

"A Commitment in Excellence"

Cheney High School

Student Handbook

2019-2020

460 N. 6th Street

Cheney, WA 99004

(509) 559-4000

Fax: (509) 559-4005

www.chs.cheneysd.org

This handbook belongs to:

Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____ Yr. in School: _____

Cheney High School

460 N. 6th Street
Cheney, WA 99004

Main Office	559-4000
Athletic Director	559-4103
Attendance	559-4002
Business Office	559-4009
Health Room/Nurse	559-4014
Security/Safety Officer	559-4096
FAX	559-4005

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Administration

Troy Heuett	Principal
Jeff Roberts	Assistant Principal
Kelsey Anderson	Assistant Principal
Stacy Delcour	Assistant Principal
Jeff Chandler	Athletic Director
District Office.....	559-4599
Toll-Free.....	1-877-224-3639
Robert Roettger	Superintendent
Tom Arlt.....	Associate Superintendent
District Website Address.....	www.cheneysd.org

Guidance and Counseling Staff

Last names A-E, Mr. Ward	559-4023
Last names F-Li, Ms. Starkey	559-4107
Last names Lj-R, Mr. Neely.....	559-4020
Last names S-Z, Mrs. Centenari.....	559-4017
Career Counseling/Three Springs, Mr. Carlson.....	559-4022
Registrar, Mrs. Miller.....	559-4008
Career/Counseling Secretary, Ms. Ford.....	559-4019

ASB Officers

President.....Parker Rogers
Vice President Riley Potter
Secretary Zhane Teichroeb
Treasurer Logan Krantz
Assistant Treasurer..... Avery Stark
Junior Representative Beckett Schoenleber
Sophomore Representative Finn Syrie

NUTRITION SERVICES

Mr. LJ Klinkenberg, Director (509) 559-4506

New School Breakfast/Lunch Prices for 2019-2020

*Prices subject to change in August

Secondary School Breakfast..... \$1.75
Reduced..... No Fee
Secondary School Lunch..... \$3.30
Reduced..... \$.40
Milk or Juice..... \$.65
Extra entrée (main dish) \$1.75
Ala Carte/Salad Bar..... \$3.00

Adult Breakfast \$2.60
Adult Lunch..... \$4.10

Students are encouraged to pay ahead for meals. Please make checks payable to Cheney High School and include your child’s name on the check. As a convenience, parents can securely add money to their child’s food service account any time of day through the Skyward Family Access parent portal. It only takes a few minutes to add money using a VISA, Discover or MasterCard credit or debit card. A link to Family Access can be found on the school district’s website at <http://www.cheneysd.org>.

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

Safe Celebrations

Cheney Public Schools has a district policy regarding classroom parties and school-wide events. Under this policy, treats that are high in sugar and calories will not be offered to students during school hours. Examples of treats that will not be consumed as part of classroom celebrations include candy, cake (including cupcakes), regular fat potato chips, soda and other sugar-based drinks.

Safe Celebrations, Continued

In addition:

- Food designated for group consumption by students during the school day must be free of nuts, nut products, and must not be manufactured in a plant that processes nuts.
- All food brought into the school for group consumption by students during the school day must be commercially prepared and clearly labeled with ingredients. **Please read labels carefully before bringing to school.**

Please be assured we support celebrations. We simply need to ensure our students remain safe at school. Thank you for your understanding and cooperation.

Health Services

Required Immunizations for School Year 2019-2020

Grade	Hepatitis B	DTaP/Tdap (Diphtheria, Tetanus, Pertussis)	Polio	MMR (Measles, Mumps, Rubella)	Varicella 1 & 2 (Chickenpox)
Kindergarten- 5 th Grades	3 Doses	5 Doses	4 Doses	2 Doses	2 Doses OR Healthcare provider verifies child had disease
6 th – 12th Grade	3 Doses	5 Doses DTaP AND 1 Dose Tdap	4 Doses	2 Doses	2 Doses OR Healthcare provider verifies child had disease

Each student must have a completed Certificate of Immunization Status form on file at school or present one prior to admission. The month, day, and year of each dose of Diphtheria-Tetanus-Pertussis (DTaP-Td-Tdap), either oral or injected trivalent Polio Vaccine (OPV or IPV), Varicella, Hepatitis B, MMR (measles, rubella [German Measles], and mumps) is required. If you have questions regarding where to receive vaccinations, please contact the Cheney HS Health Room at (509) 559-4014.

Exemptions from the requirements are medical, religious, or personal. For information about immunizations, please call the Spokane County Health Department at 324-1600.

