

Westwood Middle School Student Handbook



Pride in Ourselves

Pride in our Learning

Pride in our Community

Fall 2024

Westwood Middle School
6120 S Abbott Road
Spokane, WA 99224
(509)559-4150

<https://wms.cheneyisd.org>

Welcome to Westwood Middle School

Welcome to the 2024-2025 school year at Westwood Middle School, Home of the Wolverines. Our mission statement is Pride in ourselves, Pride in our learning, and Pride in our community. This is Wolverine Pride! We thank our patrons for our beautiful, state of the art middle school. Your support for the education of Cheney students is truly appreciated.

Our teachers and support staff are excited to welcome back our students and provide a safe, caring and challenging educational experience. We offer a rigorous academic program including highly capable classes, CTE (Career Technical Education), STEM (Science, Technology, Engineering, and Math), accelerated math, and fine and performing arts. We are committed to developing students intellectually, emotionally, and socially. We hope you will find our school website www.cheneysd.org/wms and this Student Handbook helpful and informative in ensuring your child's success.

Never hesitate to contact the teachers or principals whenever we can be of assistance to you in any way. We wish each of our students and their families a successful and enjoyable year at Westwood Middle School.

Alison Tobler

Mrs. Alison Tobler,
Principal

Tami Skillingstad

Mrs. Tami Skillingstad,
Assistant Principal

Tim Harse

Mr. Tim Harse,
Assistant Principal, Athletic Director

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WMS Phone Directory

Administration

Principal	Mrs. Alison Tobler	559-4151
Assistant Principal	Mrs. Tami Skillingstad	559-4153
Assistant Principal & Athletic Director	Mr. Tim Harse	559-4161

Office Staff

Office Manager/Head Secretary	Mrs. Melanie Horton	559-4150
Registrar/Attendance Secretary	Mrs. Meagan Edwards	559-4156
Attendance Secretary	Mrs. Erica Little	559-4152
ISI/Office Secretary	Mr. Jordan Sevier	559-4167
Athletics Secretary	Mrs. Pam Moran	559-4118

Counselors

6 th – 8 th Grade A-K	Mrs. Christina Wood	559-4158
6 th – 8 th Grade L-Z	Mr. Nermin Durgutovic	559-4157

WMS Website

Please refer to our website for staff contact and school-related information at:

<https://wms.cheneysd.org>

Cheney School District Directory

Superintendent	Mr. Ben Ferney
Associate Superintendent	Mr. Tom Arlt
District Office Number	559-4599 or 1-877-224-3639
District Website	www.cheneysd.org

Cheney School District Mission Statement

Cheney Public Schools exists to guarantee a safe and caring environment where ALL students learn at high levels and graduate with options for post-secondary education, careers, and civic engagement.

WMS Mission Statement

Pride in ourselves

- We work with our peers, teachers, staff and coaches in a respectful manner.
- We will be responsible and productive while at school.
- We recognize differences in others while honoring positive intentions.

Pride in our Learning

- We will work hard and focus on learning.
- We celebrate learning accomplishments of ourselves and others.
- We value lifelong learning.

Pride in our community

- We are stewards of Westwood, we will take care of our beautiful school.
- We give back to our community, through mentoring, fund run, NJHS or other opportunities.
- We will be involved in the school through athletics, activities or music programs.

Westwood Culture

At Westwood we work to build a school culture where all staff and students:

- Work together to provide a safe, caring and secure school environment
- Get to know their peers and teachers, building meaningful relationships
- Serve as positive role models of acceptable and responsible behavior
- Have a growth mindset and learn at high levels
- Listen to and speak respectfully to everyone in the school
- Participate in extracurricular activities
- Attend school – all staff and students want to be here
- All students will graduate from Cheney Public Schools

Belonging

Westwood believes that all students have a place in our school. That families are partners in the learning process and that all voices are important in decision making. We want all students and staff to accept people for who they are and to include others. We will work to provide opportunities for students to learn and share about different cultures to better understand our community.

Policies, Procedures, and General Information

Closed Campus Policy

For the safety of all students, Westwood Middle School is considered a “closed campus” meaning that students may not leave the school grounds without permission from the time they arrive in the morning until school is dismissed for the day. Students who choose to leave school property without permission will be subject to disciplinary action according to CSD Policy 3240 as described in the Discipline Guidelines section of this Handbook.

