

(Revised 9/21/20)

Washington High School  
**2020-2021**



Remote Learning  
Student Handbook

## Message from Principal Whitemarsh:



Greetings Patriot Family,

I am excited for the start of the 2020-21 school year, and I can't believe it is just around the corner. Just like all of you, I look forward to reconnecting with the students, staff, and Washington High School community as we push forward with our focus on learning and preparing all students for success after high school. I'm ready to move beyond descriptors such as "unprecedented" and "uncertain" times, and while recognizing the challenging nature of remote learning, celebrate the fact that we have technological resources to provide our students with quality learning experiences that will pave the way for future success. Our teachers and support staff have put in much work to prepare for this school year, and when September 8<sup>th</sup> (the first day of school) hits, we plan to hit the ground running. One benefit to the remote learning schedule that I'm really looking forward to is the opportunity to connect with more students and families. Since instruction will be virtual, "dropping in" on classes to see students engage in their learning will be just a click away. When we're not observing instruction, our admin team plans to go out and check in and students and families to make sure all students are set up for success. There are certainly aspects of our learning model that will not be ideal, but in many ways, I believe we will be able to accomplish things that we've never been able to do before. I'm looking forward to a great school year!

### A few updates and things you should expect:

- Grades count! One of the challenges in the spring was that, based on direction from the state, students could only be encouraged (but were not required) to complete any new work issued once we went remote. This is not the case this year. Every summative assignment will be used to calculate your overall grade for each course. Teachers will expect you to be present, attentive, and on task during each remote learning session.
- You will engage in both synchronous ("live") and asynchronous ("on demand") instruction each day. Attendance will be taken during each synchronous class period; if you are unable to attend class on a given day, you will need to communicate with your teacher and make plans to receive the instruction in another way.
- Each teacher will post specified office hours to provide additional support to students and families. If you contact a teacher during the posted office hours, you can expect a prompt response. If you contact a teacher (via email or phone message) outside of those office hours, please allow 24 hours for a response.
- While athletic events, fine arts performances, and other extra-curricular activities are currently on hold, we are working to develop opportunities for students to engage in regular virtual meetings for various clubs and activities. Advisors are developing plans to create meaningful alternative experiences that will allow students to engage in these activities during our remote learning model.

Brent Whitemarsh  
Principal



## OPENING SCHEDULE - 9/8 to 9/15

During the first six days of school, students will receive necessary information that will prepare them to be successful in our remote learning model. The schedule below reflects synchronous instructional times. Because limited course content will be taught during this time, the assigned asynchronous time will be used primarily to distribute any instructional materials that are required for 1<sup>st</sup> semester courses.

	Monday 9/7	Tuesday 9/8	Wednesday 9/9	Thursday 9/10	Friday 9/11
8:30–9:15		<b>Cohort A</b> Advisory	<b>Cohort A</b> Advisory	<b>Cohort A</b> Advisory	<b>Cohort A</b> Advisory
9:20–9:50		<b>Cohort A</b> 4 <sup>th</sup> Period	<b>Cohort A</b> 1 <sup>st</sup> Period	<b>Cohort A</b> 1 <sup>st</sup> Period	<b>Cohort A</b> 4 <sup>th</sup> Period
9:55–10:25		<b>Cohort A</b> 5 <sup>th</sup> Period	<b>Cohort A</b> 2 <sup>nd</sup> Period	<b>Cohort A</b> 2 <sup>nd</sup> Period	<b>Cohort A</b> 5 <sup>th</sup> Period
10:30–11:00		<b>Cohort A</b> 6 <sup>th</sup> Period	<b>Cohort A</b> 3 <sup>rd</sup> Period	<b>Cohort A</b> 3 <sup>rd</sup> Period	<b>Cohort A</b> 6 <sup>th</sup> Period
11:00–11:30		<b>Student Lunch Distribution 11:00 – 12:00</b> <b>Staff Lunch + PLC</b>			
11:30–12:20					
12:30–1:15		<b>Cohort B</b> Advisory	<b>Cohort B</b> Advisory	<b>Cohort B</b> Advisory	<b>Cohort B</b> Advisory
1:20–1:50		<b>Cohort B</b> 4 <sup>th</sup> Period	<b>Cohort B</b> 1 <sup>st</sup> Period	<b>Cohort B</b> 1 <sup>st</sup> Period	<b>Cohort B</b> 4 <sup>th</sup> Period
1:55–2:25		<b>Cohort B</b> 5 <sup>th</sup> Period	<b>Cohort B</b> 2 <sup>nd</sup> Period	<b>Cohort B</b> 2 <sup>nd</sup> Period	<b>Cohort B</b> 5 <sup>th</sup> Period
2:30–3:00		<b>Cohort B</b> 6 <sup>th</sup> Period	<b>Cohort B</b> 3 <sup>rd</sup> Period	<b>Cohort B</b> 3 <sup>rd</sup> Period	<b>Cohort B</b> 6 <sup>th</sup> Period

