

THREE SPRINGS HIGH SCHOOL

STUDENT HANDBOOK

2025-2026



12414 S. Andrus Rd. Cheney, WA 99004

Office: (509) 559-4587 FAX - (509) 559-4597

[www.https://tshs.cheneysd.org](https://tshs.cheneysd.org)

Principal: Cathleen Scott

Table of Contents

About Us	3
Alternative Learning Requirements (ALE)	4
Directory	5
General Information	6
Arrival/Leaving and Closed Campus	6
Attendance Procedures	6
Career Counseling	9
Cell Phones	9
Changing Schools and Closed Campus	9
Discrimination and Sexual Harassment	10
Dress Code	13
Driving/Parking Regulations	14
Electronic Resources and Student Safety	14
Emergency Safety Drills	14
Gender-Inclusive	15
Grading	15
Graduation Requirements, Grade Level Course Progressions, Credit Information	17
Harassment, Intimidation, and Bullying (HIB)	17
Health Services	19
Homeless Assistance	20
Internet Policy	21
Media/Photo Information	21
Non -Discrimination, Activities and Student Rights & Responsibilities	21
Nutrition Services	22
School Climate, Discipline Philosophy and Student Conduct	24
School Closure	26
School Property	26
School Schedule	27
Skyward Family Access	27
Student Government (ASB)	28
Transportation (Bus Services)	29

About Us

Three Springs High School is an innovative school for ninth-twelfth grade students. Our mission is to provide a safe, supportive, and rigorous learning environment for ALL students through the development of successful habits in order to become positively contributing members of society. TSHS is a Gradient Learning school. Gradient Learning is a research-based approach to education designed to drive student engagement, meaningful learning, and strong student-teacher relationships that prepare students for life beyond the classroom. We offer a personalized approach to teaching and learning.

At Three Springs High School we:

- Build strong relationships; with about 120 students, students will have the same teachers for several subjects over time. This promotes a strong community where students know teachers and teachers know students. We are committed to knowing our students and supporting their needs.
- Smaller class sizes; usually about 20 students per class. Students attend 3-5 days per week.
- Longer, intensely focused classes; students take three classes per day which allows students more time with teachers, time to work on projects in class, and a deeper understanding of material. TSHS students are encouraged by teachers to approach assignments and projects in creative ways focusing on the learning styles of individual students.
- Crew: All students are assigned to a crew for the entire school year. They meet daily, developing relationships, creating a culture of inclusion where students strive to reach goals together as a community.
- Anchor Time; each student participates in Anchor Time class daily. This class provides students with the opportunity to plan and prioritize their learning based on their individual goals. Students move at their own pace and receive support and intervention from their teachers, mentor, and peers.

We operate under the authority of the State of Washington and the laws pursuant to an alternative learning experience (WAC 392-121-182).

Three Springs High School Mission Statement

TSHS provides a safe, supportive, and rigorous learning environment for ALL students through the development of successful habits in order to become positively contributing members of society.

Shared Vision Statement

To create an alternative option that will empower and prepare students to engage successfully to meet the demands of a changing world. We will do whatever it takes to provide a supportive, safe environment to achieve both academic rigor and interpersonal skills to be a responsible and engaged citizen.

Alternative Learning Enrollment Requirements

Alternative Learning Experiences (ALE)

Three Springs High School parents/guardians and students should be familiar with Washington State Law governing alternative learning experiences (WAC 392-121-182)

Public School Enrollment

Three Springs High School students are public school students. This allows the state to provide funding for their education needs in the form of classes, teachers and resources to support the students' learning plan.

Before a student can start classes at Three Springs High School (ALE program), their parent/guardian must sign and return the following forms:

- Choice paperwork (out of district families only)
- Required Registration Forms (including Vaccination and/or Exempt form)
- Rights and Responsibilities
- Written Student Learning Plan (WSLP)

The WSLP will be developed, entered and approved by your mentor/crew teacher.

- Students will attend school regularly
- Students are required to meet minimum educational requirements
- 27.75 hours weekly
- Students will meet with their mentor teacher monthly to review progress. If a student receives unsatisfactory progress they will be put on an intervention plan.

All required curriculum for earning a Washington State High School Diploma is offered at Three Spring High School. Earning credit is based on the completion of coursework as determined in the Student Learning Plan.