School Breakfast and Lunch

All WMS students receive their first breakfast and lunch at no cost. Students are welcome to as many fruits and vegetables as they can eat. Students are also welcome to a second entrée at an additional cost. All food must be consumed in the café and students are responsible for cleaning up after themselves and for following directions of cafeteria staff and lunch supervisors at all times. Politeness, respect, and good manners are essential! Students wishing to go to a classroom during lunchtime must obtain a signed pass from a teacher and show a lunch supervisor.

Money can be placed on a student’s lunch account using cash or a check submitted to the office. Credit and debit cards can be used with the online payment portal option through the Cheney School District website at <https://wa-cheney.intouchrecepting.com/>. Cash is not accepted in the lunch line.

Parents and/or Guardians are welcome to enjoy lunch with their child(ren). Guests eating meals need to pay in exact change or by credit/debit at the school’s office. Please take your receipt to the Nutrition Services cashier when going through the service line.

Breakfast Prices \$2.10

Lunch Prices \$3.70

Milk \$0.75

Adult Breakfast: \$4.75

Adult Lunch: \$6.50

Extra Entrée (main dish) \$2.00

(Please Note: School lunch is a federally funded program and prices are subject to change.)

Director Nutrition Services: Mr. LJ Klinkenberg 509-559-4506

State Assessments

Each spring, all third through eighth grade students in Washington State will take the Smarter Balanced assessment. This assessment measures a student’s progress toward college and career readiness in mathematics and English language arts. In addition, fifth and eighth grade students will take the Washington Comprehensive Assessment of Science (WCAS) in science. These assessments are important because teachers and administrators use the results to make decisions regarding curriculum, instruction and student placement in advanced and Tier 3 classes. In addition, these assessments determine whether or not public elementary and middle schools in Washington meet federal requirements. Students and teachers work hard to prepare for success on the state assessments. Parents and guardians can help their children be successful in the following ways:

- Look for an announcement of testing days for your school and make sure your child attends school on these days.
- Make sure your child gets plenty of sleep the night before testing and that he or she eats a nutritious breakfast on testing days.
- Visit the Cheney School District website and look under Parent Resources to find information that will help you prepare your child for the state assessments.

Highly Capable Program

Cheney Public Schools welcomes nominations from parents, students, teachers, and community members for Highly Capable Screening. In addition, all 6th grade students will be screened for the Highly Capable Program using the CoGAT screener. Anna Campbell is Westwood’s Highly Capable staff representative. Please contact her with nominations or questions regarding the Highly Capable Program. 509-559-4189.

National Junior Honor Society

National Junior Honor Society (NJHS) is an honorary school and community service organization. To become a member of NJHS, 6th grade students must have a cumulative GPA of 3.8 or higher after two quarters of classwork, and 7th and 8th graders must have a cumulative GPA of at least 3.5. Students wishing to participate in NJHS must complete an

application packet that will be reviewed by a selection committee of five adults associated with the school. In order to maintain membership, students must not allow their GPA to drop below 3.5, must receive no discipline referrals, and must perform five hours of school or community service during each school year.

I-Ready Assessment and Learning

Our educational staff utilize I-Ready data to determine student strengths and areas of need. This data is also used to monitor student growth over time. The I-Ready diagnostic takes place in the fall and winter. Results are shared with parents at Student Led Conferences. In addition, diagnostic assessment results create “My Path” which will assign lessons to fill gaps in student’s learning. Many teachers require I-Ready lessons as a part of their class content. I-Ready diagnostic results are also the primary data point used to identify students for intervention classes. In addition, the I-Ready diagnostic is used as a preliminary placement into Pride Time intervention. Students who score below grade level will be placed into weekly intervention.

Peer Mentoring

This very successful and established program pairs an 8th grade student with a 6th grade student to enable him/her to develop a supportive, encouraging relationship with an older positive role model at Westwood Middle School. Students may meet weekly to complete homework, play games, relax, just talk about their lives, or other such activities.

WMS Incentives & Rewards

Throughout the school year, special awards, recognition, and acknowledgment will be awarded to students for academic achievement, outstanding behavior, excellent attendance, and other related criteria. All staff encourage students daily to demonstrate pride in themselves, their learning, and their community. Pride Cards are given to students when they show their pride and who are following the school expectations outlined on the next page. Drawings for prizes and Rocko’s Snack Shack occur twice monthly to honor students who have earned these cards. Students can choose from a list of rewards. In addition, our 8th grade class has a special recognition day at the end of the school year. There are academic and behavioral qualifications for participation. See expectations matrix p. 16

Student of the Month Award

Another means of acknowledging students’ positive behavior is through the Student of the Month program. Each Westwood staff member is encouraged to select students to receive this honor based on a variety of criteria including PACE character traits such as respect, citizenship, and honesty. Each quarter, Students of the Month will be invited to a pizza party to celebrate their achievements.