	Monday 9/14	Tuesday 9/15	Wednesday 9/16
8:30–9:15	<b>Cohort A</b> Advisory	<b>Cohort A</b> Advisory	<b>FIRST DAY OF REGULAR SCHEDULE</b>
9:20–9:50	<b>Cohort A</b> 1 <sup>st</sup> Period	<b>Cohort A</b> 4 <sup>th</sup> Period	
9:55–10:25	<b>Cohort A</b> 2 <sup>nd</sup> Period	<b>Cohort A</b> 5 <sup>th</sup> Period	
10:30–11:00	<b>Cohort A</b> 3 <sup>rd</sup> Period	<b>Cohort A</b> 6 <sup>th</sup> Period	
11:00–11:30	<b>Lunch Distribution 11:00–12:00</b> <b>Staff Lunch + PLC</b>		
11:30–12:20			
12:30–1:15	<b>Cohort B</b> Advisory	<b>Cohort B</b> Advisory	
1:20–1:50	<b>Cohort B</b> 1 <sup>st</sup> Period	<b>Cohort B</b> 4 <sup>th</sup> Period	
1:55–2:25	<b>Cohort B</b> 2 <sup>nd</sup> Period	<b>Cohort B</b> 5 <sup>th</sup> Period	
2:30–3:00	<b>Cohort B</b> 3 <sup>rd</sup> Period	<b>Cohort B</b> 6 <sup>th</sup> Period	

## Daily Schedule: (Updated 9/21/2020; No Advisory on Wednesdays)

Students with the last name beginning **A-L** are in **COHORT A**.

Students with the last name beginning **M-Z** are in **COHORT B**.

- Each class is split in half and is either “cohort A” or “cohort B”.
- A will be “LIVE” in the morning and B will be “LIVE “ in the afternoon.
- On Monday/Thursday you will attend periods 1,2,3.
- On Tuesday/Friday you will attend periods 4,5,6.
- Wednesday you will see all your classes in the afternoon.

If you need to change your child's cohort, please fill out the [Cohort Change Request Form](#) located on our website at [fpschools.org/Schools/Washington High School](https://fpschools.org/Schools/Washington%20High%20School).

### Table Key:

Synch	Teacher led & live video
Asynch	Independent work as directed by the teacher
Office Hours	Communicate with teachers by student email, Canvas, or Teams phone number

