DEFIANCE OF SCHOOL AUTHORITY:**

Refusal to obey reasonable requests, instructions, and directives of any school personnel, including volunteers or contractors working for the school. Defiance includes dress or appearance that the student either refuses to correct at the directive of a school administrator, or that is a persistent and repeated violation. Defiance of school authority can also include intentional disruptive behavior.

STANDARD RANGE: 0-10 Day Suspension

*(District Note: Defiance of school authority is a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.)*

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension  
Secondary: Discipline other than Suspension

MITIGATING FACTORS:

- No prior documented misconduct
- Student's age and/or inability to understand potential consequences of the conduct
- Subsequent action taken by student to make amends for misconduct with school personnel

AGGRAVATING FACTORS:

- Part of a pattern of similar misconduct
- Previous discipline record of student warranting progressive sanctions
- Substantial disruption to learning of others caused by student's defiance
- Student attempts to solicit or incite others to engage in defiant behavior
- Use of lewd, obscene, or profane language directed towards supervising school personnel
- Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of school personnel

**DRUGS/ALCOHOL AND OTHER PROHIBITED CHEMICAL SUBSTANCES:**

The possession, consumption, use, storage, or distribution of drugs (including marijuana/cannabis), alcohol, and other similar chemical substances on school grounds, at school activities, or on district-provided transportation is prohibited. For purposes of student conduct expectations:

- This section applies to any controlled substance, medication, stimulant, depressant, or mood altering compound, including simulated compounds intended to produce intoxication or euphoria, whether or not such compounds have been designated a controlled substance by state or federal law;
- This section applies to marijuana or substances containing marijuana;

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- This section applies to legally-prescribed drugs which a student is nevertheless not lawfully authorized to possess on school grounds, at school activities, or on district-provided transportation;
- This section applies to students who enter school grounds, school activities, or district-provided transportation following the unlawful use or consumption of drugs, alcohol, and other similar chemical substances, including students who appear to be under the influence of such substances; and
- This section applies equally to the possession or use of paraphernalia or other items used to possess, consume, store, or distribute drugs, alcohol, and/or other illegal chemical substances, including marijuana or substances containing marijuana.

STANDARD RANGE Elementary: 0-10 Day Suspension  
STANDARD RANGE Secondary: 3-20 Day Suspension

**PRESUMPTIVE STANDARD SANCTION FOR POSSESSION OR USE:**

Elementary: Short-Term Suspension of 1 Day  
Secondary: Short-Term Suspension of 10 Days

**PRESUMPTIVE STANDARD SANCTION FOR DISTRIBUTION:**

Elementary: Short-Term Suspension of 5 Days  
Secondary: Long-Term Suspension of 20 Days

**MITIGATING FACTORS:**

- Little or no prior documented misconduct
- A significantly small amount of substance
- Student's age and/or inability to understand potential consequences of the conduct
- Momentary or transient handling of the item
- Admitted or self-reported conduct
- Student believed that he or she was authorized to possess a lawfully-prescribed drug on campus
- Evidence that there was no intent to use, consume, or distribute the substance on school grounds, district-provided transportation, or at school activities.

**AGGRAVATING FACTORS:**

- Previous discipline record of student warranting progressive sanctions
- A relatively large amount of substance that would reasonably exceed anticipated single use
- Evidence of sophistication or pre-planning
- Evidence of distribution or intent to distribute prohibited substances
- The substance is heroin or another similar opiate (including methadone, oxycodone, etc.), cocaine, methamphetamine, or a similar substance designated as a level one or level two controlled substance with the potential for significant harm and addiction
- Distribution has been to multiple students
- Conduct is related to gang affiliation

Generally, a suspension for possession, use, or consumption should not exceed ten (10) days, and a suspension for distribution should not exceed twenty (20) days. A suspension for secondary students in either case should not fall below three (3) days.

An expulsion may be imposed for such conduct when sufficient aggravating circumstances are present and in consultation with the superintendent or the superintendent's designee. Emergency expulsion may be imposed when the student's conduct meets the requirements of WAC 392-400-295.