TSHS Directory

Administrators/Counselors

Catheleen Scott, Principal	509-559-4591
Travis Weese, Counselor	509-559-4512

Office Staff/Health

Caryn Sweitzer, Office Manager/Registrar	509-559-4587
Stephanie Liljestrand, Nurse	509-559-4531

Teachers

Hayley Bauer	509-559-4511
Jesse Hannum	509-559-4570
Drake Haren	509-559-4537
Greg Gaither	509-559-4571
Jacob Goguen	509-559-4583
Alyssa Matuchniak	509-559-4572

District Services

Nutrition Services	509-559-4506
Transportation Services	509-559-4523
Assistant to Superintendent: Megan Kensok	509-559-4599
Assistant Superintendent - Mr. Tom Arlt	
Superintendent - Mr. Ben Ferney	
District Office 12414 S. Andrus Rd. Cheney, WA 99004	www.cheneysd.org

GENERAL INFORMATION

Arriving/Leaving

For the safety and security of the students of Three Springs High School, *all students arriving after school begins or leaving campus before school ends are required to check in and out. We ask that the parent who is dropping off or picking up the student come into the office to sign them out.* Students leaving without parental and school consent will be considered truant and may be subject to discipline. Students may not leave during a class period unless they have a note from their teacher.

Attendance Procedures

The staff, administration, and parents of Three Springs High School expect students to be in class every day. Teachers plan valuable and important lessons daily. ***When students are absent, they miss vital learning experiences that make-up work cannot fully replace.***

If a student is going to be absent or late for any reason, the parent ***must inform the school of the reason for absence*** either in writing or by calling the office (509) 559-4587 before or preferably within 48 hours of the absence.

Washington State Law specifies that parents have primary responsibility for ensuring their children attend school regularly and punctually. Regular attendance is essential for school success. Please see Cheney Public Schools Policy No. 3122 for further details regarding student absences. This policy is available on the district website.

Absences: Definition

Students are absent when they are:

1. Not physically present on school grounds; and
2. Not participating in the following activities at an approved location:
 - a. Instruction
 - b. Any instruction-related activity; or
 - c. Participating in district-sponsored sports or school activities.
3. A full day of absence is when a student is absent for 50 percent or more of their scheduled day.

Students who are absent from school are required to have written verification or a phone call to the attendance office (559-4587) from the parent or guardian. Parents should notify the attendance office the day of the student's absence to inform the school about the nature of the absence.

Excessive Absences: Absences, excused or unexcused, in excess of 15% of the total school days thus far in the current school year require a note from a doctor to be considered excused.

Excused Absences: Absences that fit within one of the following categories, and for which the parent/guardian has called (559-4587) or provided written notification to the attendance office, preferably within 48 hours of the absence. The teacher will provide make-up work for excused absences.

Excused Absences, Continued: Students must contact teachers about make-up work and complete it within a reasonable length of time. Students who fail to do so will forfeit the opportunity for make-up work. At TSHS, a reasonable length of time means one day for each day absent. For example, a student who is absent for two days has two school days after he/she returns to make up the work, including a review prior to a test or quiz. Students may appeal to the principal or assistant principal for exceptions.

Pre-Arranged Absences: Absences pre-arranged with the office. Prior to a pre-excused absence, students are expected to check in with their teachers to discuss make-up work. Failure to do so may result in the loss of credit for missed work.

Hall Passes

Students will be expected to remain in class for the entire period. Class time will not be spent in cars, restrooms, or halls. When a student is appropriately out of class, *they must carry the pass issued by their teacher.*

Tardiness

Definition: Late arrival to class or school. Students are expected to be prompt in getting to school on time each morning and must report to each class on time. Tardiness will be recorded by the teachers. First interventions for tardiness will be implemented by the teacher. After teacher interventions, a student may be referred to the office.

Unexcused Absence/Truancy

Definition: The student is absent from school without permission or is absent from class without the teacher's permission. *Students who leave class or school without prior permission provided to the office by a parent or guardian will be considered truant.*

RCW 28A.225.030: The district shall no later than the fifth unexcused absence in a month:

1. Enter into an agreement with a student and parent that establishes school attendance requirements.
2. Refer a student to a community truancy board. The community truancy board shall enter into an agreement with the student and the parent that establishes school attendance requirements and take other appropriate actions to reduce the child's absences; or
3. File a petition with the juvenile court alleging a violation of RCW 28A.225.010.

BECCA BILL

In 1995, the Washington State Legislature passed a law known as the Becca Bill. Cheney Middle School is legally obligated under RCW 28A.225 to take the following actions regarding student absences:

- After 1 unexcused absence in a month, parents/guardians are informed by telephone by the Attendance Secretary that their student needs to bring a signed note to school excusing the absence.
- After 2 unexcused absences in a month, the school may ask parents to meet with a school counselor or an administrator to analyze the cause and possible solutions for the absences.
- After 3 unexcused absences within any month, a conference with the parent or guardian will be held.
- After 5 unexcused absences in one month or 10 unexcused absences during the entire school year, the district shall file a petition and supporting affidavit for a civil action with the juvenile court alleging a violation of RCW 28A.225.010: (a) by the parent; (b) by the child; or (c) by the parent and the child.
- **PURPOSE OF THE 20 DAY LETTER:** A courtesy letter will be sent to parents after 20 absences reminding them of their responsibilities as they pertain to compulsory school attendance in the State of Washington.
- **PURPOSE OF THE 27 DAY LETTER:** The Cheney School District will send a letter to parents after 27 total absences (excused or not) informing them that an official written notification from a physician must accompany any further absences. Absences after 27 days will be considered UNEXCUSED unless accompanied by this note. Notes authorized by parents after the 27 days may not be used to excuse absences.