Cohort A	Monday	Tuesday	Wednesday	Thursday	Friday
8:35-11:00	P1 8:35-9:20 P2 9:25-10:10 P3 10:15-11:00 <b>Synch</b>	P4 8:35-9:20 P5 9:25-10:10 P6 10:15-11:00 <b>Synch</b>	Extension Catch up Open	P1 8:35-9:20 P2 9:25-10:10 P3 10:15-11:00 <b>Synch</b>	P4 8:35-9:20 P5 9:25-10:10 P6 10:15-11:00 <b>Synch</b>
11:00-12:00	Lunch 11:00-11:30 Office Hours 11:30-12:00	Lunch 11:00-11:30 Office Hours 11:30-12:00	Lunch 11:00-11:30 Office Hours 11:30-12:00	Lunch 11:00-11:30 Office Hours 11:30-12:00	Lunch 11:00-11:30 Office Hours 11:30-12:00
12:05-12:30	<b>Advisory</b>	<b>Advisory</b>	P1 12:05-12:30	<b>Advisory</b>	<b>Advisory</b>
12:35-3:00	P1 12:35-1:20 P2 1:25-2:10 P3 2:15-3:00 <b>Asynch</b>	P4 12:35-1:20 P5 1:25-2:10 P6 2:15-3:00 <b>Asynch</b>	P2 12:35-1:00 P3 1:05-1:30 P4 1:35-2:00 P5 2:05-2:30 P6 2:35-3:00 <b>Asynch</b>	P1 12:35-1:20 P2 1:25-2:10 P3 2:15-3:00 <b>Asynch</b>	P4 12:35-1:20 P5 1:25-2:10 P6 2:15-3:00 <b>Asynch</b>

Cohort B	Monday	Tuesday	Wednesday	Thursday	Friday
8:35-11:00	P4 8:35-9:20 P5 9:25-10:10 P6 10:15-11:00 <b>Asynch</b>	P1 8:35-9:20 P2 9:25-10:10 P3 10:15-11:00 <b>Asynch</b>	P4 8:35-9:20 P5 9:25-10:10 P6 10:15-11:00 <b>Asynch</b>	Extension Catch Up Open	P1 8:35-9:20 P2 9:25-10:10 P3 10:15-11:00 <b>Asynch</b>
11:00-12:00	Lunch 11:00-11:30 Office Hours 11:30-12:00	Lunch 11:00-11:30 Office Hours 11:30-12:00	Lunch 11:00-11:30 Office Hours 11:30-12:00	Lunch 11:00-11:30 Office Hours 11:30-12:00	Lunch 11:00-11:30 Office Hours 11:30-12:00
12:05-12:30	<b>Advisory</b>	<b>Advisory</b>	P1 12:05-12:30	<b>Advisory</b>	<b>Advisory</b>
12:35-3:00	P1 12:35-1:20 P2 1:25-2:10 P3 2:15-3:00 <b>Synch</b>	P4 12:35 P5 1:25-2:10 P6 2:15-3:00 <b>Synch</b>	P2 12:35-1:00 P3 1:05-1:30 P4 1:35-2:00 P5 2:05-2:30 P6 2:35-3:00 <b>Asynch</b>	P1 12:35-1:20 P2 1:25-2:10 P3 2:15-3:00 <b>Synch</b>	P4 12:35-1:20 P5 1:25-2:10 P6 2:15-3:00 <b>Synch</b>

<b>Remote Learning Behavior Matrix</b>	<b>P</b> reparation <i>How ready are you?</i>	<b>R</b> espect <i>How do you treat others?</i>	<b>I</b> ntegrity <i>Who are you when no one is looking?</i>	<b>D</b> edication <i>Are you meeting expectations?</i>	<b>E</b> ffort <i>Are you being your best self?</i>
<b>Remote Learning</b>	<ul style="list-style-type: none"> <li>● Try to find a quiet room/back to a wall</li> <li>● Have all the materials needed</li> <li>● Attend Canvas/online meetings on time</li> <li>● Complete and turn in all learning tasks on time</li> <li>● Communicate when in need of materials</li> </ul>	<ul style="list-style-type: none"> <li>● Mute yourself unless it's your turn to talk</li> <li>● Take turns responding during on-line/Canvas lessons</li> <li>● Honor one voice</li> <li>● Actively listen to others</li> <li>● Use respectful comments on-line/Canvas</li> <li>● Use respectful facial expressions online/Canvas</li> <li>● Wash hands and maintain social distances</li> </ul>	<ul style="list-style-type: none"> <li>● Turn in own work</li> <li>● Help younger siblings if needed</li> <li>● Use Canvas for school use only</li> <li>● Always THINK before posting (<i>Is it True, is it Helpful, is it Inspiring, is it Necessary is it Kind?</i>) to eliminate cyber bullying</li> <li>● Support your classmates and other opinions</li> <li>● Value school property</li> </ul>	<ul style="list-style-type: none"> <li>● Attend all classes, every day</li> <li>● Follow class procedures</li> <li>● Check email and calendar</li> <li>● Complete independent learning tasks each day</li> <li>● Spend time helping family</li> </ul>	<ul style="list-style-type: none"> <li>● Always persevere and try your best</li> <li>● Ask for <u>any and all</u> help when needed</li> <li>● Actively participate</li> <li>● Create thoughtful and neat work</li> <li>● Check over work</li> <li>● Help others if needed</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>● Come to Canvas with laptop charged</li> <li>● Use technology appropriately</li> <li>● Take good care of laptop</li> </ul>	<ul style="list-style-type: none"> <li>● Be respectful of yourself and others online (mute, take turns, honor voices, actively listen, comments and facial expressions)</li> <li>● Keep login, passwords, and private information private</li> <li>● Avoid eating or drinking while using laptop</li> </ul>	<ul style="list-style-type: none"> <li>● Always cite sources of pictures &amp; information used</li> <li>● Always THINK before posting (<i>Is it True, is it Helpful, is it Inspiring, is it Necessary is it Kind?</i>) to eliminate cyber bullying</li> </ul>	<ul style="list-style-type: none"> <li>● Stay on task when using technology</li> <li>● Avoid and report inappropriate sites, unsafe use, or cyber bullying</li> </ul>	<ul style="list-style-type: none"> <li>● Use laptops for school use only</li> <li>● Take PRIDE in completing best work</li> <li>● Monitor your screen time to be the best learner</li> </ul>

