

2024-2025

Rights & Responsibilities

SCHOLAR & FAMILY HANDBOOK



EACH SCHOLAR: A VOICE. A DREAM. A **BRIGHT** FUTURE.

OUR MISSION

In an environment of high expectations, high support, and no excuses, the staff of Federal Way Public Schools will continually learn, lead, utilize data, and collaborate to ensure our scholars have a voice, a dream and a **bright** future.

OUR CORE BELIEFS

We believe that **every** scholar can learn at the highest level.

We believe that race, socioeconomics, language, cultural background, and other exceptionalities should not be predictors of scholar achievement.

We believe that our scholars must have a voice, see themselves in their schooling, and be connected to the adults that teach them.

We believe that what we do in the classroom every day has the greatest impact on student learning.

We believe that we must continually learn and grow in our practice if we are to meet the needs of all scholars.

We believe that we must intentionally collaborate and use data as a guide to improve our practice.

We believe that our families are critical partners in each child's learning.



Welcome to the 2024–25 school year!

In Federal Way Public Schools, we believe every scholar will be empowered and prepared to develop personal responsibility in order to

be positive, productive members of our community. In our district and at each of our schools, we have a strong focus to realize positive outcomes related to strategic plan Goal 2, The Whole Child: Thriving, Confident, Responsible Individuals.

Our Rights and Responsibilities handbook is an essential resource that outlines important information related to student behavior and expectations at school. Schools can't do it alone and we believe our families are critical partners in their child's learning and success in school. As parents are their child's first teacher, I encourage you to review this handbook with your child to familiarize them with the rights and responsibilities that create a safe, positive, productive learning environment.

We are committed to building trusting relationships with our families and scholars based on mutual respect and shared responsibility to foster safe, nurturing and culturally responsive climates for all scholars, staff and families. Together we can support each scholar having a voice, a dream, and a bright future.

A handwritten signature in black ink, appearing to read 'Dani Pfeiffer'.

Dr. Dani Pfeiffer
Superintendent,
Federal Way Public Schools

STRATEGIC PLAN

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Whole Child:
**THRIVING,
CONFIDENT,
RESPONSIBLE
INDIVIDUALS**

Every student scholar will be empowered and prepared to develop personal responsibility in order to be positive, productive members of society.



**FEDERAL WAY
PUBLIC SCHOOLS**

STUDENT LEARNING

* High priority measures—priority emphasis during the implementation phase

goals

measures of progress

equity means

1 **The Early Years:** **BUILDING THE FOUNDATION**

Every student scholar will enter kindergarten ready to learn with the social-emotional skills that will propel each student to meet or exceed grade level standards in English Language Arts (ELA) and Mathematics by the end of 3rd grade. *By 2024 80% of 3rd grade scholars will be meeting or exceeding grade-level standards in ELA.*

- Percent of scholars enrolled in high-quality preschool programs
- Percent of scholars meeting state PreK standards in literacy and math
- * **Percent of scholars ready for kindergarten, as measured by WAKIDS assessments**
- Percent of scholars meeting Social Emotional Learning (SEL) standards for the early learning years
- * **Percent of scholars meeting or exceeding grade-level standards in English Language Arts (ELA) and Mathematics by the end of 3rd grade**

Each scholar acquires the academic and social-emotional skills to be successful beyond 3rd grade.

2 **Whole Child:** **THRIVING, CONFIDENT, RESPONSIBLE INDIVIDUALS**

Every student scholar will be empowered and prepared to develop personal responsibility in order to be positive, productive members of society. *By 2024 there will be no disproportionality evident in discipline data. By 2024, 100% of scholars feel their school is safe and welcoming as measured by perception survey.*

- * **Percent of scholars participating in at least 90% of classroom instructional time**
- * **Percent of scholars and families participating in student-led conferences**
- Percent of scholars meeting expectations on non-academic behaviors on standards-based report card
- * **Percent of scholars who feel their school is safe and welcoming as measured by a perception survey**
- Percent of scholars who complete 24 hours of community service before graduation

Each scholar knows, understands, and embraces his/her own and others' cultural backgrounds and learning needs, in order to advocate for self and others.

3 **Active Learners:** **ENGAGED, EMPOWERED CRITICAL THINKERS**

Every student scholar will be empowered with ownership of their education and be fully engaged in becoming critical and creative thinkers. *By 2024, 100% of scholars are engaged and challenged as measured by perception survey.*

- Percent of scholars engaged in at least one extracurricular activity
- Percent of scholars who successfully prepare and present capstone projects at the end of transition years
- * **Percent of scholars that are engaged and challenged as measured by a perception survey**
- * **Number of staff proficient or distinguished in student engagement practices, as measured by the Center for Educational Leadership's 5 Dimensions of Teaching and Learning™ (CEL's 5D) and the Association of Washington School Principals (AWSP) leadership framework**

Each scholar is actively engaged in critical and creative thinking, goal-setting and demonstration of cultural competence.

4 **Content-Area Competence:** **MASTERY OF ALL SUBJECTS**

Every student scholar will receive equitable opportunity for success, and will meet or exceed standards of performance in all subjects by the end of each grade. *By 2024, 80% of 8th grade scholars will be meeting or exceeding grade-level standards in ELA.*

- * **Percent of scholars meeting grade-level standards in core subjects, as measured by state assessments**
- * **Percent of scholars demonstrating proficiency in a standards-based grading system (in each subject)**
- Percent of scholars enrolled in and completing Algebra by 8th grade with a 3.0 grade point average
- * **Percent of scholars participating in advanced coursework and earning a passing grade**
- Percent of scholars who are biliterate
- Percent of scholars meeting standard on benchmark assessments

Each scholar develops cultural confidence as a learner and rigorously applies his/her knowledge and skills to new and different experiences.

5 **Persistence To Graduation:** **HIGH SCHOOL GRADUATION THROUGH SUCCESSFUL TRANSITIONS**

Every student scholar will successfully navigate the critical transitions in their schooling, and will graduate from high school ready for college, career, and post-secondary experiences. *By 2024, 95% of the senior class will graduate on time.*

- Transition rates from Pre-Kindergarten to Elementary school, to Middle school, to High school, and to Post-secondary experiences
- * **Percent of 9th grade scholars on track for on-time graduation**
- Increase in scholar scores on college entrance tests (ACT, PSAT, SAT) and ASVAB
- Percent of scholars who have STEAM (Science, Technology, Engineering, Arts & Mathematics) experiences
- * **Percent of seniors with a Career Plan letter outlining at least one of these: college acceptance, military, trade/technical training, industry certification/apprenticeship**
- * **Percent of scholars who complete applications for College Bound scholarships, FAFSA and WASFA**
- * **Increase in high school graduation and decrease in dropout rates**
- Percent of graduating scholars who persist two or more years in college and acquire a college or post-secondary degree
- * **Percent of scholars enrolled in academically rigorous course work as measured by the Academic Rigor Index**

Each scholar—starting early and with proactive support—creates/uses a flexible, individualized transition plan as a tool to promote accelerated academic performance, steady progress towards graduation, and career awareness and explorations.

**In Federal Way
Public Schools, one
of our Core Beliefs is
that our families are
critical partners in
their child’s learning.**

Superintendent Dr. Dani Pfeiffer



PURPOSE

The purpose of this handbook is to ensure all scholars, families, and staff members have critical school and scholars’ rights information. Discussion of the contents in this handbook will provide teachable moments that afford our scholars opportunities to learn from their actions. In order to maintain safe and positive learning environments, we will nurture, inspire, and empower every scholar to achieve academic excellence.

Policy & Procedure: Refers to Federal Way Public Schools school board approved guidelines for district and school based decisions. The most current Policy and Procedures referenced throughout this handbook when viewed online are electronically linked for viewing.

**[www.fwps.org/about-us/
administrative-policies-
procedures](http://www.fwps.org/about-us/administrative-policies-procedures)**

RCW: The Revised Code of Washington (RCW) is the compilation of all permanent Washington state laws now in force.

<http://apps.leg.wa.gov/rcw/>

WAC: The Washington Administrative Code are administrative codes, or rules, that are adopted by agencies, including the Office of Superintendent of Public Instruction, to enact legislation and RCWs.

<http://apps.leg.wa.gov/wac/>

2024–2025

**Rights & Responsibilities
SCHOLAR & FAMILY HANDBOOK**



**FEDERAL WAY
PUBLIC SCHOOLS**

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ACKNOWLEDGEMENT OF RECEIPT

The purpose of this handbook is to ensure that all scholars, families, and staff members have critical school and scholars' rights information. Discussion of the contents in the handbook will provide teachable moments that afford our scholars opportunities to learn from their actions. In order to maintain safe and positive learning environments, we will nurture, inspire, and empower every child to achieve academic excellence.

