2025-2026
Cheney Public Schools
Annual Notifications

The information provided in this brochure is distributed annually to all students in Cheney Public Schools in order to inform students and parents/guardians of their rights and responsibilities. The items contained herein are intended to be helpful in explaining the rules and regulations established by either state or federal law.

Cheney Public Schools
12414 S. Andrus Rd.
Cheney, WA 99004
Phone: (509) 559-4599

Enrollment Information

Resident and Non-Resident Transfers

District Policy and Procedure No. 3131 provide information regarding resident (intra-district) transfers. Individuals who reside within the boundaries of Cheney Public Schools and wish to transfer to another school within the district must complete a "With-in District Choice Request." Forms can be found at www.cheneysd.org, Services & Support, Student Access & Opportunity, CHOICE. If you do not have access to the website or have additional questions, please contact the "Choice" office at (509) 559-4588 or at 12414 S. Andrus Rd., Cheney.

District Policy and Procedure No. 3141 provide information regarding non-resident (inter-district) transfers. Upon receipt of a request to transfer into the district, the district will verify that a release from the resident district has been obtained and that the non-resident student applicant qualifies for transfer. Inter-district Choice forms can be found at www.cheneysd.org, Services & Support, Student Access & Opportunity, CHOICE. If you do not have access to the website or have additional questions, please contact the "Choice" office at (509) 559-4524 or at 12414 S. Andrus Rd., Cheney.

Running Start

Students enrolled in a high school program may participate in Running Start, a college credit program that is an outgrowth of the Choice legislation of 1990. This program allows students to simultaneously earn credits for high school graduation and toward a college degree. Students/parents should contact a high school counselor to learn more about Running Start or to apply to the program. Eastern Washington University, Spokane Falls Community College, and Spokane Community College are the local institutions that work collaboratively with Cheney Public Schools on this program.

Advanced Placement Courses (AP)

Advanced Placement courses allow high school students to earn college credit by taking classes in the high school setting and earning specific scores on Advanced Placement tests offered through The College Board. A high school counselor can assist students in registering for Advanced Placement courses.

Home Schooling Declaration Required

In compliance with state law, parents providing home-based instruction to their children over the age of eight (8) must file a Declaration of Intent with their local school district by September 15, or within two weeks of the beginning of any public school quarter or semester. Parents living in our district may access this form at www.cheneysd.org > Services & Support > Home-Based Instruction Declaration of Intent, or from the Administration Office, 12414 S. Andrus Rd., Cheney, (509) 559-4586.

Student Records and Directory Information

Pursuant to the Family Educational Rights and Privacy Act, it is the policy of Cheney Public Schools to annually notify parents, guardians or adult-age students (18 years of age or older) that they have the right to inspect and review student educational records, to request corrections of or amendments to such records, and to appeal any refusal of a request to change or amend such records. Student records will not be released without the consent of the student's parent/guardian or that of the adult-age student, except as provided by law or district policy. Specifically, directory information, as defined in District Policy No. 3231, and records requested by schools to which a student is transferring will be released by the district without written consent. An example of a non-profit entity that requests such directory information is the United States military.

Photographs may occasionally be taken of students for use in the news media or school district publications. If you do not want any information released to any and all such non-profit organizations, or if you do not wish to have your child appear in a photograph, videotape, film, slide, or on the district website, please notify your child's school in writing. This written request can be placed on file at any time during the school year.

Cheney Public Schools has a partnership with local law enforcement agencies to support students who may have experienced a traumatic event such as a fire, law enforcement involvement in the community, etc. The program is called “Handle With Care.” The nature of the police response is not divulged during the notification process. School staff are encouraged to handle that child with extra care and not ask about the incident. If you do not want any information released to law enforcement organizations, please notify your child’s school in writing. This written request can be placed on file at any time during the school year.

