

Westwood Middle School Student Handbook



Pride in Ourselves

Pride in our Learning

Pride in our Community

Fall 2026

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

<https://wms.cheneysd.org>

Welcome to the 2026-2027 school year at Westwood Middle School, home of the Wolverines. Our mission statement is Pride in ourselves, Pride in our learning, and Pride in our community. This is how we show our Wolverine Pride!

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

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

Alison Tobler
Principal

Tim Harse
Assistant Principal
Athletic Director

Maurice Thomas
Assistant Principal
Activities Coordinator

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WMS Phone Directory

Administration

Principal	Mrs. Alison Tobler	559-4151
Assistant Principal/Athletic Director	Mr. Tim Harse	559-4161
Assistant Principal	Mr. Maurice Thomas	559-4153

Office Staff

Office Manager/Bookkeeper	Mrs. Melanie Horton	559-4150
Registrar Secretary	Mrs. Lexy Brock	559-4156
Attendance Secretary	Mrs. Chelsea Vang	559-4152
Student Support Specialist/ISI	Mrs. Courtney Scherting	559-4167
Athletics Secretary	Mrs. Pam Moran	559-4164

Counselors

Last names A-K	Mrs. Christina Wood	559-4158
Last names L-Z	Mr. Nermin Durgutovic	559-4157

WMS Website

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

<https://wms.cheneysd.org>

Cheney School District Directory

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

Cheney School District Mission Statement

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

WMS Mission Statement

Pride in Ourselves

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

Pride in our Learning

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

Pride in our Community

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

Westwood Culture

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

- Work together to provide a safe, caring and secure school environment
- Get to know their classmates and teachers, building meaningful relationships
- Serve as good role models of acceptable and responsible behavior
- Have a growth mindset and learn at high levels
- Be polite to everyone in the school
- Participate in extracurricular activities
- Want to come to school and attend school daily
- Have an idea of what they would like to do for a career when they enter high school
- *All students will graduate from Cheney Public Schools*

Belonging

Westwood believes that all students have a place in our school. That families are partners in the learning process and all opinions are important in decision making. We want all students and staff to accept people for who they are and to include others. We will give opportunities for students to learn and share about different cultures to better understand our community. Each and every student can find their place, whether it is a club, sport, favorite class or music program.

Policies, Procedures, and General Information

School Breakfast and Lunch

- All students at Westwood Middle School get **one free breakfast and lunch** each day. Students can take **as many fruits and vegetables** as they want! A **second main dish (entrée)**, can be purchased with money on an account.
- All food must **be eaten in the cafeteria**. Wolverines take pride in their community by cleaning up their own food and table. Students are expected to **listen to the cafeteria staff and supervisors**, be polite and use good manners.
- To go to a classroom during lunch, the teacher will provide a **signed pass**, which is shown to the cafeteria crew to cut in line and a lunch supervisor to enter the wing.
- Money can be added to lunch accounts with a **credit card, cash or a check** at the school office. To pay online, visit the Cheney School District website. **No cash** is accepted in the lunch line.
- **Parents and guardians** are welcome to eat lunch at school. Guests must sign-in and pay with **exact change or a card** at the office and show the receipt in the lunch line.

Prices:

- | | |
|---------------------------|---------------------------|
| ❖ Student Breakfast: Free | ❖ Extra Main Dish: \$2.00 |
| ❖ Student Lunch: Free | ❖ Adult Breakfast: \$4.75 |
| ❖ Milk: \$0.75 | ❖ Adult Lunch: \$6.50 |

Assessments

I-Ready

Students take the **I-Ready diagnostic** in the **fall, winter, and spring** to see what they know and what they still need to learn. Results and growth are shared at **Student-Led Conferences**. If you do not score at your grade level, you will work on your “**My Path**” lessons in class and during Pack Time to fill gaps in learning.

Teachers use the results to:

- Track growth
- Place students in intervention classes
- Place in Pack Time intervention
- Give students lessons to improve their learning

State Testing

Every spring, all students in grades 3–8 take a test called the **Smarter Balanced Assessment**. It checks how well you are doing in **math and reading**. 5th and 8th graders also take a **science test** called the WCAS.

These tests help teachers and principals understand what students are learning and how to place them in the right classes.

Rewards and Recognition

Students are recognized for behavior and academics (grades, test scores and growth).

Behavior Rewards

- You can earn **Pride Cards** by following school rules. Pride Cards go into **drawings for prizes** like snacks from Rocko’s Snack Shack. Rocko’s Snack Shack, Social hour, field day and purchasing school supplies are all ways to use pride cards.
- 8th graders have a **special celebration** at the end of the year if they meet academic and behavior expectations.