Career and Counseling

All students have access to Three Spring High School's comprehensive Guidance and Counseling Program. Our Counselor will assist students in educational areas, career awareness/opportunities, and personal/social development.

Travis Weese, Counselor tweese@cheneysd.org **(509) 559-4512**

Cell Phones and Other Personal Electronic Devices

As noted in TSHS Student Rights and Responsibilities, students "have the responsibility to self-regulate my use of electronic devices on campus. I will keep my phone and other devices out of sight

(e.g., in my pocket or bag) until I have expressed permission to use them. I understand that if I cannot self-regulate device use, my teachers will ask me to place my phone on their desks. If I continue, my phone will remain in the office during class.

If cell phones are in use, in sight, or making sound while the classroom, TSHS staff members will ask your student for their phone. Depending on the circumstances, the student's phone may be given back at the end of the class period, brought to the office until the end of the day or a parent picks up the phone at the end of the day. If issues continue to arise, students & family along with admin, counselors, and/or teachers will work to develop an acceptable and individualized cell phone plan.

Three Springs High School assumes no responsibility for students' electronic items that are lost, stolen, or damaged, and strongly discourages you from bringing them to school. If unauthorized photos or videos are taken, the cell phone or electronic device can be confiscated for parent/guardian to pick up.

Changing Schools

Only a parent/guardian may withdraw you from TSHS. Advance notice will assist in facilitating a smooth transition to the new location and will also ensure that all necessary school records arrive at your new school in a timely manner. Transferring between TSHS and CHS may only occur at the Semester. Students are encouraged to remain at TSHS for an entire school year. Credit transfers from a quarter system to a semester system can be complicated. Please contact your counselor immediately if you are planning to change schools.

Closed Campus Policy

For the safety of all students, TSHS is considered a "closed campus" meaning that you may not leave the school grounds without permission from the time you arrive in the morning until school is dismissed for the day. If you use district transportation you are required to remain on school grounds upon your arrival to school. Students who choose to leave school property at any time without permission will be subject to disciplinary action according to CSD Policy 3240 as described in the Discipline Guidelines section of this Handbook.

Discrimination and Sexual Harassment

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. 32 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. Franklin Day; Email: FDay@cheneysd.org; Phone: (509) 559-4525

Concerns about sex discrimination, including sexual harassment: Title IX Coordinator: Mr. Tom Arlt; Email: TArLt@cheneysd.org; Phone: (509) 559-4550

Concerns about disability discrimination: Section 504 Coordinator: Mr. Franklin Day; Email: FDay@cheneysd.org; Phone: (509) 559-4525

Concerns about discrimination based on gender identity: Gender-Inclusive Schools Coordinator: Mr. Tom Arlt; Email: TArLt@cheneysd.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 34 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 35 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 [Cheney Public Schools](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Mr. Tom Arlt; Email: TArlt@cheneysd.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 [\[PAGE\]](#).

Dress Code

Parents/Guardians hold the primary responsibility in determining the students personal attire, hairstyle, jewelry and personal items (e.g. backpacks, book bags). TSHS encourages school pride, spirit and the responsibility of citizenship. TSHS is responsible for ensuring that student attire, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student and do not contribute to a hostile or intimidating environment for any student.

TSHS believes that students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming. Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household

income, body size/type, or body maturity. Students and staff are responsible for managing their personal distractions.

Students are expected to wear appropriate attire.

No hate speech

No sexually explicit images/references

No firearms, tobacco, illegal drugs or alcohol images/references

Driving/parking Regulations

Three Springs High School is located at 12414 S. Andrus Rd, a part of the Cheney School District Campus. For the safety of students, the Cheney School District provides bus transportation to and from Three Springs High School from the Cheney High School campus. Our practice and recommendation is that students meet at Cheney High School, ride the school bus to Three Springs High School at the beginning of the day, and ride the bus back to Cheney High School at the end of the school day.

Parent/guardian may allow his/her child to drive to Three Springs High School. Students must follow all posted speed requirements and all driving laws. Students are cautioned to drive safely and slowly as our parking lot is shared by two schools. Failure to comply with parking regulations shall constitute sufficient cause for discipline. The vehicle may be towed at the owner's expense. The student may lose parking privileges.