Inquiries regarding compliance with the Family Educational Rights and Privacy Act may be directed to:

Mr. Tom Arlt, Assistant Superintendent
12414 S. Andrus Rd., Cheney, WA 99004
Phone: (509) 559-4502
Email: tarlt@cheneysd.org

School Report Card

The purpose of the Washington School Report Card is to share information about all K-12 schools in our state. It is important for parents, families, and community members to have information to engage with your schools at the local level. Please visit the following website to access the Report Card, which provides statistics about our local schools, all other public schools and districts in our state, and the state as a whole. To find information about Cheney on the Report Card, visit the website and follow the instructions listed below:
https://washingtonstatereportcard.ospi.k12.wa.us/

- Type Cheney in the search box.
- A list of all Cheney schools, as well as “Cheney School District,” will appear.
- Click on the school of your choice.
- Click “Go”.
- Once you are taken to the site, you will have options to explore a variety of information as well as change the school you are viewing.

If you would like to request written copies of any information included in the School Report Card, please contact the District Office at (509) 559-4588.

Public Records Request

The public has the right to request records in compliance with RCW 28A.320.160. Requests for disclosure of public records should be sent to:

Megan Kensok, Public Records Officer, Cheney Public Schools
12414 S. Andrus Rd., Cheney, WA 99004
Phone: (509) 559-4502
Email: mkensok@cheneysd.org

Child Nutrition Program

The district's comprehensive nutrition program is consistent with state and federal requirements for those districts participating in the National School Lunch Program and School Breakfast Program. Our district nutrition policy was made in accordance with our goal of helping to combat childhood obesity and improving the health and wellness of our students.

If your child has a food allergy, there must be a diet care plan or a severe allergy care plan on file with your school's nurse. A physician's note or signature is required for diet modifications.

Cheney Public Schools implemented a childhood obesity prevention initiative in 2011 that has created a culture of healthy eating and healthier lifestyles. Studies show that children consume up to 50 percent of their daily calories while at school. Our "Back to Scratch" school kitchens provide children with a healthy entrée, fresh fruits, and vegetables every day. Research shows that the changes we have implemented have resulted in BMI rates dropping; however, more importantly, we know that healthy children learn better at school.

School breakfast and lunch are available to all students enrolled in school. Meals are served daily including late start days.

The Nutrition Services Department would like to inform parents that all Cheney School District schools qualified for the Community Eligibility Provision (CEP) through the 2027-28 school year. The CEP program allows school districts to provide one reimbursable breakfast and one reimbursable lunch to students at no cost.

Families are encouraged to submit a Child Nutrition Eligibility & Education Benefit application. If you are not sure if you qualify, please complete a Benefit Application Form, available online through parents/guardians Skyward Family Access, or you can pick up an application at your child's school. Return the form to either the Nutrition Services Office or your child's school. A letter will be sent to the email address on file or mailed home if no email address is listed. Qualification letters will also be viewable in your Skyward Family Access account. Students that qualify for benefits may qualify for additional benefits by submitting a Parental Consent Form.

Students are able to purchase milk at all grade levels. Students in Middle School and High School are able to purchase additional entrées. Parents/Guardians are able to put money on their child's account online. Visit the Nutrition Services webpage and select 'Make a Meal Payment'.

2025-2026	
Student	**Full Price**
Extra Milk	$ 0.75
Extra Entrée (main dish) Breakfast	$ 1.75
Extra Entrée (main dish) Lunch	$ 2.00
Side	$ 1.00
Misc Item	$ 0.50
Adult	**Full Price**
Breakfast	$ 5.00
Lunch	$ 6.50
Extra Entrée Breakfast	$ 1.75
Extra Entrée Lunch	$ 2.50
Milk	$ 0.75

Safe Celebrations

Traditionally, various celebrations at school have been accompanied by treats provided by families. With food allergies so numerous in our district, we must be careful to determine that foods are safe for all students. Specific procedures must be followed when food and beverages are brought on campus for group consumption, including the following:

- 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 and/or 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 to school.
- Food and/or beverages intended for group consumption during school (including classroom parties, rewards / incentives) should meet required nutrition standards. All parties must include a healthy alternative (i.e. pretzels, yogurt, applesauce, popcorn, etc.).