In order to ensure respect and prevent harm, Federal Way Public Schools will not tolerate harassment, bullying or intimidation during school hours, or on FWPS transportation to and from school or at school-sponsored events. This includes intentional electronic, written, verbal or physical acts that physically harm a scholar or damage a scholar's property; have the effect of substantially interfering with a scholar's education; are so severe, persistent or pervasive that they create an intimidating or threatening educational environment; or have the effect of substantially disrupting the orderly operation of the school. (RCW 28A.300.285 and District Administrative Policy 3207)

- I have reviewed the Rights & Responsibilities Scholar & Family Handbook in its entirety with my child. **I further understand that violations of these guidelines by my child may result in loss of access to school issued laptop or devices, progressive discipline, and/or legal action.**
- I have reviewed the Harassment, Intimidation or Bullying section of the handbook and agree to support my child's engagement in positive, safe interactions with other scholars. I agree to contact school personnel for more information regarding my child's academic learning setting in a harassment, intimidation, and bully-free environment.
- I consent for my child to appropriately use the district's electronic resources designed for educational purposes, including internet access and email.
- By agreeing to the Rights & Responsibilities Scholar & Family Handbook, I am allowing the district to publish my child's schoolwork on district resources and communications.
- I have reviewed and understand the provided state laws and district policies around attendance requirements. I acknowledge the role and responsibility of both myself and my child in ensuring that they attend school on a consistent basis.
- My scholar will follow all local public safety guidelines on school sites and activities, including the bus.

With the signatures below, we acknowledge we have received and reviewed the contents of the 2024–25 Federal Way Public Schools (FWPS) Rights & Responsibilities Scholar & Family Handbook.

_____	_____	_____
Parent/Guardian Name, First & Last (print)	Student-Scholar Name, First & Last (print)	Student-Scholar ID#
_____	_____	_____
Parent/Guardian Signature	Student-Scholar Signature	Grade
_____	_____	
Date	Date	

(Acknowledgement of receipt can be completed online
or by submission of a signed hard copy to your student's school.)

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Activities and Athletics

Federal Way Public Schools believes activities and athletics are important choices to be offered in a comprehensive and challenging educational experience for all scholars. The goals of the activities and athletic programs are to teach sportsmanship, teamwork, and respect for fellow competitors, officials, opposing team members, and opposing team fans.

Policy 2151 and Procedure 2151P

To this end, the district holds the following beliefs:

1. Participation in any activity and/or athletic program is contingent upon the scholar's achievement of required academic standards and regular attendance in all classes.
2. Scholars participating in any activity and/or athletic program will be focused on learning and improvement, both as an individual and as a member of a team or group.
3. Activity advisors and coaches will teach, practice, and model respect, responsibility, and integrity. Scholar participants will demonstrate these qualities.

4. Activity advisors and coaches will include families as partners in the education and development of their scholars.
5. The purpose and goals of all activity and/or athletic programs will be clearly defined and articulated to scholars and parent/guardian(s).
6. All Washington Interscholastic Activities Association (WIAA) and North Puget Sound League (NPSL) athletic requirements and standards are in place to assist scholar athletes with player safety and eligibility in the athletic handbook which is found on the district website. **Please request an Athletic Handbook from your school's athletic director.**

In order to represent our community, school, and themselves in interscholastic competition or performance, scholars will be responsible, concerned about their health, and refrain from using drugs, alcohol, and/or any tobacco products (including e-cigarettes and vaping).

STRATEGIC PLAN

Each scholar develops cultural confidence as a learner and rigorously applies his/her knowledge and skills to new and different experiences.

Extracurricular activities provide a channel for reinforcing the lessons learned in the classroom, offering scholars the opportunity to apply academic skills in a real-world context, and are thus considered part of a well-rounded education.

National Center for Educational Statistics



3 Active Learners: ENGAGED, EMPOWERED CRITICAL THINKERS

Every student scholar will be empowered with ownership of their education and be fully engaged in becoming critical and creative thinkers.

Attendance is a predictor of scholar success, and can impact scholars' academic progress as early as kindergarten.

Scholars are at risk academically if they miss 10 percent of the school year, or about 18 days. Once too many absences have occurred, they can affect learning, regardless of whether absences are excused or unexcused.

- *Attending school on-time, all day, every day will give your child the best chance of graduating from high school.*
- *Starting in kindergarten, missing on average just two days a month, whether excused or unexcused, makes it more likely that your child will not meet academic standards in math and reading by 3rd grade.*
- *By 6th grade, absenteeism is one of three signs that a scholar may drop out of high school.*
- *Absences can be a sign that a scholar is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.*
- *By 9th grade, regular attendance is a better predictor of high school graduation rates than 8th grade test scores.*

Attendance Matters

Every Day and Every Grade Level Counts!

Federal Way Public Schools believes daily class attendance is one of the most critical indicators for scholar success. Each school is committed to providing counseling services to assist with scholars' and families' social and emotional needs. Additionally, our district provides targeted supports for scholars in homeless situations.

Policies 3121/3122 and Procedure 3122P

- Preschool is a great time to start building a habit of good attendance. Young children with poor attendance in preschool also lose out on valuable learning time and, if chronic absence continues into kindergarten, it can pull down academic achievement.
 - Studies show many children who miss too many days in kindergarten and 1st grade can struggle academically in later years. They often have trouble mastering reading by the end of 3rd grade.
 - By middle and high school, chronic absence is a leading warning sign that a scholar will drop out.
 - If your child has three unexcused absences in one month, state law (**RCW 28A.225.020**) requires we schedule a conference with you and your child.
 - In elementary school, after five absences in any month, or 10 or more absences in the school year, the school district is required to contact you to schedule a conference. The purpose of this conference is to discuss barriers, resources, and academic supports for your scholar to complete missed assignments. A conference is not required if your child has provided a doctor's note, or pre-arranged the absence in writing, and plans are in place so your child does not fall behind academically.
 - After seven unexcused absences in a month and no later than 15 unexcused absences in an academic year, the school district shall file truancy petitions with the juvenile court.
- The following are valid excuses for absences:
- Participation in a district or school approved activity or instructional program;
 - Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
 - Family emergency, including, but not limited to, a death or illness in the family;
 - Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
 - Court, judicial proceeding, court-ordered activity or jury service;
 - Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
 - State-recognized search and rescue activities consistent with **RCW 28A.225.055**;
 - Absence directly related to the scholar's homeless or foster care/dependency status;
 - Absence resulting from a disciplinary/corrective action (e.g., short-term or long-term suspension, emergency removal imposed pursuant to **Chapter 392-400 WAC** if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in **WAC 392-121-107**);
 - Absences due to student safety concerns, including absences related to threats, assaults, or bullying;

Attendance Matters *(Continued)*

- Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity, consistent with district policy.

If you are not attending because someone is harassing, intimidating or bullying you, it has become a serious issue and it is time to enlist the assistance of an adult.

Good Attendance Strategies

Scholars who have good attendance are sure to do the following:

- Stay healthy, get plenty of sleep, eat a balanced diet, wash your hands regularly, and make sure you are up to date on your immunizations.
- Make a plan for good attendance. Keep a copy of your school calendar accessible.
- Ask your parents to make appointments outside of the school day or on non-school days.
- Know the time you need to arrive at your bus stop.
- Keep up on your school work. Scholars will often be anxious and tempted to miss school if they have not done their homework or studied for a test. Approach each day with confidence.

Washington State's Attendance Law

It is mandatory that all children eight years of age and under 18 years of age attend school. The child will have the responsibility to attend for the full time when school may be in session, unless the child is enrolled in an approved private school or is receiving home-based instruction. Once a child who is six or seven years old is in a public school, the child is then required to attend and that parent has the responsibility to ensure that the child attends school while it is in session. Exceptions may be granted by the

superintendent for children who are 15 years of age or older if the child has specific circumstances. The list is available at <http://bit.ly/2tuSOj2>.

Vacation & Extended Absences

- Pre-planned absences of more than two days require prior notice in writing and approval by an administrator at least three days prior to the absence. Requesting make-up work from the scholar's teachers at least three days in advance, and following established timelines to return the completed work, is the best way to ensure the scholar does not fall behind. Prearranged absences must be requested using the Prearranged Absence Form, available at every school and online. Please work directly with the school office to ensure the scholar's absence is recorded correctly and requests are submitted according to district procedure.
- **For pre-planned absences extending to or beyond 20 days, scholars and/or parent/guardians are required to make an appointment with an administrator at the school prior to the absences occurring.** A scholar with 20 or more consecutive days of absences may be withdrawn from the school and may not be able to be placed back in the class or even the school in which they were previously enrolled. Please talk with your school administrator if you have additional questions or circumstances.
- Please try to schedule extended trips during scheduled school vacation periods (summer, winter, semester break and spring break).

Starting as early as preschool and kindergarten, chronic absence—missing 10 percent of the academic year—can leave third graders unable to read proficiently, sixth graders struggling with coursework, and high school scholars off track for graduation.