Medication

Medication to be Administered at school:

If a student is to receive medication of any kind at school or school sponsored events, **the parent/guardian and the licensed healthcare provider (LHP) must complete the "Request for Medication" form #955, available online, from the school health room aide or the secretary.** The form must accompany the medication, and be signed by both the LHP and the parent/guardian. Parents/guardians are responsible for providing medication in the original container labeled with the student's name, the LHP's name, medication, time and dosage to be given. Please obtain a second bottle for this purpose that can be sent to school. **Medication sent to school in a baggie or lunch box is unacceptable.**

Parent/Guardian Prescribed Over-the-Counter Medication:

The school will consider the symptomatic benefits of self-prescribed over the counter medications. These medications are "prescribed" by parents/guardians who desire to facilitate their children's medical recovery and return to the school setting. In accordance with the American Academy of Pediatrics Committee on School Health recommendations: students will be allowed to self-medicate at school with over-the-counter medications, when the parent/guardian has provided an appropriate note to the school specifying the medication, the amount to be taken, the time it is to be taken, and the reason. The note must include a statement relieving the school of any responsibility for the benefits or consequences of the medication when it is parent prescribed and self-administered and acknowledges that the school bears no responsibility for assuring that the medication is taken. (A template is available on the district website: under health forms)

The school will retain the note as a permanent part of the student's health record and the student must carry a copy of the note with the medication. Students will be allowed to have no more than a one-day supply of the requested medication on hand, in the original container. The note authorizing self-medication can cover a period of time of not more than 2 weeks. The school reserves the right to require a LHP statement for continued use of any medication. The school will restrict the availability of the medication from other students, with immediate confiscation of the medication and loss of privilege to self-medicate if the policy is abused or ignored.

Guidelines for Children 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 health condition means a 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 nursing plan are not in place. Following submission of the medication or treatment order, a nursing plan will be developed.

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 may not attend/begin attending school until a health care plan is in place. Examples of life-threatening conditions are: diabetes, severe allergies, heart conditions, asthma, seizures, etc. with emergency medication. More information and assistance is available from the building nurse or health assistant at 509-559-4014.

When to Keep Your Child Home from School

In the school environment, students have increased physical contact with each other. Germs can spread rapidly under these conditions. Parents are asked to keep students home that have the following conditions:

- A fever at or above 100 degrees in the last 24 hours. Your child may return to school if their temperature is below 100 degrees without taking fever reducing medication in the last 24 hours.
- A consistent, goopy, runny nose that your child cannot control or take care of by themselves.
- White, yellow or green drainage from the eye, crusty eyes and/or redness of the eyelid, white part of the eye (sclera) or skin surrounding the eyes.
- A bad cough- one that you wouldn't want your well child around.
- A sore throat, especially with a fever or swollen glands in neck.
- Shortness of breath or problems with normal breathing.
- A child that is acting ill-unusually tired, pale, difficult to wake, headache, body aches, confused or irritable. And/or lack of normal appetite.
- An unidentified rash whether or not it is associated with a fever/itching. A spreading rash.
- If your student has an upset stomach with abdominal cramping, nausea, or persistent vomiting or diarrhea.
- Your child will need to remain home for at least 24 hours after starting antibiotics. Your healthcare provider may require more time.
- A child with chicken pox may return to school after all the sores have crusted over and there are no new eruptions or sores. (usually a minimum of 5 days)
- Live lice

Attendance Procedures

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

If a student is going to be absent or late for any reason, the parent ***must inform the school of the reason for absence*** either in writing or by calling 559-4002 before or preferably within 48 hours of the absence.

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

Arriving/Leaving Campus

For the safety and security of the students of Cheney High School, *all students arriving after school begins or leaving campus before school ends are required to check in and out with the office staff.* Students leaving without parent and school consent will be considered truant and may be subject to discipline. Students may not leave during a class period unless they have a dismissal slip from the office.

Campus is closed for ninth grade students. They may not leave at any time, including during lunch.

Absences

Definition: Students are absent when they are:

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

Students who are absent from school are required to have written verification or a phone call to the attendance office (559-4002) from the parent or guardian. Parents should notify the attendance office the day of the student's absence to inform the school about the nature of the absence.

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

Excused Absences: Absences that fit within one of the following categories, and for which the parent/guardian has called (559-4002) or provided written notification to the attendance office, preferably within 48 hours of the absence. The teacher will provide make-up work for excused absences.

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

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

Hall Passes

Students will be expected to remain in class the entire period. Class time will not be spent at lockers, cars, restrooms, vending machines, drinking fountains, or in the halls. When a student is appropriately out of class, he/she must be carrying their student planner.

Tardiness

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

Discipline may include: Parent Conference, Lunch ISI, After School ISI, School Beautification, or other administrator determined interventions.

Unexcused Absence/Truancy

Definition: The student is absent from school without permission, or is absent from class without the teacher's permission. *Students who leave class or school without prior permission provided to the office by a parent or guardian will be considered truant.* Students with unexcused absences from school may be subject to disciplinary action for truancy.

Discipline may include: Parent Conference, Lunch ISI, After School ISI, ISI, School Beautification, or other administrator determined interventions.

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

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

General Information

Bus Passes

Bus passes to other destinations after school must be obtained before school or at lunch. If a student is riding a bus with a friend, notes granting permission from the parent/guardian of both students are required.

Dances:

The CHS Dance Guidelines will include the following information:

- Students cannot purchase tickets at door
- Dance infractions will follow progressive discipline procedures
- Once student goes into dance, they cannot leave and come back in
- No middle school students, or anyone 21 or over, are permitted at dance
- Students dancing inappropriately may be removed from the dance
- Exceptional misconduct or repeated offenses may result in the student not being able to attend the next school dance, even if it is the next school year
- School consequences may also apply

Homeless Assistance

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

District Liaison: Rebecca Albrecht, 559-4507.