An administrator may draw up a contract with a student serving a suspension, and a maximum of fifty percent (50%) of the suspension may be held in abeyance when the student successfully complies with the terms and conditions of the contract.

In all cases in which a student possesses or is distributing on school grounds, at school activities, or on district-provided transportation a substance prohibited under this section that is also a violation of the law, a report will be made by school officials to law enforcement.

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 with mandatory compliance. 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 illegal, wrong and harmful, and expressly forbidden.
2. Over-the-counter drug use or possession with intent to abuse, impair judgement, performance or mental faculties is strictly prohibited.
3. Prescription medications are to be construed as exceptions to this procedure when used by the individual for whom they were prescribed, and in the manner and amount prescribed. Prescription medications must be used in conformance with district policy.
4. 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. This should be done by 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.
  - a. 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, Student Assistance Professional (SAP) and the community, who will assess the nature and scope of alcohol and drug problems in students referred, and make recommendations for the appropriate form of assistance.
  - b. An essential feature of the program is that students, along with their families, are encouraged to contact staff persons, the building principal, or the Student Assistance Professional (SAP) regarding problems with alcohol and other drugs, with the assurance that said problems will be handled confidentially.
5. Referral Process:
  - a. In general, students who refer themselves to the Student Assistance Professional (SAP) for the use of chemicals, may not be liable to formal suspension from student athletics, or co-curricular activities.
  - b. If a student accepts referral and/or treatment, that fact will be regarded as it would for any illness, with respect to benefits and privileges. So long as the student is involved with the program, and is making satisfactory progress, there is no reason why he/she may not remain in school, however, violations of the law shall be enforced.
  - c. Students may be referred to the Student Assistance Professional (SAP) by school staff, other students, parents, or community agencies, i.e., clergy, law enforcements, etc.). Staff members are expected to refer any student who: (a) exhibits a definite and repeated pattern of decline in their school performance, which may be alcohol or drug related; and/or (b) manifest any signs, symptoms, or indications of a chemical problem.
  - d. When a referral is made, the SAP, ZHS Principal shall facilitate contact with the student and other staff members in an attempt to assess the nature and scope of the student's problem.
  - e. At all times it is the prerogative of the student and families to accept referral to the SAP or to outside assistance, or to reject it. Regardless of whether a student accepts or rejects assistance, it still remains his/her responsibility to maintain acceptable levels of performance and conduct, or face disciplinary action.
6. No records of a student's participation in the program will become a part of the permanent record. The fact of a student's participation in the program, including conversations he/she may have with staff members, will be held strictly confidential.



7. Discipline:

- a. Student found to be under the influence of, in possession of or selling drugs, narcotics or alcohol while on the campus of Zillah High School or at any Zillah School District sponsored events. A second offense will result in further suspension and/or expulsion. In all cases involving alcohol or other drug sale, manufacturing on campus, possession or distribution, which includes illegal distribution of prescription medications and "look-a-like" drugs, will be referred to law enforcement.
  - b. Possession and Use; and/or Under the Influence:  
**FIRST OFFENSE:** Student may be emergency expelled. The building administrator may hold suspension to 5 days if the student is meeting the expectations of the reinstatement conference.  
**SECOND OFFENSE:** A recommendation for expulsion will be made to the board of education. Expulsion may be held in abeyance if the student follows recommendations of the Core Team. Assessment will be required and agreement to recommendations given.
  - c. Manufacture, Sale, Possession, or Distribution of alcoholic beverages or controlled substances with notification to parents/guardian including appropriate law enforcement contact will be completed per district policy.
8. On the basis of information gathered, the Administration and SAP will meet and recommend one or more of the following courses of action:
- a. No reason for immediate concern; no chemical problem;
  - b. Referral to other resources;
  - c. Continued one-to-one involvement with the SAP or other pupil service staff;
  - d. Continued involvement with the SAP and group experiences;
  - e. Referral for outside evaluation;
  - f. Inpatient treatment;
  - g. Outpatient treatment;
  - h. Involvement in AA, Alanon, Alateen
9. It shall be the responsibility of each building administrator, or designee to develop procedures consistent with this policy, and to provide the necessary orientation and training of staff persons. The building administrator or designee and the SAP for each building will periodically evaluate the progress of the program and if its effectiveness, and make annual reports and recommendations to the district administrator.
10. Any student that violates this policy and wishes to participate in extra-curricular activities will be subject to review by the eligibility board as stated in the activity procedures.