Electronic Resources and Student Safety

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.

Emergency Safety Procedures

Unannounced safety drills - including fire, lockdown, building evacuation, securing the building, earthquake, and other such emergency situations - will be conducted monthly during the school year. Visitors and guests of TSHS, 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.

Gender-Inclusive

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

You can review the district's Gender-Inclusive Schools Policy and Procedure 3211. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Mr. Tom Arlt
12414 S. Andrus Rd.
Cheney, WA 99004
tarlt@cheneysd.org
509-559-4550

Grading

At TSHS, we believe that clear and transparent grading practices are essential to fostering an environment of trust, accountability, and academic success. Our commitment to ensuring that

grading is straightforward and easy to understand reflects our dedication to supporting every student's learning journey.

By prioritizing transparency in our grading practices, we aim to empower our students to take ownership of their learning while building a supportive community focused on academic excellence. Together, we can create an educational experience where students feel informed, engaged, and motivated to succeed.

The material covered in each class/project is divided into identified standards and learning objectives. Students who may struggle at the beginning of a unit when first learning the new material will still be able to demonstrate mastery by the end of the term. The goal is to identify what the student understands or can demonstrate about the defined standards instead of averaging scores throughout the grading period.

Students will have multiple opportunities to show understanding and growth throughout the term. Students are provided with frequent feedback and opportunities to revise their work. This continuous feedback loop ensures that students are always involved in their learning process. The final score is based on the student's demonstration of understanding of standards throughout the course.

Why make this change?

In traditional grading systems, students' grades are typically based on the student's performance averaged together. These include work assigned and non-academic factors, such as preparation, participation, and effort.

We aim to separate work habits from academic proficiency, providing feedback on the academic and real-life 21st-century competencies students need for success. Our students will be able to grow over time in the skills that matter in their lives. At TSHS, we focus on building skills and mindsets that lead to success in school and beyond through Curiosity.

Our students grow into confident, capable individuals ready to succeed in school, careers, and life.

The TSHS community takes special pride in the academic achievement of all students.

- The school year is divided into 4 Terms
- The regular school day is divided into five class periods
- Grade point average is computed on the following basis:

	Level	Grade	Grade Point
Expanding	4	A	4.0
Proficient	3	B	3.3
Developing	2	C	2.7
Beginning	1	D	1.3
Not Enough Information	0	F	0

[Graduation/Credit Information Grade Level Course Progression](#)

For information on Graduation Requirements, Grade Level Course Progressions, and Credit Information, please access our Counseling and Career Center page at our district website.

[Harassment, Intimidation, and Bullying\(HIB\)](#)

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?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves 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 (Tom Arlt, tarlt@cheneysd.org, 509-559-4550) 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](#) which also provides the district's *HIB Policy and Procedure 3207*.

Health Services

Immunizations

Each student must have a completed Certificate of Immunization Status form on file at school, or present one prior to admission. The Spokane County Health Department offers immunizations and examinations to children for a minimal charge. Kindergarten students enrolling in Cheney Public Schools will be given a 30-day grace period to comply with state immunization requirements. Exemptions from the requirements are medical and religious. For information about immunizations, please call the Spokane County Health Department at

Parents— Are Your Kids Ready for School?

Required Immunizations for School Year 2024-2025



Instructions: To see which vaccines are required for school, find your child's grade in the first column. Look at the matching row across the page to find the amount of vaccines required for your child to enter school.

	DTaP/Tdap (Diphtheria, Tetanus, Pertussis)	Hepatitis B	Hib (<i>Haemophilus influenzae</i> type B)	MMR (Measles, mumps, rubella)	PCV (Pneumococcal Conjugate)	Polio	Varicella (Chickenpox)
Preschool Age 19 months to <4 years on September 1st	4 doses DTaP	3 doses	3 or 4 doses* (depending on vaccine)	1 dose	4 doses*	3 doses	1 dose**
Preschool/Transitional Kindergarten 4 years of age or older on September 1st	5 doses DTaP*	3 doses	3 or 4 doses* (depending on vaccine) (Not required at 5 years of age or older)	2 doses	4 doses* (Not required at 5 years of age or older)	4 doses*	2 doses**
Kindergarten through 6th	5 doses DTaP*	3 doses	Not Required	2 doses	Not Required	4 doses*	2 doses**
7th through 11th	5 doses DTaP* Plus Tdap at age ≥10 years	3 doses	Not Required	2 doses	Not Required	4 doses*	2 doses**
12th	5 doses DTaP* Plus Tdap at age ≥7 years	3 doses	Not Required	2 doses	Not Required	4 doses*	2 doses**

*Vaccine doses may be acceptable with fewer than listed depending on when they were given. **Health care provider verification of history of chickenpox disease is also acceptable. Students must get vaccine doses at the correct timeframes to be in compliance with school requirements. Talk to your health care provider or school staff if you have questions. Find information on other important vaccines not required for school at: www.immunize.org/cdc/schedules.