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

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

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

ID Cards/ASB Stickers

All students are issued an identification card free of charge. Students who lose their ID card may obtain a replacement from the business office for \$5.00.

Students are encouraged to take part in and/or attend school activities. ASB stickers are required for all students who participate in athletics or activities supported by ASB funds, as per the ASB Constitution. ASB stickers may be purchased at the business office before or after school. Revenue obtained from the sale of ASB stickers is used to

finance activity and athletic programs. An ID card **with** an ASB sticker gains you admittance to all Great Northern League regular season events & admission to school dances at reduced prices.

Library

The Cheney High School library is open from 7:30 a.m. to 3:30 p.m. every school day. The library staff is ready and able to help you find the materials you need for your various projects.

Lockers

Students are responsible for the care and contents of lockers. Any change of locker assignment must be cleared through the attendance secretary. If your locker does not operate properly, contact the office. **Do not bring high value items to school.** Keep your locker locked at all times. Be sure to spin the dial when you close it. Only school issued locks may be used to secure lockers. You must immediately report damage done to your locker to the office. If you fail to report, you may be held responsible for compensation of any damage. Lockers are district property, subject to search or investigation.

Lost And Found

Any articles found on the premises should be brought to the main office.

Media – Photo Information

Photographs may be taken of students for use in school/district publications, news media, websites, and/or social media. If you **do not** want your child to appear in these publications, please notify your child's school in writing.

Non-Discrimination

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

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

Title IX/Civil Rights Compliance Coordinator Section 504/ADA Coordinator

Mr. Tom Arlt

Mr. Franklin Day

Associate Superintendent

Director, Student Support Services

12414 S. Andrus Rd.

12414 S. Andrus Rd.

Cheney, WA 99004

Cheney, WA 99004

Phone: (509) 559-4550

Phone: (509) 559-4507

Email: tarlt@cheneysd.org

Email: fday@cheneysd.org

Parking Regulations

For security and safety, parking has been assigned to staff and students.

1. Your vehicle is to be parked during the school day in the south lot and in appropriate slots. Slots are designated by parking blocks and lines. **The church parking lot is not for student use.**
2. There will be no student parking in the horseshoe parking lot.
3. Failure to comply with the above parking regulations shall constitute sufficient cause for discipline. Vehicle may be towed at owner's expense. Student may lose parking privileges.

Student Records and Directory Information

Pursuant to the Family Educational Rights and Privacy Act, parents, guardians, or adult-age students (18 years of age or older) have the right to inspect and review student 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 of the adult-age student, except as provided by law or District policy. Specifically, directory information, as defined in District Policy No. 3231,

and requests for records from schools where students have transferred will be released by the District without written consent. An example of a non-profit entity that requests such information is the United States military. Photographs may occasionally be taken of students for use in the news media or school district publications, as well. 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, video, website, or social media page, 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, Associate Superintendent, 12414 S. Andrus Rd., Cheney, WA 99004, Phone: 559-4550.

Student Valuables

Students are requested not to bring large amounts of money, radios, cameras, or electronic devices to school. Students must keep track of personal belongings at all times. Students, not the school, are responsible for their personal property and liable if it is lost or stolen.

Textbook and Equipment Care

Students are expected to use textbooks carefully, as they are expensive and difficult to replace. Fines may be levied by the teacher for improper care of equipment and/or books. Students who lose books will be required to pay replacement cost for them. *Fines must be paid before report cards, records, transcripts, or diplomas will be released/issued.*

Visitors

Bringing visitors to school during the school day is **prohibited**.

School Climate and Discipline Philosophy

Cheney High School's discipline policy is designed to provide a safe and healthy environment for our students. Established standards of behavior protect the rights of all students to learn in an orderly, positive climate conducive to individual and group success. The student behavior we expect at Cheney High School is none other than the behavior demonstrated by good citizens at work, in the home, and in the community.

Student Conduct, Expectations, and Reasonable Sanctions

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

Policies are available online under "Our District," then "School Board," or a copy may be obtained in the school office.

Sexual Harassment Prohibited

The District prohibits sexual harassment of students, employees and others involved in school district activities, as defined in School Board Policy and Procedure No. 3205 (students) and Policy and Procedure No. 5011 (staff). These Policies and Procedures, including the informal and formal complaint process, are available on the District website under "Our District," "School Board," "Board Policies and Procedures." They are also available in each District building.

Mr. Tom Arlt, Title IX/Civil Rights Compliance Coordinator
Associate Superintendent
12414 S. Andrus Rd., Cheney, WA 99004,
Phone: (509) 559-4550 Email: tarlt@cheneysd.org

Cheney High School Discipline

Cheney High School administration and staff care about each student and want to provide a positive atmosphere for learning. In order to ensure this positive learning atmosphere, abusive or disruptive behaviors will not be tolerated. Cheney High School's discipline policies are enforced at all school sponsored events. Parents will be notified of all infractions by either a phone call or letter.