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**FIGHTING OR FIGHTING INVOLVEMENT:**

Includes instigating, promoting (including promotion by presence as a spectator), and escalating a fight, as well as the failure to disperse at the scene of a fight.

SANCTIONS: See Assault

*(District Note: Where assault is not alleged and the school simply imposes discipline under fighting or fighting involvement, such offense is a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.)*

**GANG CONDUCT:**

For school discipline purposes includes:

- The creation, display, or communication of gestures, language, imagery, or symbols as defined below commonly associated with gang culture
- The promotion of gang culture and/or gang violence, and/or
- The solicitation or recruitment of gang members.

Gang imagery and symbols include, but are not limited to:

- Apparel (including shoelaces, bandanas, belts, or hats) which by virtue of color, arrangement, trademark, symbol, or any other attributes indicate or imply gang membership or affiliation
- Displays of gang affiliation on personal belongings including clothing, school assignments, notebooks, body, etc.

STANDARD RANGE: 0-10 Day Suspension

*(District Note: If the school does not allege gang activity on school grounds in violation of RCW 28A.600.455 or criminal gang intimidation, some "gang conduct" may be a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.)*

**PRESUMPTIVE STANDARD SANCTION:**

Elementary: Discipline other than Suspension  
Secondary: Discipline other than Suspension

**MITIGATING FACTORS:**

- No prior documented misconduct
- Student's age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct
- Subsequent remedial steps, including restitution for property damaged or defaced with gang imagery, symbols, or language

**AGGRAVATING FACTORS:**

- Similar previous conduct
- Concerted action with other students or non-students
- Gang conduct in connection with other misconduct prohibited elsewhere by this procedure, including but not limited to assault, harassment, intimidation, bullying, theft, and the possession of weapons
- Previous discipline record of student warranting progressive sanctions

Expulsion or Long-term suspension for gang conduct alone, absent any other misconduct, may only occur under extraordinary circumstances following consultation with the Superintendent or Superintendent's designee.

**HARASSMENT, INTIMIDATION OR BULLYING:**

For school discipline purposes, "harassment, intimidation and bullying" includes:

- Intentional hurtful, threatening, or intimidating verbal and/or physical conduct;
- Unsolicited or unwelcome verbal or physical conduct that is harassing or intimidating that can be of a sexual, religious, racial or ethnic nature, or based on disability;
- A threat to cause bodily injury, property damage, or to cause the physical confinement or restraint of the person threatened, or any other act causing substantial harm to the physical or mental health of the person threatened.

STANDARD RANGE Elementary: 0-10 Day Suspension

STANDARD RANGE: Secondary: 3-20 Day Suspension\*

**PRESUMPTIVE STANDARD SANCTION:**

Elementary: Discipline other than Suspension  
Secondary: 3 Day Suspension

*\*(Note: Harassment, intimidation, or bullying that does not constitute criminal "harassment" under chapter 9A.46 RCW (i.e., threats) or any other offense specifically listed in Policy 3241 or procedure 3241P (e.g., assault or malicious mischief) is a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.)*

**MITIGATING FACTORS:**

- No prior documented misconduct
- Student's age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct
- Subsequent action taken by student to make amends for misconduct with the victim

**AGGRAVATING FACTORS:**

- Threat of serious injury
- Use of an object or weapon
- Premeditated conduct
- Part of a pattern of similar misconduct against the same victim
- Prior assault(s) threat(s), harassment, or bullying by the student against the same victim

- Exceptional severity or cruelty
- Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of the victim
- Conduct is motivated by actual or perceived gang rivalry or affiliation
- Previous discipline record of student warranting progressive sanctions

**LEWD, OBSCENE, OR PROFANE LANGUAGE, GESTURES OR MATERIALS:**

For purposes of school discipline, this includes, but is not limited to, lewd, obscene or profane language, gestures or materials that are unrelated to authorized school curriculum. Prohibited "materials" includes digital or electronic text, images, or sounds that are possessed, displayed, or transmitted while under the supervision of school authorities.