Academic Recognition

All of us who are a part of the Westwood Middle School community take special pride in the academic achievement of students who attain a Grade Point Average (GPA) of 3.5 - 4.0 by honoring them three times a year at special grade-level assemblies. Each student is awarded a certificate and various other forms of recognition by staff. Staff will also honor students who have shown significant growth twice per year with On-A-Roll awards.

WMS Grading Scale

<u>Percentage</u>	<u>Grade</u>	<u>GPA</u>	<u>Percentage</u>	<u>Grade</u>	<u>GPA</u>
92-100	A	4.0	72-77	C	2.0
90-91	A-	3.7	70-71	C-	1.7
88-89	B+	3.3	68-68	D+	1.3
82-87	B	3.0	60-67	D	1.0
80-81	B-	2.7	0-59	F	0.0
78-79	C+	2.3			

Health and Safety

Emergency Safety Drills

Unannounced safety drills - including lockdown, building evacuation, earthquake, and other such emergency situations - will be conducted monthly during the school year. Visitors and guests of Westwood Middle School, as well as all students and staff, are expected to participate in these drills, and to follow any and all instructions given by teachers or other authorities. These regularly scheduled safety drills are mandated by the State of Washington.

Emergency School Closure Information

If school is closed or delayed due to weather, a school messenger phone message will be sent to the primary contact number you provide to the school. Additionally, local news and radio stations will be informed of closures.

Student Rights & Responsibilities

The Cheney School District No. 360 policies and procedures concerning student rights and responsibilities (behavior, attendance, discipline, etc.) are available from each school principal, and can also be viewed on the district website under “About Us” and the “Board of Directors” tab.

Student Conduct

Policy and Procedure No. 3240 explains the Cheney School District policy regarding student conduct, general expectations, and examples of unacceptable conduct. Policy No. 3241 describes the disciplinary actions that may be imposed by Cheney Public Schools if a student should violate district policy. Disciplinary action may include restorative practice, suspension, expulsion, or emergency action. It may also include a recommendation for counseling, mediation, or other options. Rights of students regarding notice of intended disciplinary action are included in this policy. A student’s rights, rights of appeal, and the appeal process are also outlined in this policy. Policies are available on the Cheney School District website under the “About Us” “School Board” tabs, or in our school office.

Attendance

Attendance is a critical building block for student learning. If students are not present, they cannot engage in learning. Attendance is a powerful signal and leading indicator of equity. It can signal when students might need additional support and areas for system and school improvement. Chronic absenteeism impacts all students—no matter their age. Students that miss just two days a month for any reason are more likely to not read at grade level, and more likely to not graduate.

Please plan appointments, vacations, and other activities outside the regular school day whenever possible. If your child is ill or experiences a family emergency, please call the attendance line at 559-4152. When calling, **please be specific regarding the symptoms that are occurring** e.g., high fever, sore throat, vomiting, etc. If you leave a message, please be sure to include the student’s full legal name. If you plan to take your child out of school before the end of the school day, he/she must be signed out at the attendance office by a parent or guardian before leaving the building. Students may participate in athletics/activities on a day that they were absent from school if the absence is pre-arranged.

A written excuse or phone call is **required** each time your child is absent in order to excuse an absence. Parent contact will be made if chronic absences and/or tardiness lead to disruption of your child’s educational progress. **Chronic absenteeism is defined as a student missing 15% or more of the school year excused or unexcused, or missing 3 or more unexcused days within a month.** Please see Board Policy No. 3122 for further details regarding student absences. For more information, see the [Attendance and Truancy Legal Requirements](#).