Response to violations of behavior expectations may include, but is not limited to, the following actions. **Depending on the infraction and a student's discipline history, the administration reserves the right to use discretion to determine the most appropriate response.**

Cheney High School Discipline, Continued

- **Campus Beautification:** At the discretion of school administration, students may be assigned to clean areas of the campus in lieu of/in addition to ISI.
- **In-School Intervention:** Students will be in a study hall environment during school hours and will participate in interventions at the discretion of the ISI teacher. Students are expected to use their time effectively to complete classwork and activities assigned to them. They are restricted to the ISI room during lunchtime, and are not allowed to participate in after-school activities during the ISI assignment. Cell Phones/Electronic Devices are not allowed.
- **Involuntary Class Transfer:** Should the school determine, for disciplinary or administrative reasons, it is necessary to transfer a student from one class to another, notice will be provided to the student and parent/guardian prior to the transfer. If the student or parent objects to the transfer, fair and impartial consideration will be given to the objection prior to the transfer.
- **Out-of-School Suspension (OSS) and Expulsion:** Students suspended from school may not attend school or be on school district property during the term of the suspension or expulsion. Short-term suspensions, long-term suspensions, and expulsions are out-of-school.

These discipline guidelines represent the thinking of the Cheney community for fair and appropriate discipline, and are consistent with district and state guidelines for student responsibilities and rights in Washington State.

Alcohol/Drugs

Definition: Possession, under the influence, or evidence of carrying any alcoholic beverage/illegal drug/drug paraphernalia, or possession or distribution of any unauthorized prescription or over-the-counter medication on or about the school premises or at any school sponsored activity (includes look-alikes).

- **First Offense:** *Short-Term Suspension.* The suspension may be reduced following a parent/student conference with the principal or designee with the following conditions: Four hours of substance abuse classes and completion of ten hours of community service. Activity coordinator, athletic director, and law enforcement notification.
- **Second Offense:** *Long-Term Suspension.* The suspension may be reduced following a conference with the principal or designee with the following conditions: Substance abuse counseling, 20 hours of community service, and other interventions/campus restrictions as outlined in a Re-Entry Agreement. Activity coordinator, athletic director, and law enforcement notification.
- **Third Offense:** *Expulsion for up to the length of one academic term.* Activity coordinator, athletic director and law enforcement notification. Re-entry agreement will be developed.

Distribution of Alcohol/Drugs

Definition: Sale/trafficking, enticement, or transfer of controlled substances or look-alike substances on school property, school controlled property, or at school functions.

- **First Offense:** *Expulsion for the length of one academic term.* Activity coordinator, athletic director, counselor, and law enforcement notification.

Bus Conduct

The general rules of proper bus conduct are:

Respect and support the driver, others, and bus.

Sit In your seat safely facing forward, sitting on your pockets, and keeping hands to yourself.

Definitely keep aisles clear: keep belongings in your lap or on the floor. The aisle is for entering and exiting only, and keep your area clean.

Pay Extra attention to safety by: using inside voices, voices off at railroad tracks, and wait for driver's signal to cross the road.

For a complete list of bus rules and expectations, please see the Transportation Department webpage.

Bus Discipline

Definition: Behavior determined by the driver to be in violation of Cheney School District policy. Depending on specifics of the infraction, the administration reserves the right to determine the appropriate consequence.

- **First Offense:** *Bus warning.*
- **Second Offense:** *Bus Suspension for 1 day.* Parent contacted by phone.
- **Third Offense:** *Bus Suspension for 3 days.* Parent contacted by phone.
- **Fourth Offense:** *Bus Suspension for 5 days.* Parent contacted by phone.
- **Fifth Offense:** *Bus Suspension for 10 days.* Parent contacted by phone.
- **Sixth Offense:** *Suspension of bus riding privileges for an extended period of time to be determined by administration.* Parent conference requested.

Cell Phones/Other Electronic Devices

Definition: Cell phones and other devices will be turned on and operated only before and after the regular school day, during passing time, and during the student's lunch break, unless a school administrator or teacher authorizes use during the school day. Such authorized use could include contacting the student's parent/guardian, or if an emergency situation exists that involves imminent physical danger. Authorization may also be granted during class time for educational purposes determined by the classroom teacher. First interventions for inappropriate cell phone/device use will be implemented by the teacher. After teacher interventions, a student may be referred to the office.

Discipline may include: Parent Conference, Lunch ISI, After School ISI, School Beautification, or other administrator determined interventions.

Cheating/Academic Dishonesty/Plagiarism/Copyright Compliance

Definition: Knowingly submitting the work of others represented as the student's own or assisting another student in doing so, or using unauthorized sources.

Discipline may include: Verbal or written warning, parent conference/notification, ISI, or other administrator determined interventions. Typically, the student will also receive a zero on the assignment; multiple offenses may result in loss of credit for a class.

Discipline may include: Short-term suspension, long-term suspension, or expulsion. Counselor/law enforcement notification.

Destruction of Property/Vandalism

Definition: Intentional damage of school property or the property of others.

Discipline may include: Parent conference/notification, ISI, restitution/compensation, short-term or long-term suspension, or other administrator determined interventions. Serious offenses will result in law enforcement notification.