Each month, teachers choose students who demonstrate PACE character traits, like being **honest, respectful, or responsible**.

Standards Based Grading Scale

Level of Understanding	Point Scale
Applying	4
Meeting	3
Approaching	2
Beginning	1
Incomplete Evidence	IE

Special Codes

- **INC:** 10 school days to complete work
- **S/U:** For IEP/504 students as indicated

National Junior Honor Society (NJHS)

NJHS is a group for students who do well in school and help the community.

To stay in NJHS all year, students must keep good grades (Level 3 and 4), stay out of trouble at school, and complete **at least 5 hours of community or school service**.

Highly Capable

Parents, teachers, and others can suggest students for the **Highly Capable Program**. All 6th graders will take a short test called the **CoGat screener** to see if they qualify. If you have questions, contact **Ms. Anna Campbell** at 509-559-4189.

Safety

Monthly Drills

Each month, we'll practice safety drills. Lockdowns, evacuation, and shelter in place are examples of the drills that will be held each month. Everyone—students, staff, and visitors—must **take part** and **follow directions** during drills. These drills are required by the state.

School Closures

If school is delayed or closed due to bad weather, families will get a **parent square message**. You can also check the **news, radio, district website or social media**.

Searches

The administration's main job is to keep all students safe. If there are reports or suspicion of weapons, illegal substances or other unsafe materials the administration has the right to search the student, their belongings and their locker.

Attendance

Coming to school every day is **very important**. Missing too much school makes it harder to keep up. Students who miss just **two days a month** are more likely to fall behind or struggle to graduate. All students who leave school early, must have a **parent or guardian sign them out** in the office. When possible, plan trips and appointments outside school time.

A responsible adult must either call the **attendance line 24/7** at 559-4152 or email cvang@cheneyisd.org to excuse an absence. The message must include the student's full name and the reason for the absence. If the reason is sick, including symptoms (like fever or cough) is helpful.

Missing **3 unexcused days in a month** or **15% of the year**, is considered **chronically absent**, and the school will follow the steps below. Please see Board Policy No. 3122 for further details regarding student absences. For more information, see the [Attendance and Truancy Legal Requirements](#).

Step	When	Action
1.	After each unexcused absence.	Inform family by a notice in writing or by telephone each time the student has failed to attend school without an excusal from the parent/guardian.
2.	3 unexcused absences. Or 15% of the school year excused or unexcused	Counselor conference with family to identify barriers to regular attendance and identify the steps to be taken to eliminate the barriers.
3.	5 unexcused absences	• Counselors will survey the student to determine risk factors and needs. Take data-informed steps to eliminate or reduce risks and needs to improve attendance. • Hold IEP or 504 team meetings when relevant.
4.	7 unexcused absences	Enter into a formal agreement (Attendance Success Plan) with the family establishing attendance requirements.
5.	10 unexcused absences	Community Engagement Board (CEB) to determine outside agencies that may be able to help the family improve attendance.
6.	After CEB meeting if unexcused absences persist.	File Truancy Petition with the Office of Juvenile Court and continue with court based steps until attendance improves.

Discipline Philosophy

At Westwood Middle School, we believe that students learn best when they are taught how to make good choices. When a student breaks a rule, we focus on helping them learn from their mistake. Students may be asked to clean, write, reflect, apologize, or talk through the situation with others.

If a student makes others feel unsafe—whether online, in person, or through hurtful words or actions—school staff will step in right away. Keeping everyone safe is very important to us.

Students who continue to break the rules may face stronger consequences, like **suspension** or **expulsion**, based on school district rules.

Student Rules

See pages 10 and 11 and the PBIS matrix for general student expectations. If you are not following school expectations, you may have to:

- Talk with a counselor
- Go through restorative practices
- Reflect on your choices
- Have consequences like lunch detention or after school detention
- Be suspended or expelled

You also have the right to know what's happening and appeal if needed.

School Property

Students are responsible for any school property they use or borrow, like: chromebooks, chargers, headphones, books, uniforms and cameras. These items should be treated with **respect and care**. If something is lost or broken, the student must pay a **fine**.

Electronics & Internet

- All students are taught how to use the internet safely, kindly, and responsibly. This includes how to act online, to avoid cyberbullying, and to be safe when chatting or using social media and video games.
- Students can use school Chromebooks **for learning**. The internet at school is **monitored and filtered** to keep students safe. Misuse of school computers or the internet, may result in discipline.
- **Personal electronics (like phones and headphones/airpods)** are expected to be in lockers during the school day. ([Policy 3245](#))

Weapons

If a student brings a weapon or something dangerous to school, they can be suspended or **expelled**, even for a full year. Sometimes students accidentally bring a pocket knife or other weapon to school. Self report to the office and turn in the object to avoid school consequences.

