



# Cheney Public Schools Welcomes You!

*Serving the Communities of Airway Heights, Cheney and West Plains*

*The information provided in this brochure is distributed annually to all students in the Cheney Public Schools, in order to inform students and parents/guardians of their rights and responsibilities. We hope that the items contained herein are helpful in explaining the rules and regulations established by the state of Washington.*



## STUDENT RECORDS AND DIRECTORY INFORMATION

Pursuant to the Family Educational Rights and Privacy Act, it is the policy of the Cheney School District to annually notify parents, guardians or adult-age students (18 years of age or older) that they have the right of access to 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 that of the adult-age student, except as provided by law or District policy. Specifically, directory information, as defined in District Policy No. 3231, and 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, videotape, film or slide, 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 Dr. Debra Clemens, Associate Superintendent, 520 Fourth St., Cheney, WA 99004. Phone: 559-4550.

## GUIDELINES FOR CHILDREN WITH LIFE-THREATENING CONDITIONS

Washington law defines a life-threatening condition as "a health condition that will put the child in danger of death during the school day if a medication or treatment order and a nursing plan are not in place." Children with life-threatening conditions such as severe bee sting or food allergies, severe asthma, unstable diabetes, severe seizures, etc., are required to have a medication or treatment order and nursing plan in place before they start school. The medication or treatment order must be from the child's licensed health care provider.

If a medication or treatment order is not provided, the chief administrator of the school is required to exclude the child until such order has been provided. District exclusion procedures are in accordance with the rules (WACs) of the State Board of Education.

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 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.

Please call one of the District Nurses, Betsy Bertelsen, Lorri Kempffer or Sue McDowell, at 559-4507 if you have any questions or would like further clarification.

## SCHOOL-LEVEL REPORT CARDS

The 2010-11 District report card will be available on the District website this fall and will include the most current student achievement data. (Last year's data is currently available.) Parents may visit the District website ([www.cheneysd.org](http://www.cheneysd.org)), click on "Washington State Report Card" under "About Us" and enter the name of a school for pertinent achievement data.





## **FIREARMS OR DANGEROUS WEAPONS PROHIBITED**

It is a violation of district policy and state and federal law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation, or non-school facilities when being used for school activities.

## **AMERICANS WITH DISABILITIES ACT (ADA)**

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

---

## **ENROLLMENT INFORMATION**

### **Resident and Non-Resident Transfers**

Policy and Procedure No. 3131 provide information regarding resident (intra-district) transfers. Individuals who reside within the boundaries of Cheney Public Schools and wish to transfer within the district should contact the "Choice" office at 520 Fourth Street, Cheney, 559-4588, to obtain the form to request a transfer to another school within the district.

Policy and Procedure No. 3141 provide information regarding non-resident (inter-district) transfers. Individuals wishing to transfer into Cheney Public Schools from another school district must first be released from their resident school district. Questions concerning inter-district transfers should be addressed to the "Choice" office, 559-4588.

### **Running Start**

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

### **Advanced Placement Courses (AP)**

Advanced Placement courses allow high school students to earn college credit by taking college classes in the high school setting. A high school counselor can assist students in registering for Advanced Placement courses.

---

## **STUDENTS WITH DISABILITIES**

Policy and Procedure No. 2162 address education of students with disabilities as it pertains to the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973. Questions pertaining to IDEA or Section 504 should be directed to the Student Support Services Department at 559-4507.

### **SCHOOL-PARENT COMPACT**

Parents of students receiving Title I or Learning Assistance Program services in reading, writing and/or math are asked to complete a School-Parent Compact. The compact explains roles and responsibilities for supporting a student in learning.

### **PUBLIC PARTICIPATION**

Applications, policies, procedures, evaluations, plans and reports related to special education will be made available to parents and other members of the general public through the District's Student Support Services Department. For information, call 559-4507.

## **CHILDFIND NOTIFICATION**

The Cheney Public School District provides many programs for the children of our schools at no cost to you. The schools offer special programs such as speech therapy, physical and occupational therapy, Title/LAP and special education academic programs, and preschool classes to children 3 years and older.

Developmental screenings and/or comprehensive assessments for children who are suspected of having a disability which could adversely affect their educational development are available at no cost to you. These services are available for persons between the ages of birth through 21 years of age. Appointments or further information can be obtained by contacting your neighborhood school or District Office at (509) 559-4507.

# STUDENT RIGHTS AND RESPONSIBILITIES

The Cheney Public School District's policies and procedures concerning student rights and responsibilities (behavior, attendance, discipline, etc.) are available from each school principal, and can also be viewed on the district website under "About Us" and the "Board of Directors" tab.

## NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

- (1) The right to inspect and review the student's education records.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (see "Student Records and Directory Information").
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.
- (5) The right to a description of who is considered to be a school official and what is considered to be a legitimate educational interest so that information may be shared with that person.
- (6) The right to information about who to contact to seek access or amendment of education records.