To request this document in another format, call 1-800-525-0127.

Deaf or hard of hearing customers, please call 711 (Washington Relay) or email doh.information@doh.wa.gov

DOH 348-295 Dec. 2023



Medication

Prescription Medication and Doctor-Prescribed Over-the-Counter Medication

If a student is to receive medication of any kind, the parent/guardian and the medical provider must complete the "Request for Medication" form #955, available from the school health assistant or online at www.cheneydsd.org under Parent Resources and then Health Services. The form must accompany the medication, and be signed by both the medical provider and the parent. Parents are responsible for providing medication in the original container labeled with the student's name, the physician's name, medication, time and dosage to be given. Please obtain a second bottle for this purpose that can be sent to school. **Medicine sent to school in a baggie or lunch box is unacceptable.**

Life Threatening Conditions

Students who have a diagnosed health condition that is considered "life threatening" (where the condition would put the student in danger of death during the school day), must have a medication or treatment order from their licensed health care provider and an Individual Health Plan in place **BEFORE** coming to school. Examples of life-threatening conditions are: diabetes, severe bee sting or food allergies, heart conditions, severe asthma, severe seizures, etc. More information and assistance is available from our building nurse or health assistant at 509-559-4531.

In-School Health Services

Report to any staff member immediately if you become sick or injured while at school. If necessary, he/she will give you a pass to go to the Main Office and/or Health Room, and for your safety, will have another student escort you there. Upon arrival, check in with the Main Office Secretary who will assist you and then contact our health assistant/ Nurse. The school nurse at his/her discretion will contact a parent/guardian.

Homeless Assistance

If you lost your housing and now live in a shelter, motel, vehicle, camping ground, or temporary trailer; on the street; doubled-up with family or friends; or in another type of temporary or inadequate housing, your child might be able to receive help through a federal law called the McKinney-Vento Act.

District Liaison: Catheleen Scott, 509-559-4591.

State Coordinator: Melinda Dyer, (360) 725-6050

Under the McKinney-Vento Act, children and youth in homeless situations have the right to:

- Go to school, no matter where they live or how long they have lived there.
- Attend either the local school or the school of origin, if this is in their best interest; the school of origin is the school the child attended when he/she was permanently housed or the school in which the child was last enrolled.
- Receive transportation to and from the school of origin.
- Enroll in school immediately, even if they are missing records and documents normally required for enrollment, such as a birth certificate, proof of residence, previous school records, or immunization/medical records.
- Enroll, attend classes, and participate fully in all school activities while the school gathers records.
- Have access to the same programs and services that are available to all other students, including transportation and supplemental educational services.
- Attend school with children not experiencing homelessness; a school may not segregate a student because he or she is homeless.

Internet Policy

TSHS 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 TSHS staff and governed by Cheney School District Guidelines. Students who misuse or abuse their school computer or Internet privileges may be subject to discipline as outlined in the Discipline Guidelines section of this Handbook.

Media/photo Information

Photographs may occasionally be taken of students for use in the news media or school district publications, as well. If you **do not** want to have your child appear in a photograph, videotape, film or slide, please notify your child's school in writing.

Non-Discrimination

The Cheney School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, religion, color, national origin, age, economic status, gender, sexual orientation including gender expression or identity, pregnancy, familial status, marital status, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities and district employment opportunities.

Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/ADA officer (Tom Arlt, Assistant Superintendent, Cheney School District, 12414 S. Andrus Rd., Cheney, WA 99004, Phone: 559-4550) and/or Section 504 coordinator (Franklin Day, Director, Student Support Services, Cheney School District, 12414 S. Andrus Rd., Cheney, WA 99004, Phone: 559-4507); or inquiries may be directed to the Director of the Office of Civil Rights, Department of HEW, Washington, D.C.

Non-Discrimination in Activities

Cheney Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, economic status, pregnancy, familial status, marital status, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, and provides equal access to the Boy Scouts and other designated youth groups.

The following employees have been designated to handle questions and complaints of alleged discrimination.

Title IX/Chapter 28A.640 Officer/
Civil Rights Compliance Coordinator/ADA Coordinator
Mr. Tom Arlt, Assistant Superintendent, Cheney School District
12414 S. Andrus Rd., Cheney, WA 99004
Phone: (509) 559-4550 Email: tarlt@cheneysd.org

Section 504 Coordinator
Director of Student Support Services

Mr. Franklin Day, Cheney School District
12414 S. Andrus Rd., Cheney, WA 99004
Phone: (509) 559-4507 Email: fday@cheneysd.org

Student Rights and 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 be viewed on the district website under “Our District” and the “Board of Directors” tab. There are also a large number of important notices that are printed in the annual notification pamphlet distributed at the beginning of the school year.