If someone is thought to have a weapon, school administration will search the student and their locker right away. Parents will be notified if this happens.

Illegal Substances

Westwood Middle School cares about the **health and safety** of all students. It is against the rules to use, carry, sell, or share:

- Tobacco or nicotine
- Alcohol
- Drugs (legal or illegal, including vaping products or other paraphernalia)

Illegal substances are not allowed:

- On school property
- At school events or activities
- On the school bus or school trips

Administrators will search students who are suspected of, or reported to be in possession of any illegal substances. Students caught with these substances will face consequences and may be reported to the **police**.

Student and Family Involvement

ASB (Student Government)

Students at Westwood can join **ASB (Associated Student Body)** to help make decisions for the school. ASB officers are chosen each year in an election. Students in grades 6 and 7 can run for office in the spring. Each class will elect an ASB representative. It is their responsibility to attend monthly meetings, share information and gather input from their Wolverine Time class.

ASB Cards, Pictures, and Yearbooks

At the start of the year, student pictures are taken for the **yearbook** and **ASB cards**.

- An ASB card costs **\$30** and is needed for sports, activities, and the activity bus.
- If lost, replacement cards cost **\$5**.
- Yearbooks must be ordered by **May 31**, and cost is **\$25 (August 15-April 3) & \$30 (April 4-May 31)**.

Extracurricular Activities

Students are encouraged to join at least one sport, club or other activity. (see the full list on the Westwood website: <https://wms.cheneysd.org>). We offer several clubs, 9 music programs and 10 sports!

To join any after school activity, students must:

- Complete an activity packet on **FinalForms**
- Pay the **\$30 ASB fee**
- Keep passing grades in all classes

For sports, students must also:

- Have a current **sports physical**
- Have all D's or better on progress reports and report cards

If students stay after school, they must be in a **supervised activity**. The activity bus is only for students who have a **bus pass** from a coach or teacher. Students just watching a game must come with a **parent or guardian** and have their own ride home.

Westwood Athletics

Westwood is part of the Greater Spokane County League. Sports for **7th and 8th graders** include:

Schedule

Fall (Sept–Oct):

- Football
- Girls Softball
- Cross Country (*also for 6th grade*)

Early Winter (Nov–Dec):

- Wrestling (*also for 6th grade*)
- Girls Volleyball

Late Winter (Jan - Feb)

- Boys Basketball
- Girls Basketball

Spring (Apr–May):

- Baseball
- Track and Field (*also for 6th grade*)
- Tennis

Game Behavior

Students and their families are welcome to cheer for teams at games and events. Students **must have a parent or guardian** with them to attend and cannot stay after school to wait for parents.

If a fan is rude or shows poor sportsmanship, they may be asked to leave and could be disciplined. **Be respectful. Play fair. Have fun!**

Support for Students and Families

Counseling Services

Students can request to see a counselor by asking their teacher at any time. Counselors do their best to see students the same day as the request.

Our school counselors are here to help students:

- Grow socially and emotionally
- Set goals for the future
- Make good choices
- Solve problems

Counseling services include:

- Lessons in class or groups
- Help when students are going through tough times
- Support with planning for the future
- Peer mentoring

PBIS Matrix – The Westwood Way – School Wide Expectations



PRIDE IN OURSELVES

PRIDE IN OUR LEARNING

PRIDE IN OUR COMMUNITY

It is expected that all students will follow directions of all staff, at all times, in all areas.

*This is our school and our community - **show your Wolverine Pride!***

	WOLVERINES ALWAYS.....	BUSES/BUS LINE	RESTROOMS	HALLWAY	COMMONS	OUTSIDE AREAS	EVENTS
PRIDE in O U R S E L V E S	● Are present & do their best ● Respond calmly and respectfully to feedback ● Use appropriate language for specific situations	● Use inside voice ● Remain seated at all times ● Line up safely behind the yellow curb line	● Access restrooms independently ● Use only when needed	● Walk on right of the hallway ● Keep your locker and your locker combination to yourself ● Passes required during class time and at lunch	● Maintain position in line ● Talk quietly while waiting in lunch line ● Use pass to enter hallways ● Remain seated at your table until your color is called	● Use equipment appropriately	● Actively listen & pay attention ● Use applause appropriately
PRIDE in our L E A R N I N G	● Arrive on time, ready to learn and do your best ● Follow staff directions ● Store your cell phone, earbuds, & other electronic devices in lockers during class time	● Arrive to your bus line on time	● Use bathrooms in a timely manner	● Use lockers at designated times ● Use quiet voices	● Use your 15 minutes to eat	● Play safely ● Follow the rules of the activities	● Follow the rules of the activities
PRIDE in our C O M M U N I T Y	● Keep all areas neat and clean; leave it better! ● Keep hands, feet, and objects to self ● Walk in the building ● Report concerns and unsafe behaviors to staff	● Keep hands, feet, and objects inside the bus	● Respect the privacy of others ● Flush toilet and wash hands	● Respect personal space; leave other lockers alone. ● Keep walkways open for people passing ● Be caring and helpful ● Remove hoods when entering building	● Reach out! Get to know others ● Respect others by eating your own food ● Remain seated until 15 min. bell ● Pick up after yourself & others; leave it better!	● Invite others to participate; include everyone ● Share equipment with others	● Walk ● Remain seated with assigned class ● Exit with assigned class in an orderly manner