### NON-DISCRIMINATION

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

Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/ADA officer (Dr. Debra Clemens, Associate Superintendent, Cheney School District, 520 Fourth St., Cheney, WA 99004, Phone: 559-4550) and/or Section 504 coordinator (Kristi Thurston, Director, Student Support Services, Cheney School District, 520 Fourth St., Cheney, WA 99004, Phone: 559-4507); or inquiries may be directed to the Director of the Office of Civil Rights, Department of HEW, Washington, D.C.

### PROHIBITION OF HARASSMENT, INTIMIDATION OR BULLYING

Harassment, intimidation and bullying means any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including, but not limited to, one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics when the act physically harms a student or damages their property, substantially interferes with a student's education, creates an intimidating or threatening educational environment, or substantially disrupts the orderly operation of the school.

Complaints regarding harassment, intimidation or bullying are addressed through Policy and Procedure No. 3207. Individuals who believe they have been the victim of harassment, intimidation or bullying, or know of such an incident, may contact their school administrator or counselor. Complaint forms are available at each school site, and if not resolved following investigation the administrator or counselor will forward the complaint to Dr. Debra Clemens, the District Compliance Officer, for further investigation.

### ATTENDANCE

The compulsory attendance law of the state of Washington requires that any child, pursuant to RCW 28A.225, must attend school full time when school is in session, unless the child is enrolled in an accredited private school, an educational center, or is receiving home-based education. Policy and Procedure No. 3122 define excused absences, unexcused absences and trancies. Based on RCW 28A.225.030, a petition must be filed with the Juvenile Court if a student has 5-7 unexcused absences in a month or 10 unexcused absences in a year, or if a student's unexcused absences cannot be reduced over a period of time.



# DRUG AND ALCOHOL USE AND ABUSE PROGRAM

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

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

The School Board recognizes that the presence of alcohol and other drugs in our society poses a difficult problem to pupils, their parents/guardians and the schools. The Board strongly urges abstinence from alcohol and other drugs on the part of students in order that their development can reach full intellectual, emotional, social and physical potential.

To assist students in dealing with decisions relating to drugs and/or alcohol, the Board is committed to development of a program which emphasizes:

**Prevention** – Focus on classroom instruction, guidance services and school climate.

**Intervention** – Identify students involved with drug/alcohol use and abuse and initiate activities toward elimination of such use/abuse. Involve school resources, parents and community inpatient or outpatient services.

**Aftercare Support** – Facilitate the re-entry of students to school or other appropriate educational program following inpatient or outpatient treatment.

**Necessary Corrective Action** – Enforce prohibitions against student possession, transmission or use of illegal drugs or alcohol. Apply suitable school-related disciplinary measures, supplemental to law enforcement action.

**Student and Parent/Guardian** – The primary obligation to seek assistance rests with the student and his/her parent or guardian.

## Necessary corrective action:

- Any student, while on school property or while attending a school-sponsored activity, who sells or distributes drugs or any substance under the guise of being a drug or controlled substance to any other person shall be reported to a law enforcement agency and shall be recommended for long-term suspension or expulsion.
- Any student, while on school property or while attending a school-sponsored activity, who possesses, uses, consumes or exhibits the effect of having consumed or used alcohol, drugs, narcotics or other mood-altering substances not consumed or taken at the direction of a physician, shall be recommended for a long-term suspension of a minimum of ten consecutive school days. The student and/or parent/guardian may, in lieu of suspension, request that the student participate in and agree to an alternative program developed by the Student Assistance Committee of each respective school.
- Any costs of participation in any of said programs shall be borne by the student and/or his or her parent or guardian.
- Failure to comply with and adhere to all the requirements of programs and/or services shall result in a recommended suspension of a minimum of ten consecutive school days.

---

## USE OF TOBACCO AND NICOTINE SUBSTANCES PROHIBITED

Current school laws of the state of Washington and Cheney School District policy prohibit the use of tobacco and nicotine substances on school district property. Tobacco products include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivering devices, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco innovation. The use of FDA approved nicotine replacement therapy is permitted by students. However, students must have a physician's prescription for the FDA approved nicotine replacement therapy and must follow applicable policies regarding use of medication by students.



## INTEGRATED PEST MANAGEMENT

State law requires school districts to notify parents/guardians of students and employees of the school's pest control policies and methods.

The Cheney School District on occasion has a need to use chemical sprays in order to manage vegetation and insect pests. Chemical sprays are only one method in the District's Integrated Pest Management program (IPM) to help control vegetation and insect pests. There is no fixed schedule for IPM treatments, which can range from monitoring to baiting and trapping to spraying. Chemical controls are used only when needed and in the least toxic formulation required.



The goal of IPM is to protect human health and reduce loss from pest damage, environmental pollution, human exposure to pesticides and the cost of pest control. Spraying is done when and where monitoring has indicated that vegetation or a pest will cause unacceptable economic, aesthetic or medical injury.