Nutrition Services

Free Breakfast and Lunch for all students!

Students receive their first reimbursable breakfast and first reimbursable lunch at no cost.

- Students are welcome to as many fruits and vegetables as long as they eat them.
- Milk may be purchased separately.

Students in Three Springs High School are encouraged to submit a Benefits Application (free and reduced-price meal application) to support their school. Benefits application information is linked below.

At breakfast, four (4) items are offered, a reimbursable breakfast consists of three (3) items, one item **must** be a ½ cup of fruit.

At lunch, five (5) components are offered, a reimbursable lunch consists of three components, one component **must** be ½ cup of fruit or vegetable. The five components are (1) grain, (2) meat/meat alternate, (3) fruit, (4) vegetable and (5) milk.

**If a student wants more than one breakfast/lunch, parents may put money on their child's account. **

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/>. **Money 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.

School lunch is a federally funded program and prices are subject to change.

Prices for an additional Breakfast or Lunch. Adults who choose to eat at school will also be charged the following amounts:

2024-2025			
Adult	Full Price	Adult	Full Price
Breakfast	\$ 4.75	Lunch	\$ 6.50
Extra Entrée Breakfast	\$ 1.75	Extra Entrée Lunch	\$ 2.00
Extra Milk	\$ 0.75	All guest meals are charged at the adult price.	

Cheney School District believes that it is in the best interest of students to provide nutritious meals that will maximize learning. Students are invited to enjoy as many fruits and vegetables as they can eat. Cheney School District employees and volunteers **will not** take a meal away from a child.

If your child's food service balance is low, it only takes a few minutes to add money to it using a VISA, Discover or MasterCard credit or debit card. A link to Family Access can be found on the school district's website at <http://www.cheneysd.org>.

If your child has a food allergy, it must be listed on the child's school health form and a note sent to the district nurse. A physician's note or signature is required for diet modifications.

Safe Celebrations

Cheney Public Schools has a district policy involving classroom parties and school-wide events. Under this policy, treats that are high in sugar and calories will no longer be offered to students during school hours. Examples of treats that will no longer be consumed as part of classroom celebrations include candy, cake (including cupcakes), regular fat potato chips, soda and other sugar-based drinks.

Your child's classroom teacher has established their own classroom policy for recognizing student birthdays and celebrating holidays. Please check with your child's teacher for more specific ideas on how you can contribute to these fun and time-honored celebrations.

In addition:

- All food and/or beverages intended for group consumption during the school day will be screened by school personnel in the school office before distribution in the classroom.
- Food designated for group consumption by students during the school day shall be free of nuts, nut products, and shall not be manufactured in a plant that processes nuts.
- All food brought into the school for group consumption by students during the school day will be commercially prepared and clearly labeled with ingredients.

Please read labels carefully before bringing them to school.

Please be assured we are not against celebrations. We simply need to ensure our students remain safe at school. Thank you for your understanding and cooperation.

School Climate and Discipline Philosophy

TSHS is totally committed to maintaining a safe and secure school environment at all times, and we rely on each of our students to serve as positive role models of acceptable and responsible behavior. TSHS 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 section of this Handbook.

Student Conduct, Sanctions, and Expectations

Cheney Public Schools Policy and Procedure No. 3240 explains the general policy of the district regarding student conduct, expectations, and examples of unacceptable conduct. It also describes disciplinary actions that may be imposed by Cheney Public Schools if a student violates district policy. Disciplinary action may include restorative discipline, suspension, expulsion, or emergency action. It may also include a recommendation for counseling, mediation, or other options. Policy and Procedure No. 3241 describes conditions and limitations of school discipline, including parent notification procedures, grievance and appeal process and hearing rights, and the right to apply for readmission.

Policies are available online under “Our District,” then “School Board,” or a copy may be obtained in the school office. It is also linked here: [CSD Discipline Matrix - Handbook Version](#)

Positive Behavioral Intervention and Support(PBIS)

Three Springs High School operates using the Positive Behavioral Interventions and Supports Guidelines. These guidelines establish the framework upon which expectations are taught, appropriate behavior is celebrated, and inappropriate behavior is addressed. The following is our PBIS guidelines and expectations matrix:

1. Academic engagement and achievement are maximized for all students
 - a. Personal strengths are recognized and celebrated
 - b. Emotional and social growth are nurtured
2. Rule violating behaviors are minimized
3. Acts of respectful and responsible behaviors are expected, modeled, and encouraged by all members of the school community
4. Data drives decision-making process regarding program design

5. The school community functions in an efficient, effective, and relevant manner

Discipline for Weapons Violations

Any violation of the Cheney School District weapons policy as described in full in School Board Procedure No. 3240 and Procedure No. 3241 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 and notification

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, dangerous weapon or illegal substance. Also, pursuant to RCW 28A.600.230, school officials may search a student's locker 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

Three Springs High School 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 dangerous, 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, or dangerous, illegal, or controlled drugs or drug paraphernalia or any substance purported to be 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 TSHS or any other school in Cheney School District. Students selling, 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.