STANDARD RANGE: 0-10 Day Suspension

*(District Note: Lewd, obscene, or profane language gesture or materials that do not constitute a "sex offense" as defined in Policy 3241 and procedure 3241P is a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.)*

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

MITIGATING FACTORS:

- No prior documented misconduct
- Student's age and/or inability to understand potential consequences of the conduct
- Subsequent action taken by student to make amends for misconduct

AGGRAVATING FACTORS:

- Part of a pattern of similar misconduct
- Previous discipline record of student warranting progressive sanctions
- Substantial disruption to learning of others caused by student's defiance
- Student attempts to solicit or incite others to engage in behavior
- Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of school personnel

Any conduct under this section that could constitute a criminal act will be reported to law enforcement. Any conduct under this section that involves the use of district resources or equipment may result in the loss or restriction of a student's use of district systems, resources, or equipment.

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**LEAVING CAMPUS DURING SCHOOL HOURS:**

A student shall not leave the school campus during the school day unless excused by the school office.

**LOITERING:**

A student shall be expected to leave the school campus at the official close of the school day unless permission to do otherwise has been granted.

**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.

**ATTENDANCE:**

A student shall not be absent or tardy from classes without an approved excuse. Such a student shall be subject to corrective action or punishment.

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**TARDINESS:**

Schedule a conference or conferences with the custodial parent or guardian and student, at a time reasonably convenient for all, for the purpose of analyzing the causes of the student's tardiness. Take steps

to eliminate the tardiness, including adjusting the student's school program, or school/course assignment.  
(*District Note: Tardiness is a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.*)

**THEFT/STEALING:**

Possession of another person's or district property, regardless of value, without the person's permission with the intent to deprive the owner of such property. As part of the sanction, restitution will usually be required.

STANDARD RANGE: 0-10 Day Suspension

(*District Note: Theft and stealing are discretionary discipline offenses under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.*)

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: Short-Term Suspension of 2 Days

Restitution will usually be required if property is not recovered and returned.

MITIGATING FACTORS:

- No prior documented misconduct
- Property returned to victim
- Student's age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct
- Subsequent remedial steps, including restitution to district or victim of misconduct

AGGRAVATING FACTORS:

- Significant damage in extent or cost
- Similar previous conduct
- Previous discipline record of student warranting progressive sanctions
- Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of the victim
- Conduct is motivated by gang affiliation

Note: Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil's parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

When the pupil and parent or guardian are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

**TOBACCO/NICOTINE PRODUCTS - USE OR POSSESSION:**

Students may not participate in smoking, use of tobacco products or products containing nicotine, or possess tobacco products on the school premises or at school-sponsored functions.

Elementary Students

See sanctions for Defiance of School Authorities

Secondary Students

(*District Note: Use or possession of tobacco or nicotine products is a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.*)

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

**WEAPONS:**

This section addresses the possession or use of actual weapons including firearms, dangerous weapons, and other items listed within that policy. This includes when a student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Objects and conduct that fall outside should be addressed under other sections, as appropriate.

STANDARD RANGE: 0-20 Day Suspension

**PRESUMPTIVE STANDARD SANCTION:**

Elementary: Short-Term Suspension of 3 Days

Secondary: Long-Term Suspension of 11 Days

SANCTION FOR FIREARM AT SCHOOL: Emergency Expulsion (see below)

**MITIGATING FACTORS:**

- No prior documented misconduct
- No injury or damage caused
- No evidence that student intended to display or use the weapon
- The weapon is a small pocketknife with a blade 3 inches or less
- Student's age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct
- Student offers credible evidence that he or she had the weapon for legitimate purposes away from school and unintentionally brought the object to school

**AGGRAVATING FACTORS:**

- Previous discipline record of student warranting progressive sanctions
- Student used the weapon in furtherance of an assault, to intimidate another, cause injury, and/or to cause physical damage to property
- Student displayed, activated or discharged the weapon in a reckless manner
- Evidence of premeditation
- Display or use of the weapon was motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of a person intimidated or assaulted
- Conduct is motivated by actual or perceived gang rivalry or affiliation
- The weapon is an airgun or firearm.
- The object appears to be a firearm and the student displaying or using the object does so with malice

Any student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school for not less than one year (12 months) under RCW 28A.600.420, with notification to parents and law enforcement. The district superintendent or the superintendent's designee is authorized to modify the expulsion of a student on a case-by-case basis.