Step	When	Action
1.	After each unexcused absence.	Inform family by a notice in writing or by telephone each time the student has failed to attend school without an excusal from the parent/guardian.
2.	3 unexcused absences. Or 15% of the school year excused or unexcused	Counselor conference with family to identify barriers to regular attendance and identify the steps to be taken to eliminate the barriers.
3.	5 unexcused absences	<ul style="list-style-type: none"> ● Counselors will survey the student to determine risk factors and needs. Take data-informed steps to eliminate or reduce risks and needs to improve attendance. ● Hold IEP or 504 team meetings when relevant.
4.	7 unexcused absences	Enter into a formal agreement (Attendance Success Plan) with the family establishing attendance requirements.
5.	10 unexcused absences	Community Engagement Board (CEB) to determine outside agencies that may be able to help the family improve attendance.
6.	After CEB meeting if unexcused absences persist.	File Truancy Petition with the Office of Juvenile Court and continue with court based steps until attendance improves.

Discipline Philosophy

Westwood believes that the first step in student discipline is education. We utilize restorative practices that are individually determined in each situation. Students may be required to clean, provide restitution, read, write, reflect and/or mediate because of their choices and/or actions. Situations which cause others to feel unsafe through media, verbal or physical interactions will be addressed by school staff as school safety is our priority. Westwood Middle School students who repeatedly violate school rules may be subject to more severe consequences, which may include suspension or expulsion, and may be subject to additional disciplinary measures as outlined in the Discipline Guidelines.

School Property

Any school property items, such as Chromebooks, chargers, mice, headphones, books, digital cameras, sports uniforms etc., which are used by students or checked out from Westwood Middle School staff, are to be treated with respect and care at all times. Proper care of Chromebooks and any other Westwood Middle School property is the **STUDENT'S** responsibility. Students will be required to pay a fine or fee for any lost or damaged items.

Electronics & Internet Policy

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All students have access to school-related resources through Chromebooks that may be checked out. For this and other reasons, **personal devices including cell phones will not be used in class and should be kept in student lockers during class time.**

Westwood Middle School students have access to the Internet as an integral component of their education. All Internet use is strictly monitored at all times at the district level through filtering software, as well as by Westwood Middle School staff at all times and governed by Cheney School District guidelines. Students who misuse or abuse their school computer or Internet privileges may be subject to discipline.

Discipline for Weapons Violation(s)

Any violation of the Westwood Middle School weapons policy as described in the Discipline Guidelines section of this handbook constitutes grounds for disciplinary action up to and including expulsion from any of the Cheney School District's schools in accordance with RCW 28A.600.010.

Additionally, any student who is determined to have carried a firearm onto, or to have possessed a firearm on school premises, public school-provided transportation, or into facilities being used by public schools, shall be expelled from school for not less than one year pursuant to RCW 28A.600.420, subject to appeal with notification to parents and law enforcement.

Searches & Notifications

Pursuant to RCW 28A.600.230, an immediate search of a student, the student's possessions, and the student's locker is mandatory if a school principal, assistant-principal, or principal's designee has reasonable grounds to suspect that a student illegally possesses a firearm or any other dangerous weapon. Also, pursuant to RCW 28A.600.230, school officials may search a student's locker and/or belongings if such a search may yield evidence of the student's violation of the law or school rules. School officials may, if necessary, notify law enforcement officials of suspected violations of this policy, and they shall also notify the student's parent/guardian regarding any allegation or indication of any and all violations of this policy as explained in this handbook.

Prohibited Illegal Substances

WMS is concerned for the health, safety, and well-being of each and every one of our students. The use, possession, distribution, or sale of alcohol or illegal, unauthorized over-the-counter drugs or controlled substances constitutes a hazard to students and has a disruptive impact on the entire school as well as on the students involved. In addition, school policy prohibits the use of tobacco or tobacco products on school property by students, as well as by adults.

The use, possession, distribution, or sale of alcohol, tobacco, tobacco products, nicotine delivery devices, or dangerous, illegal, or controlled drugs or drug paraphernalia is prohibited in all schools, on all school grounds, at any school-sponsored activities or trips, or whenever students are transported in vehicles dispatched by Westwood Middle School or any other school in Cheney School District.

Students selling, sharing, in possession of, or under the influence of any of the above will be subject to immediate disciplinary action as defined in the Discipline Guidelines section of this handbook, and will be reported to local law enforcement agencies.

Student and Family Involvement

ASB Information

The Westwood Middle School Associated Student Body (ASB) offers any interested student the opportunity to participate in and contribute to a democratic form of school government. ASB representatives are elected yearly, and the monthly meetings they attend allow Westwood Middle School students a voice in making important decisions. Students are encouraged to nominate and elect their peers who demonstrate school spirit, good citizenship, and who have a strong desire to be of service to their school and community. Students in grades 6 and 7 will have the opportunity to run for office in the spring for the following school year.