Using or Possessing Illegal Drugs OR Over-the-Counter Drugs at School

Medication of any kind - prescription as well as over-the-counter - can ONLY be administered at school following the return of a properly completed Cheney School District form #914 by your doctor and parent/guardian. Forms are available in the Health Room and may be picked up by students or parents at any time throughout the school year. All medication sent to school to be administered by school personnel must be safely stored in the Health Room by the health assistant/school nurse, must be kept in the original container with the student's name on it, and must be taken under the direct supervision of a school nurse or other adult school employee.

WE ARE UNABLE TO MAKE ANY EXCEPTIONS TO THIS POLICY!

School Closure

When Cheney Public Schools are **closed** for any reason, **Three Springs High School will be closed** and when Cheney Public Schools are running a late-start, Three Springs **will** be running a late-start.

The district's **automated messenger system, Parent Square, will notify all families** in the case of school closure or a late start. The **district website** is also **updated** to report any school closures.

School Property

Any school property items, such as computers, flash drives, books, digital cameras, etc., which are used by students or checked out from any TSHS teacher, or the Office are to be treated with respect and care at all times. Proper care of Chromebooks and any other TSHS property is YOUR responsibility and you may be required to pay a fine or fee for any lost or damaged items.

School Schedule

TSHS Bell Schedule		
Monday/ Wednesday		Friday

8:10-9:00	Period 1 (CREW)	9:10-9:55
9:10-10:15	Period 2	10:05-10:55
10:25-11:30	Period 3	11:05-11:55
11:30-12:05	Lunch	11:55-12:30
12:05-12:55	Period 4 (Anchor Time)	12:30-1:10
1:05-2:10	Period 5	1:20-2:10

Skyward Family Access

Parents/guardians can view information about their students, including grades, missing assignments, attendance, tardiness, discipline referrals, class schedules, etc. online. If you need a password or have forgotten it, please contact the TSHS OFFICE, at 509-559-4587.

CHANGE OF ADDRESS, PHONE NUMBER, OR SKYWARD FAMILY ACCESS INFORMATION

Students and/or parents are asked to speak personally with the Office at 509-559-4587 **immediately** to report changes in address, phone number, emergency contacts, or family access information. *FOR THE WELFARE AND SAFETY OF ALL STUDENTS, IT IS **CRITICAL** THAT TSHS HAS A **CURRENT** EMERGENCY PHONE NUMBER FOR EACH AND EVERY ONE OF OUR STUDENTS!*

Student Government

ASB Information

The TSHS 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 twice a year, and the meetings they attend allow TSHS students a voice in making

important decisions. Students are encouraged to nominate and elect officers and representatives that they feel demonstrate school spirit, good citizenship, and who have a strong desire to be of service to their school and community. Students in TSHS will have the opportunity to run for office in the spring for the following school year, or if necessary in the fall. Rules of eligibility as described in the ASB charter will apply to all ASB officers and representatives.

Hayley Bauer, Advisor hbauer@cheneysd.org

The Student Government is organized into two branches:

1. The Executive Board - which is composed of A.S.B. Officers.
2. The Student Council - which is composed of one representative from each Crew Team.

The purpose of student government is to provide the student body with a democratic process to effect change and to manage student body affairs.

ID Cards

All students are issued an identification card free of charge. If they lose their ID card they may be charged \$5 to replace the lost card.

TSHS ASB stickers are required for all students who participate in TSHS activities supported by the TSHS ASB fund, as per the TSHS ASB Constitution. ASB stickers cost \$5. For students who participate in and/or attend Cheney High School activities, a CHS ASB sticker is required, as per the CHS ASB Constitution. ASB stickers may be purchased at the TSHS and/or CHS business office before or after school. Revenue obtained from the sale of ASB stickers is used to finance activity and athletic programs.

ACTIVITY FEES

ASB/Student ID

ASB STICKER.....\$5.00

Club Membership Dues

DECA.....\$20.00

Student ID

ID Replacement Card.....\$5.00

Transportation/Bus Services

Riding a School Bus

Bus transportation is a district-wide service provided to Cheney students and, in return, student cooperation and good behavior are expected at all times. The bus driver's primary responsibility is to keep students safe and drivers have the authority to discipline students in accordance with

Cheney School District Bus Policy which is listed below. Students may be suspended from riding Cheney School District buses if their behavior warrants it.