## Attendance:

Students are expected to attend their synchronous remote learning session each day to be marked present or login to Canvas each day to be marked present for asynchronous attendance.

### New information specific to COVID-19: Excused absences from in-person learning or remote learning.

- Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19
- Absences related to the student's employment or other family obligations during regularly scheduled school hours that are temporarily necessary due to COVID-19 until other arrangements can be made, including placement in a more flexible education program
- Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made
- Absences due to the student's lack of necessary instructional tools, including internet broadband access or connectivity
- Other COVID-19 related circumstances as determined between school and parent or emancipated youth. A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence.

## Breakfast/Lunch: (Updated 9/21/20; added locations)

Franklin Pierce Schools will offer free lunch to all children and youth ages 0-18\*, Monday-Friday from 11am to 12pm. Children do not have to be present to receive a meal. Federal regulations usually require student recipients to be present, but exceptions will be made given our current public health crisis.

- 35 locations!
- Monday-Friday from 11am-12pm
- Grab n' go lunch and breakfast
- All children and youth ages 0-18 and 19-21-year-old FPS students

### Meal Site Locations:

- ALL FRANKLIN PIERCE SCHOOLS
- 121st/8th Ave. Ct. South
- 136<sup>th</sup> St E and 68<sup>th</sup> Ave E
- Aravia Apartments
- Bella on Canyon
- Canyon Park Apartments
- Church for all Nations
- Coventry Court
- Demark Apartments
- Golden Given and 144th St. East
- Gonyea Park
- Heatherstone Apartments
- Lakeshore Apartments
- Monterra Apartments
- Parkwood Apartments
- Rivers Fellowship Church
- Sienna Park Apartments
- Summerwood
- Summit Apartments
- Westminster Apartments

### Questions?

Please call (253) 298-4618 or email [nutrition@fpschools.org](mailto:nutrition@fpschools.org)



## Grade Requirements: (Credits) Class of 2021, 2022, and 2023

English	<b>4.0</b>	Mathematics	<b>3.0</b>
Social Studies	<b>3.0</b>	Science (1.0 lab science req.)	<b>3.0</b>
Physical Education	<b>1.5</b>	Health	<b>.5</b>
Career & Technical	<b>1.0</b>	Fine Arts <b>2.0 or 1.0</b> Fine Arts & <b>1.0</b> Personal Pathway	
Electives	<b>4.0</b>	World Language or Personal Pathway	<b>2.0</b>
<b>Total Number of Credits for Graduation = 24.0</b>			

### GRADING

Letter grades of A, B, C, and F are used. All carry credit except the F, which carries no credit but is averaged in the grade point average. An Incomplete must be made up within twenty school days after the Incomplete is received or the Incomplete will convert to an F. Emergency situations should be cleared with a counselor or the principal. Grades for the first and third quarters are temporary grades and are not recorded in the permanent records. Grade reports for the second and fourth quarters are permanent and are recorded on the permanent record of the student. All report cards are mailed home.