Attendance Works

Parent Strategies

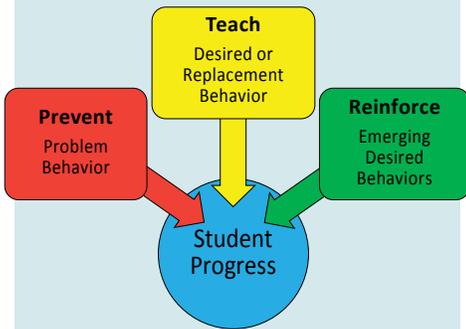
- Only keep your child home if they are truly sick, such as fever, vomiting, diarrhea, or a contagious rash.
- Avoid appointments and travel when school is in session.
- Keep track of your child's attendance. Missing more than 9 days, excused or unexcused, could put your child at risk of falling behind.
- Set a regular bedtime and morning routine; finish homework and pack backpacks the night before.
- Have a back-up plan in place with family members, neighbors, or other parents for getting your child to school in case something comes up.



STRATEGIC PLAN

2 Whole Child: THRIVING, CONFIDENT, RESPONSIBLE INDIVIDUALS

Every student scholar will be empowered and prepared to develop personal responsibility in order to be positive, productive members of society.



Questions concerning behavior to ask schools:

- *What are teachers doing to support my child's identity and culture?*
- *What are the school-wide expectations?*
- *How do scholars receive affirmation or acknowledgements at school?*
- *How do teachers and administrators respond to disruptive/unsafe behavior?*
- *What do I do if I think my child is being bullied and/or mistreated?*
- *When does your PBIS team meet? How can I be a part of the PBIS team?*
- *How are Restorative Practices used in the school?*
- *How can I receive Second Step support material to utilize at home?*

Discipline Information

SOCIAL EMOTIONAL LEARNING

Social and emotional learning (SEL) is the process through which children and adults acquire and effectively apply the knowledge, attitude, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive behaviors.

Culturally-Responsive Positive Behavioral Interventions and Supports (CR-PBIS) is a framework to establish the social culture and behavioral supports needed for schools to be effective, efficient, and equitable learning environments for all scholars. The goal of CR-PBIS is to focus on the prevention of problem behaviors by working with staff, families, scholars, and the community to define, teach, acknowledge, and support scholars to meet school-wide behavior expectations. CR-PBIS supports schools to become more predictable, consistent, positive, and safe for all.

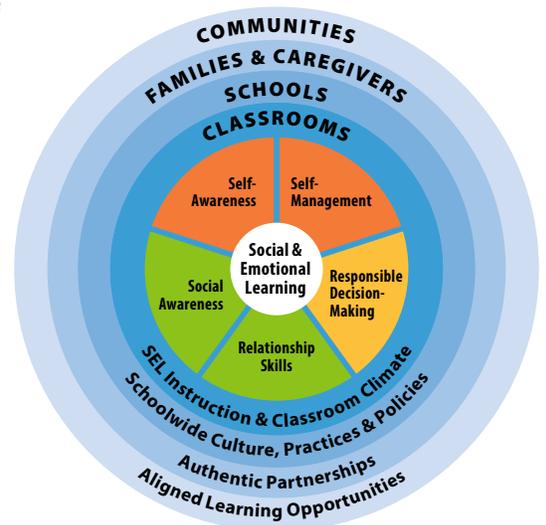
Restorative Practices are used in the school and classroom to help create a caring and supportive environment. Restorative practices are derived from the beliefs that fostering positive relationships, working to problem solve and resolve conflict, and repairing the harm caused by individual and group actions will lead to more productive, kind learning environments.

Second Step is a social emotional learning curriculum taught at the elementary level (preschool through 5th grade). It increases scholars' school success and decreases problem behaviors by teaching them skills for learning as well as how to manage their emotions, solve problems, and make friends. The Bullying Prevention Unit is also taught in grades K-5 and includes recognizing, reporting, and refusing bullying behavior as well as ways to be a positive bystander to others.

Character Strong is a social emotional learning curriculum taught at the secondary level (grades 6-12). It addresses the full range of SEL topics in adolescent-engaging ways, including: emotion understanding and regulation, empathy and compassion, values and purposes, goals and habits, and leadership and teamwork.

Elementary, middle, and high schools will be using elements of Culturally-Responsive Positive Behavioral Interventions and Supports (CR-PBIS), Social Emotional Learning, and Restorative Practices to support all scholars.

Additionally, all scholars grades K-12 engage in digital citizenship lessons. Digital Citizenship refers to the responsible use of technology by anyone who uses computers, the Internet, and digital devices to engage with society on any level. Good digital citizenship for students engages them and shows them how to connect with one another, empathize with each other, and create lasting relationships through digital tools.



Discipline Information *(Continued)*

The Board of Directors of Federal Way Public Schools has adopted **Policy 3240** explaining rules for scholar conduct. As provided in **Policy 3241**, violation of such conduct rules may result in discipline or other corrective action. Procedures for corrective action are established in **Procedure 3241P**. In response to changes in state law, the information appearing on these pages is a condensed summary of key points from revised policies/procedures. The full text of those documents, including any updates, will be available at <https://www.fwps.org/about-us/administrative-policies-procedures>.

SCHOLAR RIGHTS IN DISCIPLINE

The District will not unlawfully discriminate against a student on the basis of sex, race, creed, religion, color, national origin, sexual orientation, gender expression, gender identify, disability, or the use of a trained dog guide or service animal.

The right to attend public school cannot be taken away due to discipline unless a school provides scholars with "due process." This essentially means scholars must have an opportunity to hear the rule they are accused of breaking, be advised of the evidence against them, and have an opportunity to tell their side.

We believe every scholar has a voice, brings value to the learning process, and can learn at the highest levels. In creating these conditions, families and staff must partner to establish school-wide behavior support systems that provide each scholar with the opportunity to set goals, repair harm or misconduct or the effects of misconduct, and restore relationships between those impacted. All schools are committed to creating safe, caring learning environments. Please contact your school for specific information on the strategies that staff members use to reinforce school-wide expectations and celebrations.

We believe in and honor scholar confidentiality. Scholars' rights are protected under the Family Educational Rights and Privacy Act (FERPA).

Every scholar will be empowered and prepared to develop personal responsibility in order to be positive, productive members of society. All schools are on a continuum of PBIS implementation as an effective, school-wide approach to supporting all scholars by creating safe, caring schools.

SCHOLAR CONDUCT

The District will ensure that it provides all discipline related communications required in connection with this policy and procedure in a language the student and parent(s) understand, including notices, hearings, conferences, meetings, plans, proceedings, agreements, petitions, and decisions. This effort may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964. This effort may require accommodations for parents and students with communication disabilities. If the district is unable to provide timely translation of written materials, the district will provide interpretation of the materials orally. For parents who are unable to read any language, the district will provide written material orally.

All scholars come to school and want to learn. However, when scholars make negative choices, corrective action may be necessary.

- **Corrective action** may include the following: exclusion from a class for a period of time not exceeding the balance of the immediate class period (other than suspension), expulsion, or emergency removal from a class, subject, or activity.
- **Corrective action** also means the exclusion of a scholar from any other type of activity, athletic event or transportation conducted by or on behalf of the school district.

• **Classroom exclusion** means the exclusion of a scholar from a classroom, instructional period or activity area for behavioral violations (**WAC 392-400-430** and **392-400-335**). Classroom exclusion does not include action that results in missed instruction for a brief duration when:

- A teacher or other school personnel attempts other forms of discipline to support the scholar in meeting behavioral expectations; and
- The scholar remains under the supervision of the teacher or other school personnel during such brief duration.

Grievance process for classroom exclusions:

- Any parent/guardian or scholar who is aggrieved by the imposition of classroom exclusion has the right to an informal conference with the principal for resolving the grievance.
- At such conference, the scholar and parent will have the opportunity to voice issues and concerns related to the grievance and ask questions of staff members involved in the grievance matter. Staff will have an opportunity to respond to the issues and questions related to the grievance matter. Additionally, the principal will have the opportunity to address issues and questions raised and to ask questions of the parent, scholars, and staff members.
- If after exhausting this remedy the grievance is not yet resolved, the parent and scholar will have the right, upon two (2) school business days prior notice, to present a written and/or oral grievance to the superintendent or designee. The superintendent or designee will provide the parents and scholars with a written copy of its response to the grievance within ten (10)

Discipline Information *(Continued)*

school business days. Use of the grievance process will not impede or postpone the disciplinary action, unless the principal or superintendent elects to postpone the disciplinary action.

MINOR & MAJOR BEHAVIOR

A **Minor Problem Behavior** is a behavior and response that is documented and managed at a classroom level. A **Major Problem Behavior** is a behavior that is documented and often requires additional staff support (e.g. counselors, administration, etc.) beyond the classroom.