ASB Cards, School Pictures, & Yearbooks

Student pictures will be taken at the beginning of each school year and will be used for the yearbook and/or ASB cards. An ASB card is printed for each student, but payment of the \$30.00 ASB fee is required for participation in certain school activities and sports. The ASB card is needed to ride the activity bus. Replacement cards can be printed for a \$5.00 charge. Yearbooks must be ordered and paid for in advance by the end of May. Yearbooks may be purchased until June at a cost of \$25-\$30.

Extracurricular Activities

A variety of exciting and challenging extracurricular activities are available to students at Westwood Middle School. Any interested students are encouraged to explore these activities, and to develop new interests and skills, meet new friends, and have fun through participation in sports, drama, intramurals, FBLA, Math is Cool, Science Olympiad,

yearbook club, and numerous other activities. A completed activity packet through FinalForms and paid ASB fee is required for ALL extracurricular activities.

Interscholastic sports participants **MUST** complete the following eligibility requirements:

- An activity packet through FinalForms. These required online forms are emergency information update, concussion and sudden cardiac arrest information, student activity code, insurance waiver and assumption of risk and release form. A school accident insurance plan can be purchased through an affordable private company. Pamphlets for this can be picked up in the main office.
- A current sport physical valid for 24 months from the date of the exam. WIAA Physical forms are available on the Westwood Middle School web site under “Athletics”.
- Paid \$30 ASB Fee. (Complete Invest Ed request if this creates a hardship)
- Maintain satisfactory academic progress at every mid quarter and quarter throughout the school year. Participants must have all passing grades (D’s or above) for full participation.

Students who choose to stay after regular school hours **MUST** be enrolled in a supervised activity. Activity bus transportation will be provided **ONLY** to those students who have an Activity Bus Pass issued by the sponsoring staff member or coach. Students attending an event as a spectator only will not be allowed to ride activity buses. Student spectators **must** have a parent/guardian supervising them who will also provide transportation.

WMS Interscholastic Sports

Westwood is part of the Greater Spokane County League which includes Cheney Middle School, East Valley Middle School, Freeman Middle School, and Centennial Middle School.

All sports listed below are offered for 7th and 8th graders; * sports offered for 6th graders:

September – October Football, Girls Softball, Cross Country*	January - February Boys Basketball	April - May Baseball, Track and Field*, Tennis
November – December Wrestling*, Girls Volleyball	February - March Girls Basketball	

Fan & Audience Expectations at Activities/Events

Westwood Middle School students and their family and friends are encouraged to attend games and other activities at Westwood Middle School, and to support student participants, teams, coaches, and referees. In order to spectate at home events, a student must have a parent/guardian present. This ensures adequate supervision and safety for students. Spectators exhibiting negative sportsmanship practices will be asked to leave the event immediately and may also be subject to discipline as outlined in the Discipline Guidelines section of this Handbook. **HAVE FUN, JUST PLAY FAIR, AND PRACTICE GOOD SPORTSMANSHIP AT ALL TIMES!**

Student and Family Support

Guidance & Counseling Program

The Guidance and Counseling program provides the resources for students to achieve age-appropriate personal growth, acquire positive social skills and values, set suitable career goals, and realize their full potential for the purpose of becoming responsible, productive, and respectful members of society. Students are encouraged to access the comprehensive guidance and counseling program at any time during the school year. Westwood’s counseling services fall into four main categories: Guidance Curriculum, Responsive Services, Individual Planning, and System Support.

Guidance Curriculum consists of structured developmental experiences presented systematically through various classroom and group activities. **Responsive Services** includes activities that help identify and remove barriers to learning, as well as creating a safe environment for all students to learn. This includes our supportive Peer Mentoring Program.

Individual Planning includes activities that encourage students to plan, monitor and manage their own learning as well as their personal, social, and career development. **System Support** consists of management activities that establish, maintain, and enhance the overall guidance and counseling program.

Communities in Schools

Communities in Schools supports students and families with school supplies, clothing, food and holiday help. Our CIS coordinator works 1:1 with students to set a goal set around attendance or behavior and will provide support during the day to help students be successful. CIS offers after school clubs and provides a summer school opportunity for students.