### Grading Report:

1<sup>st</sup> Quarter: November 10, 2020  
 3<sup>rd</sup> Quarter: April 2, 2021

1<sup>st</sup> Semester: February 23, 2021  
 2<sup>nd</sup> Semester: June 22, 2021

### Grades and Grade Points:

A	4.0	B+	3.3	B-	2.7	C	2.0	F	0.0
A-	3.7	B	3.0	C+	2.3	C-	1.7		

**Grading and Withdrawal from a Class:** If a student is earning an "F" grade and withdraws from a course after the first twelve days of the semester, it will result in a grade of "WF" and will be calculated into the cumulative GPA. We will also be calculating partial credit for students leaving our school who were passing their classes at the time of their withdrawal.

**Grades from off Campus Programs:** Grades issued through institutions not on the campus of Washington High School will be included on Washington High School transcripts and calculated into the GPA of students enrolled in these institutions. These institutions include but are not limited to Running Start, high school completion, vocational classes, and correspondence courses.

**Online Grades:** By going to the Website at [www.fpschools.org](http://www.fpschools.org) or Skyward family access link students and parents may access the following information:

1. A summary of the grades for each class, including detailed progress reports showing an itemization by assignment & missing work.
2. An indication as to when the grades were last updated.
3. A link to email teachers.
4. A calendar which teachers may use to list assignments and links to assignments to be downloaded.
5. A summary of assessments.
6. Downloadable version of student handbook.

**Progress Reports:** The staff of Washington High School feels it is important to keep open lines of communication with parents regarding student grades. In addition to the quarter report cards and the semester report cards, Progress Reports may indicate a possible failure at the quarter or the semester, or may indicate a low but passing grade, or may indicate exceptionally good progress in class. Students and parents should be fully aware that it is entirely possible to receive a failing grade even though no progress report was sent. Progress reports are made out periodically 3-4 weeks before each grading period and may be carried home by students.



**Retaking a Failed Class:** The transcript of a student who retakes and passes a previously failed class will include the "F" grade as well as the new passing grade. Both grades will be calculated into the cumulative GPA.

**Retaking a Passed Class:** A student may choose to retake a class that was passed once before. Both grades will be included on the student's transcript and the second class will be counted as a credit attempted, but not as a credit earned.

**Transfer Student Grades:** When a student transfers in after the first twelve days of a semester, the counseling center will distribute that student's withdrawal grades to the new teachers as soon as they are available from the previous school. Students who transfer in with a letter grade and no percentage will be assigned a percentage for the work the student missed in the class prior to enrolling. Percentages will be assigned as follows for withdrawal grades with no percentage:

F = 50%, D = 65%, C = 75%, B = 85% A = 95%

## **AP COURSES/TESTING**

### **AP testing is required in all AP courses**

1. AP Testing costs provided by the school district.

### **Students not taking the AP test**

1. Students can take an AP class 1<sup>st</sup> semester only and get credit without taking the AP test.
2. Dropping an AP course after the beginning of 1<sup>st</sup> or 2<sup>nd</sup> semester follows current school policy: students can withdraw before 12 days without a withdrawal grade showing on the transcript; after 12 days, students will receive a "W" (withdraw).

## **Laptop Check-Out/Technology Support: (Updated 9/21/20)**

The district advises that all students use a district issued laptop for the upcoming Remote Learning school session. Laptop checkout will be processed by Kamesha Herd, our Library/Media Technician. For questions and to make an appointment to check out a laptop, call Ms. Herd at 253.298.4750 and 971.358.0089 or by email at [kherd@fpschools.org](mailto:kherd@fpschools.org).