When school staff observe a major or minor incident at school, there is documentation of scholars involved, location and time of incident, what occurred (what problem behavior is observed), and why it may have happened.

SUSPENSION AND EXPULSION

Federal Way Public Schools operates under state law and regulations related to short-term suspension, long-term suspension, expulsion, and emergency removal. (WAC 392-400-430 through 392-400-475)

- **In School Suspension (ISS)** is a suspension in which a scholar is excluded from the scholar's regular educational setting but remains in the scholar's current school placement for up to 10 consecutive school days.
- **Short-Term Suspension (STS)** means a suspension in which a scholar is excluded from school for up to ten consecutive school days.
- **Long-Term Suspension (LTS)** means a suspension in which a scholar is excluded from school for more than ten consecutive days and last no longer than an academic semester (90 days). No long-term suspension will be imposed beyond the school year in which the scholar's misconduct occurred.

- **Expulsion** means a denial of admission to the scholar's current school placement in response to a behavioral violation. **(WAC 392-400-430 through 392-400-480)** Misconduct involving possession of an actual firearm will result in the scholar being expelled for one year, subject to the superintendent's decision to modify the expulsion on a case-by-case basis. **(RCW 28A.600.420)** See **Policy 4210**.
- **Emergency Removal** means the removal of a scholar from school because the scholar's statements or behavior poses an immediate and continuing danger to scholars or staff or substantial disruption of the educational process. An emergency removal must end or be converted to another form of corrective action within 10 school days. **(WAC 392-400-510 through 392-400-530)** The district may not impose an emergency removal solely for investigating scholar conduct.

Except for the behaviors designated in Policy 3420 that can result in long-term suspension for the first offense (see page 13), no scholar will be suspended unless another form of corrective action reasonably calculated to modify their conduct has been previously imposed upon the scholar as a consequence of misconduct of the same nature.

Suspensions and expulsions will include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the district.

Assignments and Tests

The school must provide the scholar an opportunity to make up any assignments and tests missed during the classroom exclusion. **Procedure 3241P**

In-School Suspension

- Before administering an in-school suspension, staff members must have first attempted one or more other forms of discipline to support the scholar in meeting behavioral

expectations and considered the scholars' individual circumstances.

- The district will not administer in-school suspension that would result in the denial or delay of the scholar's nutritionally adequate meal.

Short-Term Suspension

- No scholar in grades kindergarten through four will receive a short-term suspension for more than a total of 10 cumulative school days in any semester.
- No loss of grades or credit will occur because of the suspension.
- No scholar in grades five and above will receive short-term suspensions for more than a total of 15 cumulative school days in a single semester.
- Prior to the suspension, a conference with the scholar will be held in which an oral and written notice of the alleged misconduct and violations, the evidence in support of the charge, and the corrective action to be taken will be provided. The scholar will then be given the opportunity to present his/her explanation. Before administering any short-term suspension, a school must attempt to notify the scholar's parents, as soon as reasonably possible regarding the behavioral violations.
- Any scholar or parent/guardian who disagrees with the imposing of discipline or a short-term suspension has the right to an optional meeting with the building principal/designee for the purpose of resolving the grievance and the right to an appeal with the Office of the Superintendent.

Long-Term Suspension and Expulsion

- No scholar in grades kindergarten through four will receive a long-term suspension or expulsion except in the case of possession of an actual firearm, and no loss of grades or credit will occur because of the suspension.

Discipline Information *(Continued)*

- No scholar in grades five and above will receive a long-term suspension that causes loss of academic grades/credit.
- No long-term suspension will be imposed until written notice has been delivered by regular and certified mail or in person or by email to the scholar and parent/guardian(s).

Notice must contain information regarding the following:

- Description of behavior and how behavior violated district policy;
- Duration and conditions of suspension or expulsion, including start and end dates;
- Other forms of discipline considered and/or attempted;
- Rights to optional conference with the principal;
- Rights to appeal and have a hearing within 3 school days of the imposition of the discipline;
- How to request principal conference and/or appeal;
- Readmission information;
- Notice of readmission will be provided in a language that the parent and scholar can understand and the district will provide language assistance for those with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964 Time Limits for Corrective Action.

Time Limits for Corrective Action

In accordance with state law, no scholar will be long-term suspended or expelled for more than the length of one academic term, which Federal Way Public Schools defines as one semester (90 school days) and any suspension or expulsion will not continue past the current school year.

Educational Services

Federal Way Public Schools will not suspend the provision of educational services to a scholar as a corrective action. Although a scholar may

be excluded from a particular classroom or instructional activity area for the period of suspension or non-emergency removal, the scholar will have an opportunity to receive educational services during such period. Services may include Internet Academy, tutoring, or other opportunities.

Discretionary Discipline

Federal Way Public Schools will not use long-term suspensions or expulsions as a form of “discretionary discipline”—which means corrective action taken in response to scholar behavior that violates rules of scholar conduct (found in **Policy 3240**). Discretionary discipline does not include corrective action taken in response to a scholar’s conduct that violates certain state laws—such as possession of a firearm and certain violent offenses, drug offenses, and sex offenses—or that adversely impacts the health or safety of other scholars or staff. For more information about discretionary discipline, refer to **RCW 28A.600.015**.

Expulsion

- No scholar will be expelled unless other forms of corrective action have been attempted with no success at mediating the situation/behavior. This does not include incidences involving firearms.
- Carrying a firearm onto school premises, school-provided transportation, or areas of facilities will result in expulsion.
- A scholar will only be expelled for violations of district rules. The nature and the circumstances of the violation must reasonably warrant the harshness of expulsion.
- Upon request by a building principal, the superintendent may decide to extend an expulsion beyond the length of one academic term, subject to due process procedures.
- Notice procedure for expulsion will be the same as for long-term suspension and consistent with **Procedure 3241P**.

Emergency Removal

- Scholars will be emergency expelled immediately when their actions pose an immediate and continuing danger to other scholars or staff or a threat of substantial disruption to the educational process. A district may not impose an emergency removal solely for investigating scholar discipline.
- The emergency removal may continue for up to 10 days unless (1) rescinded by the superintendent or her designee or (2) modified or reversed pursuant to a hearing or appeal.
- Within 10 days of the emergency removal from school, the emergency removal must either end or be converted to another form of discipline.
- Notice procedure for emergency removal will be the same as for long-term suspension and expulsion with the following exceptions:
 - The written notice must be delivered by hand (with acknowledgment or written certification); or
 - Postmarked within 24 hours of the expulsion (with attempts to telephone the parent/guardian made as soon as reasonably possible).
- The scholar or parent/guardian(s) will have three school business days in which to submit a request for a hearing to the Office of Equity.

Hearing Procedure for Long-Term Suspension and Expulsion

Long-term suspension or expulsion hearings will begin within **three (3) school business days** after the school authority receives such a request and will be conducted by a hearing officer. Documentary and other physical evidence may be inspected by scholars, parent/guardian(s), and school authorities prior to the hearing.

Discipline Information *(Continued)*

Scholars will have the following rights at the hearing:

- The opportunity to be represented by counsel;
- The opportunity to express his or her explanation;
- The opportunity to present evidence and witnesses;
- The opportunity to question and confront witnesses.

Review and Reconsideration by the Board of Directors

A request that the scholar wishes to appeal the decision by the hearing office must be provided to the Office of the Superintendent within five school business days of receipt of the hearing decision. The school board may request to meet with the scholar or parents, the principal, witnesses or school personnel to hear further arguments and gather additional information. The school board must provide a written decision to the scholar and parents within five school business days after receiving the request for review and consideration.

Readmission: Any scholar who has been suspended or expelled may apply for readmission at any time by written application to the superintendent. The letter will include the reasons for readmission, evidence that supports the request, and other information required by **Procedure 3241P**. The superintendent or designee will reply in writing. In some cases, prior to applying for readmission, an additional assessment, including but not limited to, an independent psychological or psychiatric assessment, is required. All scholar assessments will be at the family expense. A scholar may request an exemption by submitting an application to the Office of the Superintendent, indicating financial hardship.

Full grievance and appeal procedures can be found in Policy 3241 and Procedure 3241P.

Reengagement: The district will make efforts to assist scholars who have been long-term suspended or expelled in returning to the educational setting prior to and no later than the end date of the corrective action. The district will convene a meeting to discuss a plan to reengage the scholar in a school program, with the scholar and their parents or guardians, within 20 days of the scholar's long-term suspension or expulsion and no later than five days before the scholar's return to school.

The school and/or district must create an individualized reengagement plan tailored to the scholar's individual circumstances, including consideration of the incident that led to the scholar's long-term suspension or expulsion.

During the period of any suspension from school, scholars will not enter upon any real and personal property that is owned, leased, rented, or controlled by the district without the express prior approval of a building principal or designee.

Federal Way Public Schools are weapon-free, smoke-free, and vape-free campuses.