Revised 8/2024

School Wide Expectations

Item	Expectation	Rationale
Cell Phones and Electronic Devices	- Bringing cell phones and other electronic devices, including ear buds, to school, is discouraged and is done at the family's risk. - Administration will not investigate electronics lost/stolen or broken during class time. - Cell phones, earbuds, and other electronic devices must be turned off and kept in lockers during the school day per district policy 3245. - External speakers are not allowed at school or on the school bus and will be confiscated if in use. - Students using electronic devices to record fights, record people without consent or for other malicious reasons are subject to discipline. Students who choose not to comply with district policies will be subject to the following: 1st offense: Phone/electronics (including earbuds) the teacher will direct the student to put the device in their locker. In PE no warning will be given, devices should not be brought to PE. 2nd offense: MTSS, student and escort will take the device to the office, to be returned to the student at the end of the school day. The teacher will notify the family via parent square. 3rd offense: MTSS, student and escort will take the device to the office. Students will contact family from the office with a staff member. Device will be returned at the end of the day. 4th offense: A family meeting will be called to address the concern and make a plan together. (Ex: Phone turned into main office for 1 week)	- Students have access to a phone in the main office. Parents can call the school at 559-4150 to reach their child in an emergency. - Personal communication devices are a learning distraction. The ringing, texting, photos, videos are individual and class disruptions. - Students making choices to participate in social media are responsible for the content that they subscribe to and post. Be positive and make appropriate choices. Unfortunately, social media can be dangerous (sexting, predators, and cyberbullying). All students deserve to be safe. - Capturing other people in photos or videos reduces the feeling of being comfortable. Therefore, recording or pictures of others without their consent is not permitted at any time due to privacy expectations.
Tardiness	- Students are expected to be in class on time with necessary supplies. Schoolwide guidelines: 1-2 Tardies in One Quarter – Verbal warning 1:1 conversation with the teacher. 3 Tardies in One Quarter- Enter the 3rd tardy & partner with the student's family. Teachers may assign a consequence in accordance with their classroom behavior expectations. 4 Tardies in One Quarter – Enter into MTSS and communicate with the family. The student will receive lunch detention. 5 or more Tardies in One Quarter – Parent notification and MTSS entered by the teacher for each tardy. Admin. will determine and communicate appropriate discipline (lunch detentions, ASD, etc.)	- Students learn when they are in class. Being punctual is a life skill. We are responsible for student safety and need to know where students are. - Entering class late is a distraction to the teacher and other students. Being tardy disrupts <u>learning</u>.
Leaving Class	- Each student will receive 4 hall passes for each class per quarter. - Any time a student is out of class during instructional time they will have a pass. - Only one student will be permitted to leave class at a time, unless it is an emergency. - Students will complete the google form each time they leave the classroom - Students stay in the classroom for the 1st 10 minutes and the last 10 minutes, except for emergencies	- We are responsible for student safety and need to know where students are. - Students out of class can easily be identified as having staff approval. - Students should be out of class for a minimal amount of time to reduce the amount of missed learning. - Important learning occurs during the introduction and conclusion of the day's lesson.