Legal Requirements and Notifications

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

State law defines HIB in **RCW 28A.600.477(5)(b)(i)** as “any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in **RCW 28A.640.010** and **28A.642.010** (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- (A) Physically harms a student or damages the student's property;
- (B) Has the effect of substantially interfering with a student's education;
- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) Has the effect of substantially disrupting the orderly operation of the school?”

HIB may involve an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([link to form](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Mr. Tom Arlt Phone: (509) 559-4550 Email: TArlt@cheneysd.org) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place.

The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s [HIB webpage](#) or the district’s HIB Policy [[3207](#)] and Procedure [[3207P](#)].

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

Review the district’s Nondiscrimination Policy [[5010](#)] and Procedure [[5010P](#)].

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

Review the district's Sexual Harassment Policy [[3205](#)] and Procedure [[3205P](#)].

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Mr. Tom Arlt; Email: TArlt@cheneyisd.org; Phone: (509) 559-4550

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Mr. Tom Arlt; Email: TArlt@cheneyisd.org; Phone: (509) 559-4550

Concerns about disability discrimination:

Section 504 Coordinator: Mr. Franklin Day; Email: FDay@cheneyisd.org; Phone: (509) 559-4525

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Mr. Tom Arlt; Email: TArlt@cheneyisd.org; Phone: (509) 559-4550

To submit a written complaint, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure ([3210P](#)) and Sexual Harassment Procedure ([3205P](#)).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure ([3210P](#)) and the HIB Procedure ([3207P](#)) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: <https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights>
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www.ed.gov/>
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with

their gender identity

- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy [[3211](#)] and Procedure [[3211P](#)], visit [insert website]. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Mr. Tom Arlt; Email:

TArlt@cheneyisd.org; Phone: (509) 559-4550

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 10.

PBIS Matrix – The Westwood Way – School Wide Expectations

	Expectation	Rationale
Student Clothing	<ul style="list-style-type: none"> • No item of clothing should be offensive, a safety or health concern. • Shoes are to be worn at all times. • No hoods are allowed to be worn during class. • Undergarments, buttocks, chest and stomach shall be covered up. • Student attire, such as handkerchiefs, bandanas, jewelry, and other items that may be interpreted as “gang” attire are strictly prohibited. • Clothing may not include alcohol, tobacco, weapons, drugs, or inappropriate language. • Students wearing clothing that does not meet these requirements will be offered options from our clothing closet or may call home for a change of clothes. 	<ul style="list-style-type: none"> • All students should feel valued and welcome. The dress code supports a safe and productive work/learning environment. • Hoods are not worn in class allowing staff and students to quickly identify one another. In addition, it will help ensure students are not wearing ear buds, are alert and ready to learn. • Just like adults, students are expected to follow dress guidelines to maintain a professional learning environment.
Tardiness	<ul style="list-style-type: none"> • Students are expected to be in class on time with necessary supplies. <p>Schoolwide guidelines:</p> <ul style="list-style-type: none"> • 1-2 Tardies in One Quarter – Verbal warning 1:1 conversation with the teacher. • 3 Tardies in One Quarter- Enter the 3rd tardy & partner with the student’s family. Teachers may assign a consequence in accordance with their classroom behavior expectations. • 4 Tardies in One Quarter – Enter into MTSS and communicate with the family. The student will receive lunch detention. • 5 or more Tardies in One Quarter – Parent notification and MTSS entered by the teacher for each tardy. Admin. will determine and communicate appropriate discipline (lunch detentions, ASD, etc.) 	<ul style="list-style-type: none"> • Students learn when they are in class. Being punctual is a life skill. We are responsible for student safety and need to know where students are. • Entering class late is a distraction to the teacher and other students. Being tardy disrupts <u>learning</u>.
Leaving Class	<ul style="list-style-type: none"> • Any time a student is out of class during instructional time they will have a pass. • Only one student will be permitted to leave class at a time, unless it is an emergency. • Students will complete the google form each time they leave the classroom • Students stay in the classroom for the 1st 10 minutes and the last 10 minutes, except for emergencies 	<ul style="list-style-type: none"> • We are responsible for student safety and need to know where students are. • Students out of class can easily be identified as having staff approval. • Students should be out of class for a minimal amount of time to reduce the amount of missed learning. • Important learning occurs during the introduction and conclusion of the day’s lesson.
Food and Drinks	<ul style="list-style-type: none"> • All food and drinks (other than water) are consumed in the commons. • Late students will be able to eat breakfast in the commons. • Students may drink water from a water bottle, all classrooms have a drinking fountain to fill water bottles during class time. 	<ul style="list-style-type: none"> • Maintaining a clean school is everyone’s responsibility. Consuming drinks and food in the commons area helps keep our building clean.
Commons	<ul style="list-style-type: none"> • Students arriving at school prior to 7:20am need to remain in the commons until 7:40 am when the bell rings. • Breakfast is served at 7:30. Students wanting breakfast should eat immediately so they can make it to class on time. • Lunch is eaten in the commons. Students will have 15 minutes of seated time to eat. • Students are released by table to get their hot lunch. • Students can use electronics, on the bus, before school, during lunch and after school. • Students follow the direction of staff. 	<ul style="list-style-type: none"> • The commons area is designated to be a social environment before school and during lunch. We all need friend time. • Students need to prioritize eating breakfast to ensure they are in class on time. • The lunch process allows all students to be served quickly and efficiently.
Home Events (Sporting, Music)	<ul style="list-style-type: none"> • Students are encouraged to support their peers at events. In order to spectate at home events, a student must have a parent/guardian present. 	<ul style="list-style-type: none"> • Students may attend activities as a spectator, <u>as long as they have a parent or guardian present.</u>