Discipline for Scholars with Disabilities

Discipline procedures for scholars with disabilities are consistent with the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act. These procedures are found in **Notice of Special Education Procedural Safeguards and Policies** and **Procedures 2161/2161P** and **2162/2162P**. These procedures apply under the following conditions:

- The scholar has an Individual Education Program (IEP), Individual Health Plan (IHP), and/or a Section 504 Plan.
- The scholar has not yet been determined eligible for Special Education services, but the parent/guardian has expressed concern in writing (or orally) to district supervisory or administrative personnel, or a teacher, that the scholar be evaluated for special education and related services; or the parent/guardian has requested that the scholar be evaluated for Special Education; or the teacher or other school personnel has expressed specific concern about a pattern of behavior demonstrated by the scholar to the Director of Special Education or other supervisory personnel.



Discipline Information *(Continued)*

BEHAVIORS THAT MAY RESULT IN CORRECTIVE ACTION AND/OR DISCIPLINE

Academic Dishonesty/Plagiarism:

Knowingly submitting the work of others represented as the scholar's own, or assisting another scholar in doing so, or using authorized sources (example: not giving credit for another person's work).

Alcohol: Manufacturing, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol or the violation of **Procedure 3241P**.

Alteration of Records: Falsification, alteration, or destruction of any school record or any communication between home and school is prohibited. The act of fraudulently using in writing the name of another person or falsifying times, dates, grades, addresses, or other data is prohibited.

Arson: Knowingly and/or intentionally causing a fire or explosion is prohibited.

Assault (Physical): The use of one-way force or violence upon another person is prohibited. Pursuant to **RCW 28A.635.090**, scholars who interfere by force or violence with school personnel or other scholars are subject to immediate suspension or expulsion.

Assault (Verbal): A threatening use of one-way force or violence upon another person is prohibited. Pursuant to **RCW 28A.635.090**, scholars who interfere by force or violence with school personnel or other scholars are subject to immediate suspension or expulsion. This includes Bomb Threats: Threatening to bomb or damage any public school facility or property is prohibited.

Bomb Threat: Threatening to bomb or damage any public school facility or property is prohibited.

Burglary: Breaking into a school with intent to steal and/or vandalize is prohibited.

Dangerous Behavior: Engaging in behavior which a reasonable person would know creates a risk of injury to self or others is prohibited.

Destruction of Property: Intentional defacing or damage of school property or the property of others. **RCW 28A.635.060**

Disruptive Conduct: Willful conduct which creates a disturbance on school premises or interferes with the educational process is prohibited, including inappropriate language. Such conduct includes, but is not limited to:

- Preventing scholars from attending a class or school activity;
- Interfering seriously with the conduct of any class or activity;
- Setting off a false alarm and/or disarming an alarm.

Disruptive Dress and Appearance: Dress and appearance must not present health or safety problems, intimidate others, or cause disruption. **Policy 3224 and Procedure 3224P**

Drug, Delivery or Possession With Intent to Deliver: Distribution, sale, or possession with intent to deliver any controlled substance or narcotic substance.

Drug, Illicit, Over the Counter, Prescription Use or Possession: Unlawful use or possession of any controlled drug or narcotic substance. Includes the use or possession of any prescription or over-the-counter medication (e.g., aspirin, cough syrups, caffeine pills, nasal sprays).

Explosives: Possession or use of anything tending or serving to explode with force or violence, such as firecrackers, bullets, or pipe bombs is prohibited.

Extortion/Blackmail/Coercion:

Obtaining money or property by violence or threat of violence, or forcing someone to do something by force or threat of force is prohibited.

Failure to Cooperate: 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 failure to identify self.

Fighting: Participation in an incident involving physical violence.

Gang-Related Behavior: Scholars who participate in gang-related behavior or activities will be subject to intervention and may be reported to the appropriate law enforcement authorities. The type of dress, apparel, activities, acts, behavior, or manner of grooming displayed, reflected, or participated in by scholars will not:

- Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang-related and would disrupt or interfere with the school environment or activity, or educational objectives;
- Present a physical safety hazard to self, scholars, employees;
- Create an atmosphere in which a scholar, staff member, or other person's well-being is adversely affected by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- Imply gang membership or affiliation by written communication, tattoos, drawing, painting, design, emblem upon any school or personal property or one's person.

Policy 3225 and Procedure 3225P

Discipline Information *(Continued)*

BEHAVIORS THAT MAY RESULT IN CORRECTIVE ACTION AND/OR DISCIPLINE

Harassment, Intimidation or

Bullying: Harassment, intimidation or bullying is 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 an act:

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

In Federal Way Public Schools, we are committed to guaranteeing that each scholar knows, understands, and embraces their own and others' cultural backgrounds and learning needs, in order to advocate for self and others. **Policy 3207** and **Procedure 3207P**

Hazing: Scholars will not participate, conspire to participate, or conspire for others to participate in hazing or harassing acts that injure, degrade or disgrace, or tend to injure, degrade or disgrace other individuals.

Inappropriate Display of Affection: Overt displays of affection or sexually-oriented actions which violate standards of acceptable social conduct are prohibited.

Laser Pointers: Use and/or possession of laser pointers by scholars in any circumstance not under the direct supervision of a teacher is prohibited and could be considered dangerous behavior.

Leaving Campus During School

Hours: Scholars are required to remain on the school grounds from time of arrival unless officially excused. Scholars involved with approved off-campus activities during school hours must have a valid off-campus pass in their possession. Visitations to other schools must be approved in advance by both principals.

Littering: Throwing, dropping, depositing, or discarding of litter is prohibited on public school district property.

Loitering/Trespassing: Being present in an unauthorized place or refusing to leave when ordered to do so is prohibited. Loitering in lavatories, parking lots and designated off-limits areas, and refusing to leave when ordered to do so is prohibited.

Marijuana: Unlawful use, cultivation, distribution, sale, solicitation, purchase, possession, or transportation of cannabis.

Motor Vehicles on School Property: See page 28.

Physical Aggression/Contact:

Behavior causing or threatening non-serious but inappropriate physical harm towards others.

Robbery: Stealing from an individual by force or threat of force is prohibited.

Scholar Expression: Scholar expression may not be vulgar, lewd, obscene, or plainly offensive and interfere with the rights of other individuals.

Selling Items at School: Only authorized organizations may sell on school property or at school events.

Sexually Inappropriate Conduct:

Obscene acts of expression, whether verbal or non-verbal.

Technology Misuse: This constitutes any action taken in violation of the district's Acceptable Use Policy or any other district policy prohibiting harassing, intimidating, or bullying behaviors, including, but not limited to:

- Using technology such as computers, cellular phones, handheld devices, smartphones, etc. owned by the district or used on the district's grounds, or at a district-sponsored event to harass, bully, or intimidate any scholar, staff member, or district volunteer;
- Intentionally accessing and/or downloading vulgar or obscene materials or filming of individuals without their permission;
- Communicating downloaded vulgar or obscene materials to others;
- Tampering with electronic hardware, data files, or software or unauthorized access to, or use of, such technology. **Policy 3245**

Scholars will comply with the acceptable use guidelines of **Procedure 2022.2P** when using electronic information systems such as e-mail, networks, and the internet. Any student who misuses a device resulting in damage, will be fined.

Theft: The unauthorized carrying away of the personal property of another person or the property of the district is prohibited.

Threats to Kill or Cause Harm To Another Person (Including "Hit Lists"): Intimidation of school personnel or other scholars by direct threat of force or violence is prohibited.

Tobacco: Use or possession of tobacco products (including e-cigarettes and vape paraphernalia) by scholars is prohibited. **Policy 3248** and **4215**

Discipline Information *(Continued)*

BEHAVIORS THAT MAY RESULT IN CORRECTIVE ACTION AND/OR DISCIPLINE

Verbal Abuse: The use of disrespectful or threatening language to school personnel or other scholars is prohibited.

Weapons:

1) Any elementary or secondary school scholar who is determined to have carried a firearm onto, or to have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, will be expelled from school for not less than one year. The superintendent of the school district may modify the expulsion of a scholar on a case-by-case basis.

RCW 28A.600.420

2) Scholars who possess a dangerous weapon or who carry, exhibit, or display any dangerous weapon, look-alike weapon, any toy that looks like a weapon, or any other weapon apparently capable of producing bodily harm in a manner, which, under the circumstances, manifests an intent to intimidate another or warrants alarm for the safety of others will be subject to discipline up to and including expulsion.

3) Possession includes, but is not limited to, having dangerous weapons on school district property or at a school district-sponsored event located:

- In a space assigned to a scholar such as a locker or desk; or
- On the scholar's person or property (on the scholar's body, in his/her clothing, backpack, or automobile); or
- Under the scholar's control or accessible or available, such as hidden by the scholar.