Please be assured the district is not against celebrations. The priority is to ensure our students remain safe at school. Thank you for your understanding and cooperation. Visit the Healthy Celebration's webpage for additional resources.

Guidelines for Students with Life-Threatening Conditions

Prior to attendance at school, each child with a life-threatening health condition will present a medication or treatment order addressing the condition. A life-threatening condition means a health condition that will put the child in danger of death during the school day if a medication or treatment order providing authority to a registered nurse and a nursing plan are not in place. Following submission of the medication or treatment order, a nursing plan will be developed. The medication or treatment order must be from the child's licensed health care provider.

It is vital to your child's safety during the school day that if your child has a life-threatening health condition that may require medical services to be performed at school, you must immediately notify your school's principal or school nurse. The necessary forms will be provided and a time will be arranged for you to meet with your child's school nurse.

Students with life-threatening health conditions may not attend/begin attending school until a health care plan is in place. 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 the building nurse or health assistant.

Notification of Rights Under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

- The right to inspect and review the student's education records.
- The right to request the amendment of a portion of the student's education records that the parent or eligible student believes are inaccurate or misleading.
- With certain exceptions authorized by FERPA, the right to consent before disclosures of personally identifiable information contained in the student's education records.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.
- The right to a description of who is considered to be a school official and what is considered to be a legitimate educational interest so that information may be shared with that person.
- The right to information about who to contact to seek access or amendment of education records.

The McKinney-Vento Act Provides Assistance to Children/Youth Experiencing Homelessness

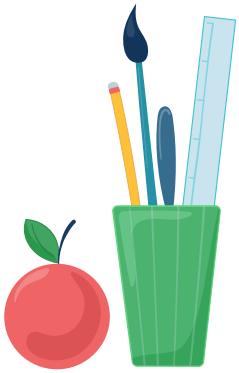
The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence." The act provides examples of children who would fall under this definition:

- Children and youth sharing housing due to loss of housing, economic hardship or a similar reason
- Children and youth living in motels, hotels, trailer parks, or camp grounds due to lack of alternative accommodations
- Children and youth living in emergency or transitional shelters
- Children and youth abandoned in hospitals
- Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.)
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations
- Migratory children and youth living in any of the above situations

Students who become homeless may receive assistance to remain at their school as well as other assistance, including coordination of free and reduced meal status, assistance with arranging transportation services, community resource referrals (shelters, medical services, etc.), community connections (free meals, food banks, clothing banks, etc.), scholarship opportunities, FAFSA verification for college-bound McKinney-Vento students, school materials, and personal care items. If you become aware of students who may qualify, please contact the school counselor or Catheleen Scott, Homeless Liaison, at (509) 559-4591 .

Parent and Student Rights in Federal Programs

All instructional materials, including supplementary materials and teacher manuals used with any survey, analysis or evaluation in a program or project supported by federal funds are available for inspection by parents and guardians.



No student will be required as part of any project or program supported by federal funds to submit to a survey, analysis, or evaluation that reveals information concerning political affiliations; potentially embarrassing mental or psychological problems; sexual behavior and attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of close family members; privileged or similar relationships; religious practices; or income, other than information necessary to establish eligibility for a program; without the prior consent of an adult or emancipated students, or written permission of parent/guardian.

ADA
Americans with Disabilities Act

Americans with Disabilities Act (ADA)

Individuals with disabilities who may need accommodations to participate in programs and/or meetings held in the district should contact the school or district office location no later than three (3) days prior to the program/meeting so that arrangements for modification or accommodations can be made.

Students with Disabilities

District Policy and Procedure No. 2161 addresses the education of students with disabilities as it pertains to the Individuals with Disabilities Act (IDEA) and District Policy No. 2162 addresses the education of students with disabilities as it pertains to Section 504 of the Rehabilitation Act of 1973. Questions pertaining to IDEA or Section 504 should be directed to the Student Support Services Department at (509) 559-4530.