Dress Code:

Cheney High School is an educational environment. Appropriate dress is required. Cheney High School encourages respect for self and others. We encourage school pride, spirit, and the responsibility of citizenship. Our dress guidelines are designed to enhance our academic environment with reasonable expectations. We believe our outward appearance reflects our inward attitude and identity. We also believe that spirit, attitude, and pride are the keys to a student's success and that those characteristics are contagious as they affect the spirit, attitude, and pride of those in our school. Our dress guidelines are intended to promote an academically successful environment by limiting distractions and avoiding potentially harassing or unsafe situations.

The guidelines listed below are the expectations for the school day, all school functions, i.e. dances, field trips, home or away activities, games, or any other school related events.

- **Dress of any manner that may cause disruption to the educational process, i.e., lack of basic modesty or distracting to others, is unacceptable.**
- Dress that is a potential safety issue is unacceptable, i.e., chains, spikes, spiked collars, and accessories, etc.
- Clothing that advertises drugs, alcohol, tobacco products, gang affiliation, discriminates or denigrates, or items that are obscene or suggestive in nature are unacceptable. This means no bandanas, do-rags, headscarves, or displaying of "colors".
- Outside clothing, clothing that covers the face or conceals a person's identity, i.e., long, heavy coats, face masks, sunglasses, hoods, etc., are not to be worn in the building or during class time. Long, heavy coats should remain in student lockers during the day. Outside clothing can be permitted at the teacher's discretion due to weather conditions and classroom temperatures. Letterman jackets and other clothing displaying school spirit or activities are always encouraged.
- No transparent or see-through, strapless, spaghetti-strap tops; low cut clothing with open sides; front, back, or side slits; or outfits that provide only a minimum amount of coverage. This includes, but is not limited to, plunging necklines that reveal cleavage, and arm holes as often found in tank tops and muscle shirts.
- No bare midriff or immodest, sexually suggestive clothing.
- Shorts, skirts, and dresses must prevent personal exposure when sitting or bending in a normal range of motion. A guideline: The length should be below the fingertips when the arms are fully extended at the person's sides.
- Underwear shall be completely covered up as not to be seen. Pants with large holes, sagging of the pants, or low cut pants are not acceptable.
- Shoes must be worn at all times.
- Clothing must be reasonably clean.

Definition: Inappropriate attire is defined as student dress that promotes drugs, alcohol or tobacco; items of clothing that are sexually suggestive. Students should remain appropriately covered at all times in the school setting.

- First Offense: Documented Warning. Student will be required to
- remove/change clothing. Parents may be requested to bring a change of clothes, pick-up, or student will be assigned ISI. Failure to remove/change inappropriate attire will result in ISI or Short-Term Suspension.
- Second Offense: ISI (1 day). Student will be required to remove/change clothing.
- Third Offense: Student will be sent home. Short- or Long-Term suspension.

**Attitude may determine steps of consequences.

Exceptional Misconduct

Definition: Examples may include, but are not limited to arson, assault, threats of violence, abusive language, property damage, sexual misconduct, misconduct toward students or staff, harassment, intimidation, bullying, or criminal offenses, such as bomb threats, etc. Due to the nature and degree of the misconduct, and for the disruptive effect upon the operation of the school, suspension or expulsion is warranted as the first form of corrective action.

Discipline May Include: Suspension or Expulsion on the first offense. Parent conference and counselor/law enforcement notification.

Explosive Devices

Definition: Use, threat to use, possession, or sale of an explosive device.

Discipline may include: Short-term suspension, long-term suspension, or expulsion and/or law enforcement notification, depending upon the specific circumstances.

Failure to Cooperate

Definition: Repeated failure to comply with or follow reasonable, lawful directions or requests of teachers or staff. This includes, but is not limited to, non-compliance, defiance, and disrespect.

Discipline may include: Verbal/written warning, parent conference, student/teacher conference, or ISI. For more serious or repeated violations, short-term or long-term suspension and law enforcement notification may also be necessary.

Fighting

Definition: Being involved in the act of fighting which includes, but is not limited to: punching, kicking, hitting, pushing, shoving, or any other inappropriate physical act.

- **First Offense:** *Short-Term Suspension, ISI.*
- **Second Offense:** *Short-Term or Long-Term Suspension.*
- **Third Offense:** *Long-Term Suspension or Expulsion.*

Law enforcement notification may also be necessary.

Encouraging Fighting

Definition: Observing or encouraging and/or cheering on a fight, or being involved with anyone seeking to fight another student, including posting videos/images, and messages of fights/encouraging fighting on social media.

Discipline may include: Verbal/written warning, parent conference, or ISI. For more serious or repeated violations, short-term or long-term suspension and law enforcement notification may also be necessary.

Flagrant Disrespect

Definition: Swearing, vulgarity, profanity, words, symbols, or gestures directed to a staff member/adult.

Discipline may include: Verbal/written warning, parent conference, student/teacher conference, or ISI. For more serious or repeated violations, short-term or long-term suspension may also be necessary.

Forgery/Misrepresentation/Lying

Definition: Impersonating parent on the telephone; signing for a parent, teacher, counselor, medical provider, or other adult. Producing false or misleading information.