Backpacks/ Lockers	- Each student will be assigned a hall locker in which to keep books and personal belongings, as well as a separate P.E. locker in the gym. Because these lockers are the property of Cheney School District, they are subject to periodic inspection throughout the school year. - All belongings, including backpacks should be kept in a locker. - Backpacks are not permitted at lunch or in classrooms unless noted in a health plan - Students who feel the need to carry their backpack, for non medical reasons, may request a clear backpack through the counselors to carry during the day. - Students should not share their locker combination.	- Backpacks and bags are to remain in lockers during the school day to prevent tripping hazards in classrooms. - Sharing lockers frequently ends with missing items.
Language	- Students are expected to use age and place appropriate language while at school. Students with minor language offenses will be: 1st offense - 1:1 conversation with staff 2nd offense – MTSS reflect on their word choice and will call home with an administrator 3rd offense – MTSS assigned a lunch detention to review the expectations of language use during school. 4 or more offenses will result in a formal discipline referral. - Aggressive use of foul language, threats and/or hate speech are disciplinary offenses. Any language that targets a protected group (race, gender, sexual preference, religion etc.) is classified as hate speech. This includes racial slurs between friends or songs including racial words/phrases.	- School is a professional environment and students need to practice speaking appropriately to prepare them for future employment. - Language that targets a group of people may make others feel unwelcome or even unsafe.
KHFOOTY	- Students are expected to keep hands, feet and other objects to themselves at all times while at school. (KHFOOTY) - Horseplay with friends and public displays of affection are a KHFOOTY fail - Students are expected to walk in the halls at all times.	- Personal safety is an important part of an effective learning environment. - Personal property is protected when others don't touch your property.
Commons	- Students arriving at school prior to 7:20am need to remain in the commons until 7:40 am when the bell rings. - Breakfast is served at 7:30. Students wanting breakfast should eat immediately so they can make it to class on time. - Lunch is eaten in the commons. Students will have a minimum of 15 minutes of seated time to eat. - Students are released by table to get their hot lunch. - Students can use electronics, on the bus, before school, and after school. - Students follow the direction of staff.	- The commons area is designated to be a social environment before school and during lunch. We all need friend time. - Students need to prioritize eating breakfast to ensure they are in class on time. - The lunch process allows all students to be served quickly and efficiently.
Food and Drinks	- All food and drinks (other than water) are consumed in the commons. - Late students will be able to eat breakfast in the commons. - Students may drink water from a water bottle, all classrooms have a drinking fountain to fill water bottles during class time.	Maintaining a clean school is everyone's responsibility. Consuming drinks and food in the commons area helps keep our building clean.
Home Events (Sporting, Music)	- Students are encouraged to support their peers at events. In order to spectate at home events, a student must have a parent/guardian present. - Students will go home after school then return to the event with a parent/guardian. - There are no buses provided for spectators.	- Students may attend activities as a spectator, <u>as long as they have a parent or guardian present.</u> - A parent/guardian present to supervise provides the adequate supervision of student spectators to ensure safety and security. - Coaches and advisors are responsible for participants only.

Student Clothing	• No item of clothing should be offensive, a safety or health concern. • Shoes are to be worn at all times. • Hoods are allowed to be worn in the halls and commons, but should be removed during class time. • Undergarments, buttocks, chest and stomach shall be covered up. • Student attire, such as handkerchiefs, bandanas, jewelry, and other items that may be interpreted as “gang” attire are strictly prohibited. • Clothing may not include alcohol, tobacco, weapons, drugs, or inappropriate language. • Students wearing clothing that does not meet these requirements will be offered options from our clothing closet or may call home for a change of clothes.	• All students should feel valued and welcome. The dress code supports a safe and productive work/learning environment. • Hoods are not worn in class allowing staff and students to quickly identify one another. In addition, it will help ensure students are not wearing ear buds, are alert and ready to learn. • Just like adults, students are expected to follow dress guidelines to maintain a professional learning environment.
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Cheney Public Schools Discipline Matrix 2026 - 27

Handbook Version

Definitions:

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

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

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

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

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

Type One Behavioral Violations: Minor behavioral disruptions					
Academic Dishonesty/Plagiarism	Minor behavioral violations will be handled in the classroom. Teachers may assign classroom-based consequences which could include: student conference, review of expectations, loss of privileges, reflections, lunch bunch, lunch detention, parent communication, in class support, and/or restoration. If these concerns persist the teacher will partner with families and can involve administration for further support.				
Disobedience, Defiance, Disrespect					
Disruptive Conduct Level 1					
Inappropriate Language					
Physical Contact - KHFOOTY					
Property Misuse					
Small folding knife – Turn into office					
Type Two Behavioral Violations	Classroom Exclusion	In School Suspension	Short Term Suspension	Long Term Suspension	Expulsion
Destruction of property	X	X	X	X	X
Disruptive Conduct Level 2	X	X	X	No	No
Failure to Cooperate	X	X	X	No	No
Inappropriate Language Level 2 (Aggressive Language/Hate Speech)	X	X	X	No	No
Physical Aggression	X	X	X	No	No