**FOR TECH ISSUES, CALL THE HELP DESK AT 253.298.4647 OR SUBMIT A [TECHNOLOGY ASSISTANCE REQUEST FORM](#).**

## **School to Parent Communications: Stay Connected**

We encourage parents and students to take advantage of the many communication methods available to learn about upcoming events.

- Peachjar
- Social Media
- Translation Options
- Website
- Newsletter (posted on website)
- Skyward Family Access
- School Messenger (automated phone calls/emails)
- TeacherEase (Get information from website or direct to website)

Note: If you need to update or add your email to your Skyward account so that you can access TeacherEase, or if you need to update your primary telephone number to receive autodialer messages, etc., please email our registrar, Bonnie Wiklund, at [bwiklund@fpschools.org](mailto:bwiklund@fpschools.org) with the following information: your name, the information you wish to update, the names of all your students who attend WHS, and each of their birthdates. Please include a phone number where you can be reached as well, in case Ms. Wiklund has questions or needs additional information.

## Staff Contact Information

Name	Email	Number
Abbott Victoria	vabbott@fpschools.org	1-208-609-4347
Alvarez Jr. Rene	ralvarez@fpschools.org	1-208-609-4368
Babler Alyson	ababler@fpschools.org	1-971-358-0084
Booth Heath	hbooth@fpschools.org	1-208-609-4522
Boyes Spencer	sboyes@fpschools.org	1-208-609-4526
Broadwell Nicole	nbroadwell@fpschools.org	1-208-609-4529
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Culp Allen	aculp@fpschools.org	1-208-609-4724
Ferguson Joseph	jferguson@fpschools.org	1-208-609-4623
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Fong Jerry	jfong@fpschools.org	1-971-337-3570
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Riggle Brian	briggle@fpschools.org	1-971-357-0908
Price, Matt	mprice@fpschools.org	TBD
Robinson Jacob	jrobinson@fpschools.org	1-253-244-4425
Romberg Andrew	aromberg@fpschools.org	1-971-357-0760

Name	Email	Number
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Sherry Scott	ssherry@fpschools.org	1-971-357-0796
Skolrud Carlo	cskolrud@fpschools.org	TBD
Speckert Kathryn	kspeckert@fpschools.org	1-971-357-0814
Spitzer-Olson Pam	pspitzer@fpschools.org	1-971-357-0816
Stakhovich Konstantin	kstakhovich@fpschools.org	1-971-357-0819
Stanczyk Eric	estanczyk@fpschools.org	1-971-357-0821
Summers-Smith Matthew	msummersmith@fpschools.org	TBD
Tumbusch Chris	ctumbusch@fpschools.org	1-971-357-0860
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Verece Amy	averece@fpschools.org	1-971-357-0868
Von Rueden Lisa	evonrueden@fpschools.org	1-971-357-0901
Von Rueden Mike	mvon_rueden@fpschools.org	1-971-357-0903
Ward Wayne	wward@fpschools.org	1-971-357-0876
Waterbly Kimberly	kwaterbly@fpschools.org	1-971-357-0879
Wedde Sienna	swedde@fpschools.org	1-971-357-0836
Wilson Nicole	nwilson@fpschools.org	1-971-357-0898
Wright Rejie	rwright@fpschools.org	TBD
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## Turning in Hard Copies of Assignments

Students may drop off hard copies of their assignments at the school. See visiting school protocol below.

## Visiting School Protocol:

Currently, the school is closed to the public. When it reopens, these protocols will take place:

- The Main Office and Counseling Center hours will be 7:30 AM to 3:00 PM, Monday-Friday.
- Please schedule an appointment with the main office prior to coming into the building, by calling 253-298-4700.
- Only 1 family (max 5 at a time) can enter the counseling center or the main office at a time.
- We will check visitor health (ask if you have a cough, shortness of breath, fever, chills, muscle pain, headache, sore throat, or loss of taste or smell).
- All visitors and students must wear a mask on campus.
- Children under 2 should not wear face coverings.
- Children 2-4 are encouraged to wear face coverings with adult supervision.
- Restrooms are closed to visitors.
- For closure information, please see the 2020-21 Academic Calendar.