Discipline may include: Verbal or written warning, parent conference/notification, ISI, or other administrator determined interventions.

Gambling

Definition: Participating in games of chance for the purpose of exchanging money.

Discipline may include: Verbal/written warning, parent conference, or ISI. For more serious or repeated violations, short-term suspension and law enforcement notification may also be necessary.

Gangs/Gang Related Activities

Definition: The use of colors, bandanas, insignia, dress, gestures, actions, and/or language to create reasonable belief that a student is involved in gang activities.

Discipline may include: Verbal/written warning, parent conference, or ISI. For more serious or repeated violations, short-term or long-term suspension and law enforcement notification may also be necessary.

Harassment, Intimidation or Bullying

Definition: Harassment, intimidation or bullying means any intentional written, verbal, electronically transmitted message or image, or physical act, including, but not limited to, an act shown to be motivated by any of the following characteristics: race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics, the act:

1. Physically harms a student or damages the student's property;
2. Has the effect of substantially interfering with a student's education;
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
4. Has the effect of substantially disrupting the orderly operation of the school.

Intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, electronic, or physical actions.

Discipline/Intervention may include: ISI, mediation, No Contact Agreement, schedule adjustment, parent conference, short-term suspension, long-term suspension, or expulsion and/or law enforcement notification, depending upon the specific circumstances.

Lunchtime Conduct

Cheney High School has a single lunch schedule, which requires the cooperation of the entire student body. Students are expected to demonstrate good manners in the cafeteria, commons area, and any other area students frequent during lunch. Cheney High School has an open campus during lunch for 10th-12th grade students. This is a privilege. Students who demonstrate they are not prepared for the privilege of an open campus (which may include tardiness, truancy, disruptive conduct while off-campus) may be required to stay on campus during lunch. *Please cooperate by putting waste in appropriate receptacles. No eating is allowed in gymnasiums. Areas for eating may be restricted due to excessive garbage or inappropriate behavior. Violators will be subject to discipline.*

Multiple Accumulated Incidents

Students who repeatedly violate school rules, policies, or regulations may be subject to short or long-term suspensions for accumulation of violations, up to expulsion.

Obscene or Disruptive Material

Definition: Publishing, possessing, or distributing tasteless, obscene, or disruptive materials, such as pornographic images, inappropriate books, and magazines.

Discipline may include: Verbal/written warning, parent conference, ISI, short-term, or long-term suspension. For violations of law, law enforcement notification is necessary.

Physical Attack

Definition: An actual and intentional touching or striking of another person against his/her will, or the intentional causing of bodily harm to an individual. If against a staff member, will be considered exceptional misconduct.

Discipline may include: Short-term suspension, long-term suspension, or expulsion and/or law enforcement notification, depending upon the specific circumstances.

Public Displays of Affection (PDA)

Definition: Excessive display of affection includes sustained kissing and embracing, touching, or other related behaviors not appropriate for a public school setting.

Discipline may include: Verbal/written warning, parent conference, or ISI. For repeated violations, short-term suspension may also be necessary.

Senior Discipline

All students are subject to discipline for misbehaviors as outlined in the Student Handbook. Seniors may also lose the privilege of participating in the Cheney High School Commencement Ceremony for behaviors deemed inappropriate by school administration.

Skateboards/Bikes/Roller Blades/Other Like Items

Definition: Use of public property for recreational purposes, without written permission, is prohibited as it poses a clear danger to the safety of students and staff.

Discipline may include: Verbal/written warning, parent conference, or ISI. Item may be confiscated and released to the parent. For repeated violations, short-term suspension may also be necessary.

Technology/Internet Misuse

Definition: Misuse of technology includes the inappropriate use of computer equipment that does not support education and research information that is consistent with the curriculum of Cheney School District. May include, but not limited to: gaming, inappropriate website visits, unauthorized social networking sites, unauthorized downloads, personal emails, etc.

Discipline may include: Verbal or written warning, parent conference/notification, ISI, loss of computer/Internet privileges, compensation/restitution, or other administrator determined interventions. Serious offenses may result in law enforcement notification.

Theft or Possession of Stolen Property

Definition: Taking or being in possession of school's or other's property without owner's permission. The value of the stolen item(s) may be a factor in determining consequences.

- **First Offense:** ISI or Short-Term Suspension.
Compensation/restitution. Law enforcement notification.
- **Second Offense:** Short-Term or Long-Term Suspension.
Compensation/restitution. Law enforcement notification.
- **Third Offense:** Long-Term Suspension. Expulsion.
Compensation/restitution. Law enforcement notification.

Threats

Definition: An act where there was no physical contact between the offender and victim but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats (e.g., brandishing a weapon), and verbal threats of physical harm which are made in person.

Discipline may include: Administrator discretion, parent conference, restorative discipline, ISI, short-term suspension, long-term suspension, or expulsion and/or law enforcement notification, depending upon the specific circumstances.

Tobacco and Related Products

Definition: Possession/use of tobacco, vaping products, or other related products on school grounds or at school-sanctioned or sponsored activities.