Possessing or using Tobacco	X	X	X	No	No
Sexually Inappropriate Conduct	X	X	X	No	No
Toy guns and toy weapons	X	X	X	No	No
Type Three Behavioral Violations	Classroom Exclusion	In School Suspension	Short Term Suspension	Long Term Suspension	Expulsion
Bullying	X	X	X	No	No
Distributing Tobacco	X	X	X	No	No
Fighting without major injury	X	X	X	No	No
Intimidation/Non-Sexual Harassment	X	X	X	No	No
Possessing or using alcoholic beverages	X	X	X	No	No
Possessing or using Illegal drugs, controlled substances, prescription or over the counter drugs	X	X	X	X	X
Possessing or using marijuana	X	X	X	X	X
Theft	X	X	X	No	No
Type Four Behavioral Violations	Classroom Exclusion	In School Suspension	Short Term Suspension	Long Term Suspension	Expulsion
Arson	X	X	X	X	X
Behavior that Adversely Impacts the Health and Safety of Other Students Level 1	X	X	X	X	No
Discriminatory Harassment	X	X	X	No	No
Distributing Alcoholic Beverages	X	X	X	No	No
Distributing Marijuana	X	X	X	X	X
Fighting with major injury	X	X	X	X	X
Gang/Hate Group Activity	X	X	X	X	X
Physical Attack/Assault Level 1	X	X	X	No	No
Sexual Harassment	X	X	X	No	No
Threats of Violence/Malicious Harassment	X	X	X	No	No
Type Five Behavioral Violations	Classroom Exclusion	In School Suspension	Short Term Suspension	Long Term Suspension	Expulsion
Assault of teacher	X	X	X	X	X
Behavior that Adversely Impacts the Health and Safety of Other Students Level 2	X	X	X	X	X
Dangerous Weapons	X	X	X	X	X
Distributing/ Possession of Illegal drugs, controlled substances, prescription or over the counter drugs	X	X	X	X	X

Physical Attack/Assault Level 2	X	X	X	X	X
Robbery	X	X	X	X	X
Sexual Assault	X	X	X	X	X
Type Six Behavioral Violations	Classroom Exclusion	In School Suspension	Short Term Suspension	Long Term Suspension	Expulsion
Firearms	N/A	N/A	N/A	N/A	X

Legal Requirements and Notifications

Our School Protects Students from Harassment, Intimidation, and Bullying (HIB)

We strive to make our school a safe and inclusive environment 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 explains what HIB is, what to do when you see or experience it, and how our school responds to it.

What is HIB?

State law (RCW 28A.600.477(5)(b)(i)) defines HIB 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 status) 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 often involves one student having, or appearing to have, more power than another student. While HIB often appears as repeated behaviors, it is important to take single serious incidents seriously. It usually happens more than once or is very likely to happen again. HIB is against the law in our schools.

HIB policy only applies to actions between students. It does not cover harassment, intimidation, or bullying of an employee, volunteer, parent/legal guardian, or community member.

How can I make a report about HIB?

Talk to any school staff member, start with whoever you feel most comfortable with, such as a teacher, counselor, coach, or other school staff. You can report HIB by telling school staff in person or in writing (written reports can be made in your home language; please ask your school or district for support with translation). You can make your report anonymously/without giving your name or confidentially (asking that your name not be shared with other students or parents/caregivers involved). No student will be disciplined based only on an anonymous or confidential report.

If a staff member learns about, sees, or hears HIB happening, they must act quickly to stop the behavior(s) and keep it or them from happening again. Our district also has a HIB Compliance Officer, Brett Hale, who helps prevent and respond to HIB. He can be reached at 509-559-4559 or at his email address of bhale@cheneysd.org.

What happens after I make a report about HIB?

When you report HIB, school staff must act quickly to stop the behavior and prevent it from happening again. If you and the school agree the problem is resolved, then no further action may be needed. But, if you feel that you or someone you know is facing HIB that is unresolved, severe, or keeps happening, you should ask for an official HIB investigation by completing an Incident Reporting Form, which can be found at:

<https://www.cheneysd.org/health-safety-student-well-being/harassment-intimidation-bullying>

The school must also make sure that students who report HIB are not treated badly for speaking up. This is called retaliation, and it is not allowed.

What is the investigation process?

The HIB investigation begins if you submit the HIB Incident Report Form (<https://www.cheneysd.org/health-safety-student-well-being/harassment-intimidation-bullying>) and the incident meets the definition of HIB toward a student. When you submit the Incident Reporting Form, the HIB Compliance Officer or the staff member leading the investigation must notify the families of the students involved that a complaint was received. They must make sure a prompt and thorough investigation takes place. The investigation is usually finished within five school days. If it takes longer, the school will keep you updated, generally once a week, until it is done.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must share the results with you within two school days.