If the District deems it is necessary to use chemical sprays to manage vegetation and insect pests, the following guidelines are followed:

- Whenever practical, treatments will be at times when school is not in session.
- When it is necessary to apply herbicides when school is in session, the areas will be clearly marked and isolated from the school population. Pesticides used in the District must be pre-approved by the Maintenance Director.
- The following pesticides will be used when necessary: Triple Shot, Amine-4, Buccaneer, Barricade, Gallery 75, Arsenal, Pro Duce, Snapshot, Wasp and Hornet Spray and Ant Traps.
- Herbicides will be used on all lawns, parking lot cracks, curbs, fence lines and shrub beds. Insecticides will be used in buildings and outside when pests become a problem.
- Records of applications will be on file at the Maintenance Department.
- Material Safety Data Sheets (MSDS) information for approved materials can be obtained using the MSDS toll-free telephone number (800-451-8346).
- All persons who apply approved pesticides/herbicides will be licensed or under the direct supervision of licensed individual.
- Notification and posting of pesticide/herbicide treatments will be made in accordance with the applicable state law (RCW 17.21.415).

Though spray applications are primarily conducted when school is not in session and the area is posted, some might want prior notification of applications at their school. If you would like to be placed on a list to receive prior notification at your school, please contact Jeff McClure, Maintenance Director, by phone at 559-4948, or via e-mail to [jholmberg@cheneydsd.org](mailto:jholmberg@cheneydsd.org). The list will be kept from September through August. To remain on the list, you will need to renew your request on an annual basis.



## ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

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

The AHERA Re-inspection Report and Management Plan (2010) is available to the general public and can be reviewed at any time during normal school hours. A designated person is available during regular District Office hours to answer any questions regarding ACBM in our buildings. The designated person can be contacted through the District Office.

Non-friable ACBM are present in most of the District's buildings. All known ACBM are listed in the District's management plan, and were found to be in good condition and are being continually maintained in accordance with all Washington State and Federal laws. In July 2011, in Cheney Middle School we had the school abated of asbestos by a certified asbestos mitigation company in preparation for the building to be torn down in July 2012.

## PUBLIC RECORDS REQUESTS

Requests for disclosure of public records should be sent to Sharon Throop, Public Records Officer, Cheney School District, 520 Fourth Street, Cheney, WA 99004. Phone: (509) 559-4502.

## THE MCKINNEY-VENTO ACT PROVIDES ASSISTANCE TO CHILDREN/YOUTH EXPERIENCING HOMELESSNESS

Students who become homeless may receive assistance to remain at their school as well as other assistance, including coordination of free and reduced meal status, assistance with arranging transportation services, community resource referrals (shelters, medical services, etc.), community connections (free meals, food banks, clothing banks, etc., scholarship opportunities, FASFA verification for college-bound McKinney Vento students, school materials, and personal care items. Please contact the school counselor or Kim Brown, Homeless Liaison, at 559-4507.



### 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 elementary schools. The specialist for Betz Elementary School (559-4800) is Bonnie Overlie. The specialist for Salnave Elementary School (559-4700) is Cindy Leonard. The specialists for Sunset Elementary School (559-4600) are Karen Azzinnaro and Cynthia Hagan. The specialist for Windsor Elementary School (559-4200) is Sue McAdam. As a community member, if you know of a student you consider to be gifted, you are welcome to call one of our elementary schools to nominate the child for consideration.

### FEDERAL STUDENT SURVEY CARDS

Federal student survey cards will be sent home on Oct. 3, 2011. Returned cards provide the number of students living on federal property or whose parents are employed on federal property. The District then receives "Impact Aid" funds from the federal government to help pay for the education of these students because federal properties are tax exempt.

### HOME SCHOOLING DECLARATION REQUIRED

In compliance with state law, parents providing home-based instruction to their children must file a Declaration of Intent with their local school district by September 15, or within two weeks of the beginning of any public school quarter or semester. Parents living in our district may request this form from the Administration Office, 520 Fourth St., Cheney, 559-4586.

## SAFE CELEBRATIONS

Traditionally, various celebrations at school have been accompanied by treats provided by families. With food allergies so numerous in our district, we must be careful to determine that foods are safe for all students. The Cheney School District Board of Directors recently approved some additions to District Policy and Procedure 6700, which clarifies the procedures that must be followed when food and beverages are brought on campus for group consumption. The new procedure language is as follows:

1. All food and/or beverage intended for group consumption during the school day will be screened by school personnel in the school office before distribution in the classroom.
2. Food designated for group consumption by students during the school day shall be free of nuts, nut products, and shall not be manufactured in a plant that processes nuts.
3. All food brought into the school for group consumption by students during the school day will be commercially prepared and clearly labeled with ingredients. **Please read labels carefully before bringing to school.**

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

## SCHOOL IMPROVEMENT TEAMS

Parents are invited to call their school principal in order to participate on the school improvement team. School improvement teams, sometimes called site councils, guide the work of improving learning at the school.

## TEACHER QUALIFICATIONS

The District ensures that all teachers meet "Highly Qualified" federal and state certificate requirements. Parents may request the qualifications of their child's teachers by calling Cindy Miller, Personnel Specialist, at 559-4509.

# Annual Notifications

These annual notifications are required by either state or federal law. Please read through this information carefully and, if you have questions, please call our school district office at 559-4599.