4) A dangerous weapon includes, but is not limited to:

- A firearm; or
- A sling shot, sand club, dirk, chains, or metal knuckles; or
- Any knife or cutting or stabbing instrument that is carried, exhibited, displayed, or drawn in a manner and at a time and place that either manifests an intent to intimidate another or warrants alarm for the safety of other persons; or
- Any device commonly known as "nunchucks" consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means; or
- Any device, commonly known as "throwing stars," which are multi-pointed, metal objects designed to embed upon impact; or
- Explosives of any type; or
- Anything used as a weapon.

Threat Assessment: The purpose of a building-based Threat Assessments is to assess an individual or group's risk of harm to others. The goal of the threat assessment process is to take appropriate preventative or corrective measure to maintain a safe and secure school environment, to protect and support potential victims, and to provide assistance as needed to the individual(s) being assessed.

Threat Assessments occur after indication of potential or imminent targeted threat via direct, veiled, third-person, social media, writing, or harmful aggressive actions.

Threat Assessments is a:

- Positive and a proactive support measure
- Preventative trauma informed process with interventions
- Protocol that helps works towards a positive school climate

Policy 3225 and Procedure 3225P

Safe Schools Tipline

253-945-SAFE

**Hear something?
Know something?
Say something!**

It's your school, keep it safe.
Call or text message 24/7.
Add it to your cell phone now.

Safe climate and strong relationships with families and community

Our second pillar recognizes that *schools can't do it alone*. Therefore, we will embrace parents, caregivers, and the entire Federal Way community as vital partners in the education of all our scholars. We will nurture trust and mutual respect among home-school-community through shared responsibility for scholar success, proactive communication, and meaningful stakeholder voice.



Educational Records

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

- Parents/guardians have the right to request scholars' educational records. Requests for records by a current scholar or the scholar's parent/guardian should be directed to the building administrator at the scholar's school. Pursuant to **RCW Chapter 42.56**, Federal Way Public Schools is prohibited from releasing identifiable scholar records (except scholar directory information) without parent/guardian permission obtained by school and/or district personnel. Scholar records include, but are not limited to:
 - Grades
 - Achievement test scores
 - Attendance records
 - Disciplinary records

The educational records may contain all information about a scholar which is collected and maintained on a routine basis, such as identifying information such as the scholar's name, birth date, gender, year in school, address, telephone number, parent/guardian's name(s), ethnic classification, emergency information, parent/guardian's place of employment, family doctor, babysitter, siblings, attendance records, grades and other scholar progress reports, results of tests of school achievement, aptitude, interests, hearing and vision, health and immunization status reports, records of school accomplishments and participation in school activities, verified reports of misconduct, including a record of disciplinary action taken, and such other information as will enable staff to counsel with scholars and plan appropriate activities.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

You have a say in whether your child's photos, names and other directory information are used in

publications on our website or by the media.

Federal law requires schools inform parents that some of their child's information, called "Directory Information," might be used for certain school-related purposes. Parents and guardians may tell schools not to release this information. This is part of a law called The Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA affords parents/guardians and scholars over 18 years of age ("eligible scholars") certain rights with respect to the scholars' education records.

We ask parents to think carefully before restricting this information. Unfortunately, by restricting your child's directory information for school publications, your student's name and photo cannot be included in student annuals and yearbooks. They will not be able to be part of classroom, team or club photos which are intended to be published in yearbooks.

And, if you say "no" to providing contact information to outside organizations, your child's name, address and phone number/s will not be provided to non-district organizations, including: graduation supplies companies; colleges; or military recruiters; and, after graduation, school reunion committees. Publishing photos of your child in district publications and websites, or in the news media, is one of things you can restrict, if you wish.

For more information about FERPA, please visit the district website at: **www.fwps.org/departments/communications/FERPA**.

If you would like to opt your child out of directory information, publications, or photos, contact your school office manager.

Identifying information may be limited if the scholar is a participant in the state Address Confidentiality Program. **Policy 3231 and Procedure 3231P**

Electronic Resources

The board of directors and the superintendent believe that all staff and scholars need to be proficient creators and users of information, media and the technology to succeed in a digital world. Therefore, the district will use digital resources as a powerful and compelling means for scholars to learn and apply skills in relevant, creative and rigorous ways. It is the district's goal to provide scholars with rich and ample opportunities to apply technology for important purposes in schools just as individuals in workplaces and other real-life settings use these tools. In support of Goal 3, the district's technology will enable all district staff and scholars to communicate, learn, share, collaborate, innovate and create; to think and solve problems and be solutions focused to manage their work; and to take ownership of their lives. **Policy 2022** and **Procedure 2022P**

In support of our commitment to safe learning environments, Federal Way Public Schools has implemented technology tools to more effectively respond to student safety concerns. On a 24/7 basis, our tools analyze and monitor student generated content on school provided email and network drive accounts. It identifies and flags inappropriate images or content that could signal concern, and searches for key words that apply to instances of self-harm, violence toward others, bullying, drug use, and more. It allows the district to take a proactive versus reactive approach to monitor and respond to student safety concerns. The tools notify designated staff to respond with appropriate action and build upon other measures we have in place at each of our sites to ensure a safe, productive learning environment.

Scholars should only use personal electronics (cell phones, iPods, iPads, etc.) aligned to their school's guidelines for the use of personal electronic devices.

DIGITAL DEVICES

In recognition of parent/guardian decisions regarding the safety and communication needs of their families, the following expectations are placed into effect so as to establish and create a positive and productive learning environment. The possession and use of personal and school electronic or telecommunications devices (such as, but not limited to, computing tools, phones, tablets, iPods/iPads, watches, pens, and recording devices), must not pose a threat to academic integrity, disrupt the learning environment or violate the privacy rights of others. The District is not responsible for the theft or destruction of devices brought to school.

Teachers may also allow the use of personal devices in their classrooms if such use contributes to instructional and/or educational purposes. Please refer to your school's guidelines for use of personal electronic devices. **Policy 3245**

In using the district digital resources, scholars accept the responsibility to:

- Use the digital resources for educational purposes only;
- Follow district policies and federal/state laws, including copyright laws and privacy laws;
- Follow district rules and expectations on use of the network and the internet;
- Use good behavior that reflects strong digital citizenship;
- Respect district property and services provided;
- Use digital resources in an educational, legal, moral, and ethical manner;
- Use only their personal information to login on devices and to not share passcodes or credentials to district services;
- Respect the security measures in place and follow all guidelines;
- Only send, access, and publish school-appropriate materials.

Any student who misuses a device resulting in damage will be fined.

Mission

The Offices of Teaching for Learning, and Information Technology Services provide support to develop an environment in which all scholars will have an opportunity to learn and apply the essential tools needed to access, analyze, produce, and publish information to support and enrich their curriculum experiences. We will continually support our scholars and educators by aligning support and services with ever-changing needs and expectations.

Vision

The roles that define our vision encompass both staff and scholars. First, scholars are provided the opportunity to explore and apply technology as a tool to support the growth of the scholar and the personalization of learning. Second, to create an environment that results in the best use of technology to accomplish the strategic goals of the district.

Scholars are encouraged to use personal devices (cell phones, laptops, iPods, iPads, tablets, etc.) only for educational purposes with guidance provided by their teachers.



Federal Way Public Schools is committed to a safe and civil educational environment for all scholars, employees, parents/guardians, family members, volunteers, patrons, and guests, free from harassment, intimidation, or bullying.

RCW 28A.300.285 defines harassment, intimidation or bullying as 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 an act:

- Physically harms a scholar or damages the scholar’s property;
- Has the effect of substantially interfering with a scholar’s education;
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment;
- Has the effect of substantially disrupting the orderly operation of the school.

In Federal Way Public Schools, we are committed to guaranteeing that each scholar knows, understands, and embraces their own and others’ cultural backgrounds and learning needs, in order to advocate for self and others.

Harassment, Intimidation or Bullying (HIB)

Reporting

Students who experience harassment, intimidation, or bullying should report what has happened immediately to an adult in the school, or to their parent/guardian who can then report the matter to site administration. See page 26 for school contact information.

Investigation

Reporting will initiate an investigation and the parent/guardian will be informed of the outcomes of the investigation. The school will work with parent/guardian to decide the next steps to help address the issues. If the scholar/parent/guardian disagrees with the findings of the investigation, the scholar/parent/guardian can appeal the decision. Contact the Office of Equity for Scholar and Family Success at 253-945-2000 to appeal. Information offered in various languages at <https://www.fwps.org/hib>.