This response should include:

- A summary of what the investigation found
- A decision about whether the HIB was substantiated (found to have happened) •
- Any steps the school will take to address the problem
- Clear information about how you can appeal the decision

If HIB is confirmed, the school will address it.

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

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

If you disagree with the school district’s decision, you may appeal. To appeal, send a written request asking the superintendent (or the person they’ve assigned) to review the investigation. They will send you a written decision.

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

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

What information may I have about other students?

Student privacy laws limit what the school can tell you about any intervention or discipline given to another student. You will be told whether HIB was found to have happened and that steps were taken, even if the details of those steps impacting all students involved cannot be shared.

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For more information about the HIB complaint process, including important timelines, please see the district’s HIB webpage

(<https://www.cheneysd.org/health-safety-student-well-being/harassment-intimidation-bullying>) or the district’s HIB Policy 3207 and Procedure 3207P.

How do I make a HIB complaint about a staff member?

This process is for concerns about one student harassing, intimidating, or bullying another student. If your concern is about a staff member's behavior, ask your school for information on how to report it.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because of a **protected status**, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, 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 behavior that is threatening, harmful, or humiliating. It happens when the behavior is based on a student’s protected status and is serious enough to create a hostile environment. A **hostile environment** is created when behavior 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.

To review the district’s Nondiscrimination Policy 3210 and Procedure 3210P, visit

<https://cheneysd.community.diligentoneplatform.com/Portal/Policy.aspx?expanded=e07abae1-cad0-4352-90cb-9b318df33cda%2C29531c04-6d7c-4e42-94ca-b918094822ff>

What is sexual harassment?

Sexual harassment is unwelcome behavior or communication that is sexual in nature and seriously 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 accept unwelcome sexual behavior or communication to receive something in return, such as a better grade or a place on a sports

team.

Examples of sexual harassment include:

- Pressuring a person for sexual actions or favors.
- Unwelcome sexual touching.
- Written, graphic, or electronic messages that are sexual in nature.
- Sharing sexually explicit texts, emails, or pictures.
- Making sexual jokes, spreading sexual rumors, or making suggestive comments.
- Physical violence, including rape and sexual assault.

Our school does not discriminate based on sex. We prohibit sex discrimination in all education programs, activities, and employment, as required by Title IX and state law.

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To review the district's Sexual Harassment Policy 3205 and Procedure 3205P visit

<https://cheneysd.community.diligentoneplatform.com/Portal/Policy.aspx?expanded=e07abae1-cad0-4352-90cb-9b318df33cda%2C29531c04-6d7c-4e42-94ca-b918094822ff>

What should my school do about discriminatory and sexual harassment? When a school learns about possible discriminatory harassment or sexual harassment, it must investigate and take steps to stop the unwanted behavior. The school must address any effects of the harassment on the student at school, including eliminating the hostile environment, and prevent the harassment from happening 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 to report your concerns, ask questions, or learn more about how to resolve your concerns. If English isn't your first language, you can request an interpreter or prepare the complaint in your language. If you have a disability and need accommodations to make a complaint, let the school know your disability needs.

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. Brett Hale; Email: BHale@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. Brett Hale; Email: BHale@cheneysd.org; Phone: 509- 559-4550

To **submit a written complaint**, describe the behavior or incident that you believe may be discriminatory. 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 so the school district can investigate it promptly. You must submit your complaint within one year of the behavior 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 will make sure your complaint is investigated promptly and thoroughly. The investigation will be completed within 30 calendar days unless you agree to a different timeline. If exceptional circumstances require more time, the Civil Rights Coordinator will notify you in writing and tell you the expected date for the response.

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

- A summary of the investigation results.
- A determination of whether the school district failed to comply with civil rights laws.
- Any corrective actions or remedies that are needed.

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- Information about how to appeal the decision.

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

If you disagree with the decision about your complaint, you may appeal the decision to the School Board. You may then file a complaint with the Office of Superintendent of Public Instruction (OSPI). For more information about this process, including important deadlines, see the school 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 be discrimination if it is based on a protected status. 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 address your concerns.

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, whether or not they have legally changed their name.
- Update students' gender designation so they are accurately reflected in school records.
- Provide students with access to restrooms and locker rooms that align with their gender identity.
- Ensure students can participate in sports, physical education classes, field trips, and overnight trips consistent with their gender identity.