The school district may also suspend or expel a student for up to one year if the student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm.

Expulsion may result based upon the administrator's judgment of the seriousness of the act or circumstances surrounding the act, and/or the previous record of the student.

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**STUDENT ACADEMIC ELIGIBILITY EXPECTATIONS**

**Middle School Grades 7-8**

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

- A. Have a 2.0 GPA:

**Procedure No. 3240P  
Students**

1. Grade checks for meeting GPA requirement will be conducted at the end of each six-week grading period (previous semester GPA will determine academic probation).
2. Students who have a GPA of 2.0 or higher will be considered eligible until the end of the current six-week grading period.
3. Students who have a GPA lower than 2.0 will be placed on academic probation for a period of six weeks.
4. If at the end of the six-week probation period the student's GPA is still below 2.0 the student will be declared ineligible until the student's 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 probation).
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.

**STUDENT ACADEMIC ELIGIBILITY EXPECTATIONS  
High School Grades 9-12**

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

**A. Have a 2.0 GPA:**

1. Grade checks for meeting GPA requirement will be conducted at the end of each six-week grading period (previous semester GPA will determine academic eligibility).
2. Students who have a GPA of 2.0 or higher will be considered eligible until the end of the current six-week grading period.
3. Students who have a GPA lower than 2.0 will be declared ineligible for participation other than for practices.
4. The student will remain ineligible for participation other than practices until the student's 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.
6. Students, involved in any athletics and activities, who having once have fallen below a 2.0 GPA must turn a weekly check to the athletic director on a school form validating their eligibility for the remainder of the current sports season. It is the student's responsibility to initiate the weekly check to continue their eligibility. Failure to do weekly check will result in the student being declared ineligible until it is turned into the athletic director.

**B. Must be passing all classes:**

1. At the end of the first three weeks of the semester, staff will be surveyed to identify students who are failing course work.
2. Students who are failing a class(s) will be placed on academic probation for three weeks.
3. If at the end of the three-week probation the student is failing, the student is declared ineligible until he/she is passing all classes.
4. 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.
5. Students, involved in any athletics and activities, who are failing a class or classes must turn in a weekly check. It is the student's responsibility to initiate the weekly check to continue their eligibility. Failure to do weekly check will result in the student being declared ineligible until it is turned into the athletic director.

- C. Must be meeting all PEARLS requirements:
1. At the end of the first three weeks of the semester, staff will be surveyed to identify students who are failing to meet PEARLS requirements.
  2. Students who are failing PEARLS will be placed on academic probation for three weeks.
  3. If at the end of the three week probation the student is failing, the student is declared ineligible until he/she is meeting requirements.
  4. A student may be declared eligible at any time by getting cleared through the teachers and an administrator. This has to be done on a school form, which is available in the office. At this time the student is eligible immediately.

Academic checks for eligibility will be made every three weeks.

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

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

### **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 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.

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

**CONDUCT AND CITIZENSHIP**

**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
  - b) Follow civil laws
  - c) Exhibit good sportsmanship
- 2. Consequences:



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

**CUT POLICY AT ZILLAH HIGH SCHOOL**

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

When the coaching staff makes the cutting decision the following procedures will take place:

1. There will be **NO** lists posted.
  2. A personal contact will be made by the head coach with each student being cut. This meeting must be in a private setting. The conversation needs to be focused on:
    - a) The decision-making process.
    - b) High regard for the student's self-esteem.
    - c) Communication between student and coach.
  3. An attempt will be made to limit cutting to seniors and juniors.
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**Management Resources:** 2016 – July Issue

2014 – August Issue

**Zillah School District**

Adoption Date:

Classification:

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