	<ul style="list-style-type: none"> Students will go home after school then return to the event with a parent/guardian. There are no buses provided for spectators. 	<ul style="list-style-type: none"> A parent/guardian present to supervise provides the adequate supervision of student spectators to ensure safety and security. Coaches and advisors are responsible for participants only.
Cell Phones and Electronic Devices	<ul style="list-style-type: none"> Bringing cell phones and other electronic devices, including ear buds, to school, is discouraged and is done at the family's risk. Administration will not investigate electronics lost/stolen or broken during class time. Cell phones, earbuds, and other electronic devices must be turned off and kept in lockers during class time. External speakers are not allowed at school or on the school bus and will be confiscated if in use. Students using electronic devices to record fights, record people without consent or for other malicious reasons are subject to discipline. <p>Students who choose not to comply with the cell phone/electronic device policies will be subject to the following:</p> <ul style="list-style-type: none"> 1st offense: Phone/electronics (including earbuds) the teacher will direct the student to put the device in their locker. In PE no warning will be given, devices should not be brought to PE. 2nd offense: MTSS, student and escort will take the device to the office, to be returned to the student at the end of the school day. The teacher will notify the family. 3rd offense: MTSS, student and escort will take the device to the office. Students will contact family from the office with a staff member. Parents or guardians ONLY pick up the phone at the end of the school day. 	<ul style="list-style-type: none"> Students have access to a phone in the main office. Parents can call the school at 559-4150 to reach their child in an emergency. Cell phones for personal use are a learning distraction. The ringing, texting, photos, videos are individual and class disruptions. Students making choices to participate in social media are responsible for the content that they subscribe to and post. Be positive and make appropriate choices. Unfortunately, social media can be dangerous (sexting, predators, and cyberbullying). All students deserve to be safe. Capturing other people in photos or videos reduces the feeling of being comfortable. Therefore, recording or pictures of others without their consent is not permitted at any time due to privacy expectations.
Backpacks/ Lockers	<ul style="list-style-type: none"> Each student will be assigned a hall locker in which to keep books and personal belongings, as well as a separate P.E. locker in the gym. Because these lockers are the property of Cheney School District, they are subject to periodic inspection throughout the school year. All belongings, including backpacks should be kept in a locker. Backpacks are not permitted at lunch or in classrooms unless noted in a health plan Students should not share their locker combination. 	<ul style="list-style-type: none"> Backpacks and bags are to remain in lockers during the school day to prevent tripping hazards in classrooms. Sharing lockers frequently ends with missing items.
Language	<ul style="list-style-type: none"> Students are expected to use age and place appropriate language while at school. <p>Students with minor language offenses will be</p> <ul style="list-style-type: none"> 1st offense - 1:1 conversation with staff 2nd offense – MTSS reflect on their word choice and will call home with an administrator 3rd offense – MTSS assigned a lunch detention to review the expectations of language use during school. 4 or more offenses will result in a formal discipline referral. Aggressive use of foul language, threats and/or hate speech are disciplinary offenses. Any language that targets a protected group (race, gender, sexual preference, religion etc.) is classified as hate speech. This includes racial slurs between friends or songs including racial words/phrases. 	<ul style="list-style-type: none"> School is a professional environment and students need to practice speaking appropriately to prepare them for future employment. Language that targets a group of people may make others feel unwelcome or even unsafe.
KHFOOTY	<ul style="list-style-type: none"> Students are expected to keep hands, feet and other objects to themselves at all times while at school. (KHFOOTY) Horseplay with friends and public displays of affection are a KHFOOTY fail Students are expected to walk in the halls at all times. 	<ul style="list-style-type: none"> Personal safety is an important part of an effective learning environment. Personal property is protected when others don't touch your property.