Discriminatory Harassment

District Policy and Procedure 3207/P on Harassment, Intimidation, and Bullying operates in concurrence with other District policies, including but not limited Policy and Procedure 3210/P on Nondiscrimination. If scholars or parents/guardians believe that discriminatory harassment has occurred, they are encouraged to report that harassment to site administration who can assist them in making a complaint about the harassment following the applicable board policy and procedure. For a copy of the district’s nondiscrimination policy and procedure, contact your school or district office or view it online here:

https://resources.finalsite.net/images/v1690949346/fwpsorg/aashrqzxbh0nafgykmh/3210_Adopted_041216.pdf

<https://resources.finalsite.net/images/v1685012562/fwpsorg/mnpwgeacrczafkb06ktm/3210P-Approved-072519.pdf>

https://resources.finalsite.net/images/v1685012302/fwpsorg/wgb6nbna2yi8hkqrubhu/3207-Approved-82421_1.pdf

Sexual Harassment

The district is committed to a positive and productive education, free from discrimination, including sexual harassment. Sexual harassment is unwelcome behavior or communication that is sexual in nature and (1) leads the scholar to believe they must submit to the unwelcomed sexual conduct or communication to gain something in return—for example, a grade or a place on a sports team, **or** (2) the conduct substantially interferes with a scholar’s educational performance or creates a hostile environment. Any scholar or school employee can be the target of sexual harassment, regardless of sex, sexual orientation, gender identity, or gender expression. The district prohibits sexual harassment of scholars by other scholars, employees or third parties involved in school district activities such as academic settings, educational, extracurricular, athletic, and other programs or activities of the school, whether the program or activity is in a school facility, on school transportation or at a class or training held elsewhere.

Examples of sexual harassment could include:

- Pressuring a person for sexual favors;
- Unwelcome touching of a sexual nature;
- Distributing sexually explicit texts, emails, or pictures;
- Physical violence, including rape and sexual assault.

A complaint of Sexual Harassment should be reported immediately to the Federal Way Public Schools Title IX Compliance Coordinator at 253-945-2000 or email titleix@fwps.org.

Policy 3205 and Procedure 3205P
Policy 3207 and Procedure 3207P

Harmful Substances

All scholars share a responsibility for maintaining an effective learning environment. The use of alcohol, drugs, and mind-altering substances of tobacco products (including e-cigarettes or vaping) by scholars is not only illegal, but also hinders their learning and is detrimental to their health. Optimal scholar support begins with the family supporting the scholar to maintain a drug-free mind and body. Additionally, the school counselor/social worker at each school provides additional contact information for drug and alcohol health agencies. All staff are responsible to enforce this policy. School administration and staff (nurse, security, and/or counselor/social worker) and the scholar's parent/guardian(s) will consult on potential support systems in the case a scholar is found using harmful substances.

Policy 3248

The possession or use of tobacco products (including e-cigarettes and vaping paraphernalia), alcohol, drugs or mind-altering substances by scholars on school property or at school sponsored activities is prohibited.

Additional requirements that impact scholars' participation in athletics and/or activities are cumulative in grades 7–12 and can be found in Activity/Athletics Conduct Expectations.

Scholars who violate the terms associated with a drug free learning environment will be subject to discipline as prescribed in **Policy 3240–Scholar Conduct**, and **Policy 3241–Discipline and Corrective Action Misconduct**.

- A scholar will not possess, use, sell, distribute, attempt to distribute, be under the influence of, or show evidence of having, used any alcohol, illegal drug or controlled substance or item which is purported to be an illegal drug or controlled substance or hallucinogen. **Procedure 3241P**
- All tobacco products and paraphernalia, including e-cigarettes and vaping paraphernalia, will be confiscated and disposed of in an appropriate manner. A parent/guardian conference with school administration or designee is required.
- Child Protective Services (CPS) will be contacted if the parents or guardians do not follow through with the recommendations. Teachers, counselors, administrators, child care facility personnel, and school nurses are required by state law to report cases of suspected child abuse or neglect to CPS.

STRATEGIC PLAN

2 Whole Child: THRIVING, CONFIDENT, RESPONSIBLE INDIVIDUALS

Every student scholar will be empowered and prepared to develop personal responsibility in order to be positive, productive members of society.

Standards-Aligned Culturally Responsive Teaching & Learning

Federal Way Public Schools is committed to developing multiple supports within the school setting and in partnership with community based organizations.

Each school provides school based counselors and/or social workers who are available to support scholars and families in connecting with support systems. Contact your child(ren)'s school directly to access the school counselor/social worker, family liaison, and/or community based social emotional supports.

Federal Way Public Schools is committed to partnering with our community-based organizations to provide critical social, emotional, and health services necessary to support scholars to making healthy life choices. Many community organizations can assist with more information to support families with financial hardship.



Harmful Substances *(Continued)*



MEASURE OF PROGRESS

There is a survey to measure progress on strategic plan Goal Two: Percent of scholars who feel their school is safe and welcoming as measured by a perception survey.

Grades PreK–4	Possession, sharing/exchanging, use	<ul style="list-style-type: none"> • Substance(s) and paraphernalia will be confiscated and disposed of in an appropriate manner. • Parent/guardian conference required. • Law enforcement agency and medical support may be contacted.
Grades 5–12	Possession, sharing/exchanging, use	<ul style="list-style-type: none"> • Parent/guardian conference required. • Safety Officer and/or School Resource Officer (SRO) and medical support may be contacted.
Grades 5–12	First offense for selling and/or delivering	<ul style="list-style-type: none"> • The scholar may be long-term suspended from the district. • Parent/guardian conference required. • Law enforcement agency will be contacted.

Health Information

COVID-19

Federal Way Public Schools is committed to following Public Health guidelines for scholars, staff, and families to reduce the spread of COVID-19.

We will encourage scholars to frequently wash their hands and/or use hand sanitizer. We will follow the required guidelines published and communicated by Public Health.

The district wants to remind parent/guardians of their responsibilities to keep their children home when they are sick or have any signs of fever; keep emergency contacts up to date; plan to pick up scholars from school immediately, if they are sick.

The district will continue to update and communicate health guidelines in compliance with the Department of Health and CDC as necessary.

MEDICATION AT SCHOOL

Washington state law permits school staff to administer medication only in limited situations. Medication is defined to mean all drugs, whether prescription or over-the-counter. **Policy 3416**

Prior to administration of any prescription or over-the-counter (OTC) medication, the following requirements must be met:

- Parent/legal guardian’s written permission must be on file giving name of medication, dosage, time, dates to be given, scholar name, parent/guardian signature, date.
- Medication orders may be accepted from any healthcare provider with prescription authority. The order must also indicate name of the medication, dosage, time, and dates

Health Information *(Continued)*

to be given including healthcare provider signature. Faxed orders are accepted. Orders are valid for a period not to exceed the current school year.

- All medication must be in the originally labeled container and labeled with scholar's name. No more than a 30-day supply will be accepted by the school.
- Medication should be brought to school by a responsible adult. All scheduled drugs such as controlled ADHD, emergency seizure medications, etc. must be signed in by the responsible adult and a designated school employee before being accepted by the school.

No scholar may give, dispense, or administer any medication or remedy to another scholar.

No medication will be administered by injection except when a scholar is susceptible to a pre-determined, life-endangering situation.

In the case of self-administered medication, the parent will submit a signed permission/release form. Such an authorization will be supported by signed and dated written orders accompanied by a treatment plan from the licensed healthcare professional. Diabetes-related medications are addressed separately in **Policy 3415**.

Scholars in preschool through 5th grade will not be in possession of over-the-counter or prescription drugs or medications/remedies on school premises unless written clearance has been received from the principal and school nurse.

Scholars in 6–12th grades will not be in possession of over-the-counter or prescription drugs or medications/remedies on school grounds except when written permission is coordinated with the school nurse.

Prescription Medications

In situations where the parent/guardian, principal and school nurse believe it is in the best interest of the scholar that the scholar should carry

the prescription medication, the scholar must carry a copy of the written permission from the parent/guardian and physician, indicating the name and dosage of the medication, plus dates and time to be given. Only one day's dosage (in an originally labeled container) will be carried by scholar (inhalers may be exempt from this requirement). This permission does not extend to controlled substances. The original permission form will be on file in the Health Room.

Non-Prescription Medication

PreK–5th grade non-prescription medications must follow all procedures for administering medications at school including written doctor's orders, written parent permission, and originally labeled container brought to school by a parent/guardian.

Scholars in 6–12th grades may be in possession of over-the-counter (non-prescription) drugs or medication/remedies on school premises under the following conditions:

- Scholar must carry written permission from parent/guardian indicating what over-the-counter medicine and dosage scholar may take. A copy of the form should be kept in the scholar's health file and discussed with the school nurse prior to taking medications.
- Scholar must carry only one school day's dosage, in the originally labeled container.

The scholar does not need to come to the health room to take the medication and may take it wherever is convenient, but they must show the parent permission when asked.

Suicide Prevention

Federal Way Public Schools recognizes that suicide is a leading cause of death among youth and that suicidal indicators such as substance abuse and violence are complex issues that should be taken seriously. While district staff may recognize potentially suicidal youth, the district cannot provide in-depth mental health

counseling. Instead, the district directs staff to refer students who exhibit suicidal behaviors to an appropriate service for further assessment and counseling.