- Keep students' health and education information private and confidential.
- Allow students to wear clothing that reflects their gender identity and enforce dress codes without regard to a student's gender or perceived gender.
- Create an inclusive, respectful environment and 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 <https://cheneysd.community.diligentoneplatform.com/Portal/Policy.aspx?expanded=e07abae1-cad0-4352-90cb-9b318df33cda%2C29531c04-6d7c-4e42-94ca-b918094822ff> If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Mr. Brett Hale; Email: BHale@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.

Our School is Committed to Students and State Law

Students have the right to learn in schools that follow state law and protect their rights. Willful noncompliance happens when a school district leader or school board member does something—or fails to do something—that they knew, or reasonably should have known, would violate state law. Under ESHB 1296, OSPI is responsible for investigating complaints about willful noncompliance and working to find fair solutions.

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These laws include requirements related to:

- Civil rights and nondiscrimination (RCWs 28A.640 and 28A.642)
- Harassment, intimidation, or bullying (RCW 28A.600.477)
- Curriculum requirements and instructional materials policies (RCWs 28A.150.230, 28A.300.475, 28A.320.170, 28A.320.230, and 28A.320.235)
- Use of restraint or isolation (RCW 28A.600.485)
- Student discipline (chapter 28A.600 RCW)

How do I make a complaint about willful noncompliance with state law? You must first use available complaint processes to try to resolve your concern. This means the available complaint processes start with your school district, even if the school district superintendent or a school board member is the subject of your complaints. School personnel are not allowed to retaliate for making a formal complaint.

If no available complaint processes are available, you must check OSPI's website for other OSPI complaint procedures at [How to File a Complaint](#), and follow any applicable processes. If none exist, or you have completed all other processes, you must send written notice to the district superintendent at least 30 calendar days before filing a complaint with OSPI.

Complaints to OSPI must be submitted within 30 calendar days after a final decision in the local

complaint process, when one applies. The complaint must be in writing and include enough information to describe the concern and the actions or failures to act that may be willful noncompliance. You may send the complaint by mail, email, or hand delivery to OSPI.

When OSPI receives a complaint that meets the requirements for investigation, it will open an investigation. OSPI will send you written notice of the allegations under investigation. After the investigation is complete, OSPI will issue written findings to you and your school. These findings will state whether noncompliance occurred and may require the school to take actions to fix the issue.

Who else can help with HIB, Discrimination, or Willful Noncompliance Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level, even if the complaint involves the school or school district. School personnel should not retaliate against students or families for making a formal complaint.

OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes, as well as complaints alleging willful noncompliance with state law under ESHB 1296.

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

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OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment) • Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights

- Email: equity@k12.wa.us
- Phone: 360-725-6162

OSPI Office of Legal Affairs (For more details on the willful noncompliance complaint process) • Website: ospi.k12.wa.us/educator-support/educator-conduct/state-law-noncompliance-complaints

- Email: OLA@k12.wa.us

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

The Washington State Office of the Education Ombuds works with families, communities, and schools to help solve problems so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution, coaching, facilitation, and training on family and 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: www.ed.gov/
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Committed to Safety at School Activities and Events Washington State wants school activities and events, like athletic competitions, performances, and other extracurricular activities, to be safe for everyone who takes part in them or watches them.

What does state law say?

Washington State law has long banned intimidation, force, and threats of violence at school events. [ESB 5272](#) (which takes effect in 2026) made those protections stronger. It now also covers officials and volunteers at extracurricular athletic activities, and it has created new consequences for breaking the law. For non-students, if they are convicted of a crime, they may be banned from school activities for up to 18 months, receive a fine, or go to jail for no more than 6 months. For students, other school consequences, including removal from school, may also apply under [RCW 28A.600.015](#).

How is this different from HIB?

This is different from our school's HIB policy, which deals with conduct between students through a school process. ESB 5272 covers more people and more situations and is enforced through criminal law and school discipline procedures instead of the school's HIB process.

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The expectations in this section are broader. They apply to everyone at school activities — students, parents, and community members alike — and they cover behavior toward everyone involved, not just students. This section and the HIB section work together but cover different situations.

What should I do if I experience or witness this conduct?

- **Call 911** if there is an immediate safety concern
- **Report to a coach, event supervisor, school administrator, or other trusted adult** as soon as possible. They can connect you with the right support and make sure the right steps are taken
- **If a student was the target** of the conduct, you may also be able to file a report under our school's HIB policy — see the HIB section of this handbook for more information

Who can I contact with questions?

For questions about safety at school events, contact your school principal or Mr. Brett Hale;
Email: BHale@cheneysd.org; Phone: 509-559-4550

For questions about whether conduct student-to-student may also be HIB, contact the HIB Compliance Officer: Mr. Brett Hale; Email: BHale@cheneysd.org; Phone: 509-559-4550.