Special Education

Applications, policies, procedures, evaluations, plans and reports related to special education will be made available to parents and other members of the general public through the district's Student Support Services Department at (509) 559-4530.

Title I Teacher/Para Qualifications

Parents of students receiving Title I Assistance Program services may request the qualifications of the child's teacher and paraprofessional by calling Angela Moses, Human Resources Director, at (509) 559-4509.

Title I School-Parent Compact

Parents of students attending schools receiving Title I funding are asked to complete a School-Parent Compact. The compact explains roles and responsibilities for supporting a student in learning. Our district is required to have parent input on the District Parent Involvement Policy. If you would like to offer input on Title I services and parent involvement, please contact Kelly Niccolls at (509) 559-4535 or kniccolls@cheneysd.org.

ChildFind Notification

Cheney Public Schools conducts specific activities for the purpose of locating, evaluating, and identifying students ages birth through twenty-two (22) who are suspected of having a disability and who reside within the district's boundaries. If your family is living in a temporary or transitional situation, you may contact the district where you are staying to attend a screening.

Cheney Public Schools provides many programs for the children of our schools at no cost to you. The schools offer services including speech therapy, physical and occupational therapy, special education programs, and preschool classes to children three years and older. Developmental screenings and/or comprehensive assessments for children who are suspected of having a disability which could adversely affect their educational development are available at no cost to you. These services are available for persons between the ages of birth and twenty-two (22) years of age. Children ages birth through two (2) years of age can schedule screenings with the Infant Toddler Network at (509) 324-1651. For children ages three (3) through twenty-two (22), appointments or further information can be obtained by contacting your neighborhood school or Student Support Services at (509) 559-4530.

Highly Capable Program

Cheney Public Schools welcomes referrals from parents, school staff, students, teachers and community members for highly capable identification. All students in grades 2 and 6 are screened for Highly Capable Services. Additionally, each year students new to the district and students currently enrolled in grade levels other than 2nd or 6th may be referred for evaluation. The process for identification is facilitated at each of our schools and consists of multiple aspects including formal assessments, teacher input, and guardian input.

As a community member, if you know of a student you consider to be highly capable, you are welcome to complete referral paperwork, which can be found on our website at www.cheneysd.org. The evaluation process occurs in our district at least once annually. Cheney Public Schools strives for equitable identification across all populations. If you or someone you know would benefit from receiving this information in a language other than English or if you would like to request a paper copy of the referral form, please contact our District Office at (509) 559-4559.

Attendance

The compulsory attendance law of the State of Washington requires that any child, pursuant to RCW 28A.225, must attend school full time when school is in session, unless the child is enrolled in an accredited private school, an educational center, and/or is receiving home-based education. District Policy and Procedure No. 3122 define excused absences, unexcused absences and truancies, and can be obtained on the district website under "Our District" and the "Board of Directors" tab.

Based on RCW 28A.225.030, a petition must be filed with the Juvenile Court if a student has seven (7) unexcused absences from in-person learning in a month or fifteen (15) unexcused absences from in-person learning in a year, or if a student's unexcused absences cannot be reduced over a period of time. Student absence information and tips to help students improve their attendance are provided to parents annually.

Truancy/unexcused absences include absences from school, class or assigned activity without the knowledge and consent of parent/guardian or school authorities, and/or absences that are deemed to cause a serious adverse effect upon the student's educational progress (RCW 28A.225.010). Additionally, if a student is absent in excess of 15 percent of the days of attendance, the principal may require a doctor's note for future absences or the absences will be considered unexcused. Parent/guardian will be notified of the additional stipulation in writing.