- **First Offense:** ISI, possible tobacco education program, short-term suspension. Activity Coordinator, Athletic Director notification.
- **Second Offense:** Short-Term Suspension. Activity Coordinator, Athletic Director, and Police notification. 4 hours of substance abuse education.
- **Third Offense:** Administrator determined interventions/consequences.

Vehicle Misuse

Driving on the CHS campus is a privilege, not a right. Drivers are encouraged to be cautious and safe at all times, and especially on school property.

Discipline may include: verbal or written warning, parent conference/notification, ISI, loss of parking privileges, compensation/restitution, and vehicle may be towed or student may be subject to other administrator-determined interventions. Serious offenses may result in law enforcement notification.

Vulgar/Abusive Language or Gestures

Definition: Student usage of vulgarity or cursing toward, or in reference to, or in the presence of, a teacher, adult, or other student is not permitted. This includes verbal, written, or gesture usage.

Discipline may include: Verbal/written warning, parent conference, ISI. For repeated violations, short-term or long-term suspension may also be necessary.

Weapons Violation

Any violation of the Cheney Public Schools weapons policy as described in full in School Board Procedures 3240 and 3241 constitutes grounds for disciplinary action up to and including expulsion from Cheney Public Schools in accordance with RCW 28A.600.010. Additionally, any student who is determined to have carried a firearm onto, or who has possessed a firearm on school premises, public school-provided transportation, or into facilities being used by public schools, shall be expelled from school for not less than one year pursuant to RCW 28A.600.420, subject to appeal with notification to parents and law enforcement.

Searches

Pursuant to RCW 28A.600.230, a search of a student, the student's possessions, and the student's locker is mandatory if a school principal, assistant principal, or principal's designee has reasonable grounds to suspect a student illegally possesses a firearm.

General Academic Information

Cheney High School is on the semester system.

- The school year is divided into 2 semesters of 18 weeks each.
- The regular school day is divided into six class periods of 55 minutes.
- A .5 credit is granted for the successful completion of each semester's work in a course.
- Grade point average is computed on the following basis:

A = 4.0	B- = 2.7	D+ = 1.3
A- = 3.7	C+ = 2.3	D = 1.0
B+ = 3.3	C = 2.0	E = 0.0
B = 3.0	C- = 1.7	F = 0.0

State Assessment

Washington students are tested regularly by the state to assess their progress as they move through school. Assessments align with learning standards in each subject. The following are graduation requirements for each graduating class.

Families will receive specific information prior to state assessments.

State Assessment, Continued

In addition to state testing students will be given Classroom Based Performance Assessments (CPBA's) in Social Studies, Visual and Performing Arts and Health and Fitness to assess standards in those subject areas.

Class of 2020 and beyond

- English/Language Arts—Smarter Balanced Assessment or approved alternative
- Math – Smarter Balanced Assessment or approved alternative

- Science – Washington Comprehensive Assessment of Science

For a list of approved alternatives to the assessments listed above visit:

<http://www.k12.wa.us/assessment/graduationAlternatives/default.aspx>

Special Education Students

Students who receive Special Education Services will have an assessment plan specific to their needs and abilities written in their annual Individual Education Plan (IEP).

For more information on state assessments visit <http://www.k12.wa.us/assessment/>

Highly Capable Program

Cheney Public Schools welcomes nominations from parents, students, teachers and community members for the Highly Capable Program. Each year students new to the district and students currently enrolled may be nominated for the program. The process for selection is facilitated by a specialist at each of our schools. As a community member, if you know of a student you consider to be gifted, you are welcome to call one of our schools to nominate the child for consideration. Assessments of students nominated for the Highly Capable Program take place in fall, winter and spring. Contact the CHS Counseling Department for more information.

Graduation Requirements

Graduation Requirements: 2020

Courses	Credits
Language Arts	4
Math ¹	3 ²
Science: Physical Science, Biology, and/or 3 rd year science options. *Must include one credit of lab science.	2
Social Studies	3
World History (Grade 10)	
US History (Grade 11)	
Economics/Civics (Grade 12)	
Visual & Performing Arts	1
Career & Technical Education	1
Health (Grade 9)	.5
Physical Education ³	1.5
World Language or Personalized Pathway Requirement	2 (0)
Electives ⁴	5 (7)
Summary	
Total Required Credits	23

- 1 Students must take Algebra II (or equivalent course) for graduation. Students planning to attend a 4-year college must complete Algebra II or beyond.
- 2 Students planning to attend a 4-year college must earn 1 credit of Math or Algebra-based Science during their senior year.

- 3 Students must take Freshman Fitness (.5 credits) and 2 elective PE courses (1.0 credits).
- 4 Students planning to attend a 4-year college must also earn 2 credits in the same World Language.