Cheney Public Schools Discipline Matrix - 2024-25 Handbook Version

Definitions:

Classroom Exclusion – time outside of class 10 min -1 full class period.

In School Suspension – time outside of class, supervised by staff with restorative intervention.

Short Term Suspension – partial day – 10 days out of school.

Long Term Suspension – 10 – 45 days out of school. Ends at the change of academic term.

Expulsion – 10 – 90 days out of school. May be extended beyond an academic term when warranted.

Type One Behavioral Violations: Minor behavioral disruptions					
Academic Dishonesty/Plagiarism	Minor behavioral violations will be handled in the classroom. Teachers may assign classroom-based consequences which could include: student conference, review of expectations, loss of privileges, reflections, lunch bunch, lunch detention, parent communication, in class support, and/or restoration. If these concerns persist the teacher will partner with families and can involve administration for further support.				
Disobedience, Defiance, Disrespect					
Disruptive Conduct Level 1					
Inappropriate Language					
Physical Contact - KHFOOTY					
Property Misuse					
Small folding knife – Turn into office					
Type Two Behavioral Violations	Classroom Exclusion	In School Suspension	Short Term Suspension	Long Term Suspension	Expulsion
Destruction of property	X	X	X	X	X
Disruptive Conduct Level 2	X	No	No	No	No
Failure to Cooperate	X	No	No	No	No
Inappropriate Language Level 2 (Aggressive Language/Hate Speech)	X	X	No	No	No
Physical Aggression	X	X	No	No	No
Possessing or using Tobacco	X	X	X	No	No
Sexually Inappropriate Conduct	X	X	X	No	No
Toy guns and toy weapons	X	X	X	No	No
Type Three Behavioral Violations	Classroom Exclusion	In School Suspension	Short Term Suspension	Long Term Suspension	Expulsion
Bullying	X	X	X	No	No
Distributing Tobacco	X	X	X	No	No
Fighting without major injury	X	X	X	No	No
Intimidation/Non-Sexual Harassment	X	X	X	No	No
Possessing or using alcoholic beverages	X	X	X	No	No

Possessing or using illegal drugs, controlled substances, prescription or over the counter drugs	X	X	X	X	X
Possessing or using marijuana	X	X	X	X	X
Theft	X	X	X	No	No
Type Four Behavioral Violations	Classroom Exclusion	In School Suspension	Short Term Suspension	Long Term Suspension	Expulsion
Arson	X	X	X	X	X
Behavior that Adversely Impacts the Health and Safety of Other Students Level 1	X	X	X	X	No
Discriminatory Harassment	X	X	X	No	No
Distributing Alcoholic Beverages	X	X	X	No	No
Distributing Marijuana	X	X	X	X	X
Fighting with major injury	X	X	X	X	X
Gang/Hate Group Activity	X	X	X	X	X
Physical Attack/Assault Level 1	X	X	X	No	No
Sexual Harassment	X	X	X	No	No
Threats of Violence/Malicious Harassment	X	X	X	No	No
Type Five Behavioral Violations	Classroom Exclusion	In School Suspension	Short Term Suspension	Long Term Suspension	Expulsion
Assault of teacher	X	X	X	X	X
Behavior that Adversely Impacts the Health and Safety of Other Students Level 2	X	X	X	X	No
Dangerous Weapons	X	X	X	X	X
Distributing/ Possession of illegal drugs, controlled substances, prescription or over the counter drugs	X	X	X	X	X
Physical Attack/Assault Level 2	X	X	X	X	X
Robbery	X	X	X	X	X
Sexual Assault	X	X	X	X	X
Type Six Behavioral Violations	Classroom Exclusion	In School Suspension	Short Term Suspension	Long Term Suspension	Expulsion
Firearms	N/A	N/A	N/A	N/A	X