Drug-Free Schools

Students will not possess, use, deliver, distribute, sell, offer to sell, or arrange to sell or be under the influence of, or show evidence of having used or abused any controlled, illegal, addictive, or harmful substance or counterfeit substance (identified in RCW 69.50.204) or any illicit drugs or alcohol as those terms are used in federal anti-drug and alcohol laws, including 20 U.S.C.3171,3221, etc., nor will they be in possession of drug paraphernalia as defined by RCW 69.50.102:

1. On school grounds during, immediately before, or immediately after school hours (including district transportation).
2. On school grounds or district transportation at any other time when the school, school grounds or district transportation are being used for any school activity, function, or event.
3. Off the school grounds at a school function or event.
4. On or off school property when the possession, use, transmission, distribution or sale of said item(s) has a material and substantial adverse impact on any or all aspects of the educational process.

Potential corrective action:

- Any student, while on school property or while attending a school-sponsored activity, who sells or distributes alcohol, drugs or any substance under the guise of being alcohol, a drug or controlled substance to any other person shall be reported to a law enforcement agency and may be placed on in-school or short-term suspension.
- Any student (grade 5-12) while on school property or while attending a school-sponsored activity, who possesses, uses, consumes or exhibits the effect of having consumed or used alcohol, drugs, narcotics or other mood-altering substances not consumed or taken at the direction of a physician, may be recommended for a suspension of up to ten (10) consecutive school days after the district considers other forms of discipline.
- The student and/or parent/guardian may, in lieu of suspension, request that the student participate in and agree to an alternative program developed by the Student Support Team of each respective school. Any costs of participation in any of said programs shall be borne by the student and/or their parent or guardian.
- Failure to comply with and adhere to all the requirements of programs and/or services may result in a recommended suspension of up to ten (10) consecutive school days.

Student Conduct

District Policy and Procedure No. 3241 explains the general policy of the district regarding student conduct, student rights and responsibilities, general expectations, and examples of unacceptable conduct. Procedure No. 3241 also describes the disciplinary actions that may be imposed by Cheney Public Schools if a student should violate district policy. Disciplinary action may include restorative practices, suspension, removal, 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 online under the "Our District", "School Board" tab, or in school offices.

Teacher Qualifications

The district ensures that all teachers meet federal and state certificate requirements. Parents may request the qualifications of their child's teachers by calling Angela Moses, Human Resources Director, at (509) 559-4509.

Firearms or Dangerous Weapons Prohibited

It is a violation of district policy and a criminal offense under RCW 9.41.280 for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation, or non-school facilities when being used for school activities.

Asbestos Hazard Emergency Response (AHERA)

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), Cheney Public Schools contracted with Educational Service District 101 of Spokane, Washington to conduct a three-year asbestos re-inspection of all school buildings. An EPA-accredited Asbestos Inspector and Management Planner is performing the required inspection and reassessment of each category of asbestos containing building materials (ACBM) and noted any significant changes from the 1989, 1992, 1995, 1998, 2002 , 2004, 2007, 2010, 2013, 2015, 2018, 2021, and 2024 inspections. Re-inspections will assist the school district in the process of safely managing each ACBM within our district.

The AHERA Re-inspection Report and Management Plan (2024) is available to the general public and can be reviewed anytime during normal school hours. A designated person is available during regular District Office hours to answer any questions regarding ACBM in our buildings. The designated person can be contacted through the District Office.

All known ACBM are listed in the District's management plan, and were found to be in good condition and are being continually maintained in accordance with all Washington State and Federal laws.

Integrated Pest Management

The Cheney Public Schools district, on occasion, has a need to use chemical sprays when other pest controls are ineffective to prevent the costs and hazards associated with insects, rodents, or noxious weeds. When chemicals are used during school sessions, the treated areas are clearly marked, and notification is posted in each school office.

Though spray applications are primarily conducted when school is not in session and the area being sprayed is posted, some might want prior notification of applications at their school. If you would like to be placed on a list to receive prior notification of application at your school, please contact the Maintenance & Operations Department via e-mail to dwilland@cheneysd.org or call (509) 559-4948. The list will be kept from September through August. To remain on the list, you will need to renew your request on an annual basis.

Our District 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 district'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 30 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].

Non-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 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?
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 District 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 10.

Note: a paper copy of any district policy, procedure, or form can be made available to you by requesting it from your child's school or the district office.