General Guidelines for Bus Misbehavior

- Step 1: Bus Warning
- Step 2: 1 day bus suspension
- Step 3: 3 day bus suspension and parent contacted by phone
- Step 4: 5 day bus suspension and parent contacted by phone
- Step 5: 10 day bus suspension and parent contacted by phone
- Step 6: Suspension of bus riding privileges for remainder of the term. A parent conference will be requested.

Discipline for incidents of exceptional misconduct will follow District procedure #6605.

Note: Students can progressively move down the stepladder 1 level for every 20 school days without instances of bus discipline.

Rules of Conduct for School Buses

- The driver is in charge at all times. Students must follow general and safety instructions from the driver and any other staff assigned to the bus.
- Students must be at their bus stop 5 minutes prior to the pick-up time. The bus can not wait beyond the scheduled time of departure.
- Students may only get off the bus at their assigned stop. Students may only ride their assigned bus. Exceptions to these rules require a note from both party's parents, turned into the school office in exchange for a bus pass. Only then may a student get off at a different stop or ride a different bus.
- Students may be assigned a seat in which he/she will be seated at all times unless permission to change is given by the driver.
- No firearms, weapons, or explosives are allowed.
- Heavy, sharp, bulky or breakable items shall not be transported inside the bus.
- Students shall not be allowed to transport balloons, or animals, (dead or alive) including insects, on the bus. The only exception will be Service Animals as defined in Title II and Title III of the ADA. Emotional support animals do not qualify and will not be permitted on the bus.
- No matches, lighters or electric vaping devices. Students will not be under the influence, or in possession of: any controlled substance, alcohol, intoxicant, cigarettes, or any other nicotine items.
- **Fighting will not be tolerated, and may result in immediate suspension from the bus and/or school.** Students must keep their hands to themselves and be respectful of other students and adults. Bullying in any form, physical, verbal or cyber, will not be tolerated and may result in suspension as well.
- Large musical instruments are not allowed on the bus. This includes, but is not limited to, Guitars, Electric Guitars, Amplifiers, Cellos, String Bass, Tuba, Drums, Baritone Sax,

Baritone Horn, or any other instrument of similar size. A full list of regulations is available on the district website under the Transportation tab.

- No skateboards, scooters, rip sticks, or any similar items.
- Students shall not open any windows on the school bus without first getting permission from the driver. Students may not at any time extend any part of their body out of the window. Even when the bus is at the school loading or unloading. Students will not yell or throw any items out the window.
- No food or drinks on the bus. Bottled water is allowed but must be kept in their bag. Trash must be deposited in the trash can.
- Yelling, screaming, using profanity, obscene gestures, or making any type of threat, verbal or otherwise will not be tolerated
- Sporting equipment must be kept in a sports bag or backpack. No loose balls of any type are allowed.
- The use of external speakers is prohibited at all times. Electronic devices, Headphones or earbuds are fine. If any of these items become a distraction to the driver, or a safety issue, they may be confiscated for the duration of the trip, and will be returned as the student exits the bus. Students may not take pictures or videos of other students while on school property.
- Kindergarten Students must be picked up from the bus stop by a parent/guardian. Parents/guardians MUST be prompt when meeting the bus. If a parent/guardian is not present when the bus arrives to drop off, the Transportation Dept. will call them. If all reasonable attempts to contact someone fail, the student will be returned to their school.
- Students that cause damage to any part of the bus may be required to reimburse the School District for the repairs.

Guidelines for Bus Safety

Students are required to stay back a minimum of 10 feet from the curb or side of the road as the bus approaches. While waiting for the bus to arrive, students should refrain from horseplay, pushing, or shoving each other.

If it is necessary for a student to cross the road, either coming to or when getting off the bus, the following steps shall be taken each and every time, regardless of a student's age:

- Wait until the bus has stopped and the stop paddle has been deployed,
- Make eye contact with the Bus Driver, and wait for the driver to wave them across the road.
- Cross without stopping.

After boarding the bus, students must sit down, facing forward with both feet in front of the seat, and remain seated for the duration of the ride.

Backpacks must be placed on the floor directly in front of the student or on their lap. The center aisle shall be kept clear at all times, and no items may be carried in a way that they may become a hazard, should there be any type of emergency.

Each driver talks to their students twice a year, and instructs them on what to do in case of an emergency. Should there be any type of emergency, the students must remain seated and follow instruction.

Please keep voice levels at a minimum.

Bus Passes

Bus passes will ONLY be issued to student athletes and those participating in after school activities. Students may not ride home with friends afterschool on the bus. All students must ride their assigned bus.