Graduation Requirements: Class of 2021 and Beyond

Courses	Credits
Language Arts	4
Math ¹	3 ²
Science (2 labs)	3
Physical Science or equivalent	
Biology or equivalent	
Third year science offering	
Social Studies	3
World History (Grade 10)	
US History (Grade 11)	
Economics/CWI (Grade 12)	
Visual & Performing Arts	2 ³
Career & Technical Education	1
Health (Grade 9)	.5
Physical Education ⁴	1.5
World Language (2 credits may be substituted for Personalized Pathway Requirement)	2
Electives ⁵	4
Summary	
Total Required Credits	24

- 1 Students must take Algebra II (or equivalent course) for graduation. Students planning to attend a 4-year college must complete Algebra II or beyond.
- 2 Students planning to attend a 4-year college must earn 1 credit of Math or Algebra-based Science during their senior year.
- 3 One credit may be substituted for Personalized Pathway
- 4 Students must take Freshman Fitness (.5 credits) and 2 elective PE courses (1.0 credits).
 - 5 Students planning to attend a 4-year college must also earn 2 credits in the same World Language.

Graduation Requirement Substitutions

Cheney High School uses a Course Substitution Application students may request from their counselors in the fall of their senior year. The process is as follows: the counselor and student work together to complete a High School and Beyond Plan, identify the course or courses to be substituted, and explain the reason for the request. The High School

and Beyond Plan is attached to the CHS Course Substitution Form and signed by the counselor, the student, and the student's parent. The signed form is submitted to the principal for his/her consideration. This process requires that if the High School and Beyond Plan is revised, the student reapplies for a course substitution or takes all the regularly required courses for graduation.

Honor Roll

Students who attain a 3.5 GPA or above each semester will be recognized and placed on the CHS honor roll. The staff and administration believe that it is very important to honor students who perform at a high level of academic excellence.

Guidance and Counseling Department

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

The Guidance and Counseling Department has four counselors. They are assigned to students according to last name:

Last Names A-E	=	Mr. Ward
Last Names F-Li	=	Ms. Starkey
Last Names Lj-R	=	Mr. Neely
Last Names S-Z	=	Mrs. Centenari
College & Career	=	Mr. Carlson

Career Center

Students are most welcome to visit the Career Center any time before school, during school, during lunch, or after school. An extensive website is available. Students and parents may visit the website at www.cheneysd.org, go to Cheney High School, then Career Center Home Page.

Student Services, Other Policies, and Information

Student Government:

The Student Government is organized into two branches:

1. The Executive Board - which is composed of A.S.B. Officers.
2. The Student Council - which is composed of one representative from each Homeroom and each club organization.

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

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Extra-Curricular Activities Code

Extra-curricular Philosophy

Extra-curricular activities are an integral part of the total educational experience. These activities enhance the academic experience with far-reaching and life-long skills such as leadership, cooperation, discipline, organization, sacrifice, hard work, determination, and the ability to handle competitive situations. Participation in extra-curricular activities increases student's unique individual talents and builds self-confidence and self-esteem. Extra-curricular activities develop sportsmanship, social skills, and a sense of responsibility which enable students to be productive members of society.

The Activity/Athletic Code can be found on our website: chs.cheneysd.org, or by stopping by our Business Office.

Head Coaches

Athletic Trainer	Mr. Loughery
Baseball	Rob Beamer
Basketball – Boys/Girls	TBD/Roxie Smith
Cheerleading	Curtis Lewis
Cross Country	Mr. Slaughter/Mrs. Moseley
Football	Mr. Byrd
Golf - Boys/Girls	Mr. Pike/Mr. Morton
Gymnastics	TBD
Soccer – Boys/Girls	Mr. Caro/Mr. Radtke
Softball	Mr. Blake
Special Olympics	Mrs. Pollack/Mr. Baxter
Strength & Conditioning	Mr. Cone
Swimming – Boys/Girls	Mrs. Hochwalt
Tennis – Boys/Girls	Mr. Erickson/Mr. Ward
Track – Boys/Girls	Mr. Slaughter/Emily Stralser
Volleyball	Mrs. Zorrozua
Wrestling	Jason Connor

Club/Class Advisors

All Things Mountain Club	Mr. Barlow
Art Club	Mrs. Dempsey
Avatar Club	Ms. Root
Band/Color Guard	Mr. Wisswell
Class of 2019	Mr. Marsh/Ms. Hoerner
Class of 2020	Mr. Smith/Ms. Schoesler
Class of 2021	Ms. Hatcher/Ms. Root
Class of 2022	Mrs. Silvieus/Ms. Tomko
Cyber Patriots	Mr. Smith
DECA	Mr. Cagle
Do It Yourself Club	Mr. Roberts
Drama	Mrs. Knight
Equestrian	Ms. VandeKamp
FBLA	Mr. A. Smith
FFA	Mr. Skoog
FCCLA	Ms. Green
Foosball	Mr. Marsh
French Club	Mrs Tchemitcheff
German Club	Ms. Steger
Honor Society	Mr. A. Smith
Insanity	Mr. Cone
Key Club Kiwanis	Ms. Delaney
Knowledge Bowl	Mr. Troyer

Leadership	Mr. Slaughter/Ms. Hatcher
Photography Club	Ms. Morissey
Robotics	Mr. Whipple
SAGA	Mrs. Empsall
Science Club	Mr. Barlow
Spanish Club	Mrs. Sheldon
Special Olympics	Ms. Pollack/Mr. Baxter
Sports Medicine	Mr. Loughery
Video Game Club	Mr. Roberts
Writer's Club	Mrs. Leonetti
WDFY	Ms. Peck

Cheney High School Floor Plan