District staff who have knowledge of a suicide threat must take the proper steps to support the student and to report this information to the building principal or designee who will, in turn, notify the appropriate school officials, the student's family, appropriate resource services, and law enforcement.

The district also recognizes the need for youth suicide prevention procedures. The district will adopt and, at the beginning of each school year, provide to all district staff, including substitute and regular bus drivers, a plan for recognizing, screening, referring, and responding to students in emotional or behavioral distress.

The district will encourage students to notify a teacher, principal, counselor, or other adult when they are experiencing depression or thoughts of suicide or when they suspect or have knowledge of another student's despair or suicidal intentions. Where appropriate, the district will use students to help educate their peers to identify the warning signs of suicidal behavior and to get a suicidal student adult help.

No scholar may give, dispense, or administer any medication or remedy to another scholar.

In an emergency, medical personnel (911) and the parent/guardian will be contacted. Please make sure your most current contact information is always updated.

Update Your Information and Notification Preferences

Parents, we need your help to make sure our communication systems work the way they're supposed to by providing complete and up-to-date contact information. In fact, you can provide a primary number as well as a secondary number, cell phone numbers, text message number, and e-mail address for up to four parents or guardians. Only custodial parents or guardians may request a change, and the student ID number is required for verification.

For more information about how to customize your notification preferences, visit www.fwps.org/ParentSquare.

For assistance with ParentSquare, contact your child's school or the Communications Department office at 253-945-2264.

Keeping Families Informed

ParentSquare

Federal Way Public Schools utilizes the ParentSquare all-in-one messaging system to communicate with our scholars' families via email, text and voice about emergencies, activities, and other school and district news. School staff, such as principals and teachers, can also use this tool to communicate with parents via email, text, and app.

We recognize the importance of keeping families informed. Our goals are to:

- Quickly and accurately inform families and staff of school cancellations due to weather or utility failures;
- Quickly and accurately inform families of their child's absence from school on a daily basis;
- Quickly and accurately inform families and staff of any emergency situations such as lockdowns or immediate evacuations due to weather-related early dismissals; and
- Enhance communications within the school community among families, administrators and staff.

The system is also used to provide families with announcements about

upcoming events such as reminders, school activities, testing, and information regarding their scholars' attendance or grades.

In the event of an emergency situation, such as a lockdown at your child's school or last minute school cancellation because of weather or utility failure, we call the number and send an email in an effort to make sure parents and guardians are notified as soon as possible.

StudentSquare

StudentSquare is an easy to use and secure communications tool for high school scholars inside the ParentSquare platform. StudentSquare allows teachers and school staff to communicate directly, safely, and securely with students in grades 9–12, and for those students to communicate directly with their teachers.

Each FWPS student in grades 9–12 automatically has an account in StudentSquare through their district enabled Google email account@p12fwps.org. Students will receive messages via email, and can also download the StudentSquare app (iOS and Android) to receive notifications directly to their phone. Students can:

- Receive messages directly from school by email or mobile app.
- Send messages to teachers or staff at their school.
- Get connected with extracurricular activities for clubs and athletics that use StudentSquare groups to communicate.
- Subscribe to calendars, RSVP to events, and use sign up sheets.

Annual Notification

Each year, the district publishes an Annual Notification publication online that provides notices required by state and federal law, and other helpful information on a variety of topics such as health related information, ChildFind, employment hiring statement, and more. These notifications are found on the district website at www.fwps.org/AnnualNotification.



Non-Discrimination Policy

The district will not unlawfully discriminate against a student on the basis of sex, race, creed, religion, color, national origin, sexual orientation, gender expression, gender identify, disability, or the use of a trained dog guide or service animal. The district provides equal access to the Boy Scouts of America and other designated youth groups. Any communication, written or oral, will be provided in a language the Complainant can understand and may require language assistance for Complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.

If you have questions or complaints regarding alleged discrimination please contact the district office at 33330 8th Avenue South, Federal Way, WA 98003 and ask for one of the following coordinators listed at right.

How to file a Complaint of Discrimination

Anyone can file a complaint that alleges discrimination in a Washington public school based on a protected class. This includes parents, students, teachers, administrators, and advocates. Follow the complaint procedure closely. If you have questions or need information, contact Human Resources at 253-945-2000.

- Complaint to the school district
WAC 392-190-065
- Appeal to the school board
WAC 392-190-070
- Complaint to OSPI
WAC 392-190-075

1. Send your written complaint by mail, fax, email or hand delivery to Human Resources.

2. School district investigates your complaint. Your Civil Rights Compliance Officer has an important role to play once the school district receives your written request. The coordinator will:

- Give you a copy of the procedure to follow for discrimination complaints.

- Make sure a prompt and thorough investigation takes place.

Important:

- At this point, you could decide to resolve your complaint immediately instead of proceeding with the investigation. The district has **30 calendar days** to respond to your complaint unless you agree on a different time period.
- If your complaint involves exceptional circumstances that demand a lengthier investigation, the district must notify you in writing with (1) why staff need this time extension and (2), a new date for their written response.

3. School district responds to your complaint. In its written response, the district must include this information:

- Summary of the results of the investigation;
- Determination that states clearly whether or not the district or charter school failed to comply with civil rights law;
- Notification that you can appeal this determination: how and where to file an appeal, and to whom it must address;
- Any measures, determined through the investigation, necessary to bring the district into compliance with civil rights law.

Important: Any necessary corrective measures will be put into effect within 30 calendar days after this written response, unless you agree to a different time period.

Appeal

If you do not agree with the determination that follows the district’s investigation of your complaint, you can file an appeal. Information about the appeal process should be included in the written responses you receive once the district has completed their investigation.

Freedom from Interference with Education

All scholars will have the right to be free from unlawful interference in their pursuit of an education while attending the public schools.

Anyone with an allegation of discrimination may request an informal meeting with the compliance officer or designated employee to resolve their concerns.

Additional information regarding civil rights can be found at the Office of Equity and Civil Rights through the Office of Superintendent of Public Instruction at www.k12.wa.us/equity/.

Civil Rights Compliance Coordinator
253-945-2000 compliance@fwps.org
Title IX Coordinator
253-945-2000 titleix@fwps.org
504/ADA Compliance Coordinator
Toni Cheever 253-945-2000 504@fwps.org

Scholar-Led Conferences

Scholar Q&A

Q: How will I know what to do?

A: Your teacher will explain all steps of the Scholar-Led Conference and will help you prepare for it. You will have a chance to practice in your classroom before the actual conference.

Q: What will my conference look and sound like?

A: You will be able to share what you are learning in school and what you are most proud of with your family.

Scholar-Led Conferences spotlight the most important person in the process: the scholar. They improve parent/guardian involvement, and bring scholars to the point where they ask their teachers, “How can I make my work better?” Scholar-Led Conferences put the scholars in charge, holding them responsible and accountable as they present their work to their parent/guardian. This type of conference is a natural progression in the quest to prepare scholars to thrive in a global society.

The purpose of the Scholar-Led Conference

The purpose of the Scholar-Led Conference is to provide the scholar with the opportunity to share with their family what they are learning in school. The scholar can share educational goals and pieces of their work from their portfolio that make the scholar especially proud. Each piece represents authentic work developed through feedback provided by the classroom teacher.

What is a portfolio? A portfolio is a collection of the scholar’s work and goal sheets, kept in a folder or large envelope. At the conference, scholars can refer to different pieces of work, called artifacts, that support the information they are sharing.



Scholar Rights

Scholars possess these substantive rights which may not be limited without good and sufficient cause:

- Scholars may not be denied equal educational opportunity or be discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental or sensory handicap.
- All scholars possess the constitutional rights to freedom of speech and press, to peaceably assemble where regular school functions can continue as planned, to petition the government and its representatives, to the free exercise of religion, and to have their schools free from sectarian control or influence, with reasonable limitations on the time, place and manner of exercising these rights.
- All scholars possess the constitutional right to be secure from unreasonable searches and seizures of their person, papers, and belongings.
- All scholars have the right to be free from unlawful interference while attending school.
- Scholars and scholars' families have the right to request interpreting services to better understand the school/district's communication regarding scholars' academic information.
- Scholars may not be deprived of the right to an equal educational opportunity without due process of law.

Student Directory Information Requests by Military Recruiters

Federal law requires the school district to provide military recruiters with scholars' names, addresses, and phone numbers unless parents have informed the district not to do so. If you do not want the school district to disclose directory information, or if you want your child's contact information withheld specifically from military recruiters, you must inform your school in writing by September 30 of each school year.

DRESS CODE

Scholars have the right to express themselves through clothing and attire. The district affirms the right of scholars to celebrate pride in their identity through their clothing, hair, etc. This includes the freedom to express gender identity and religious traditions. Scholars also have the responsibility to preserve and promote an educational setting.

The following shall be prohibited by each school's or alternative program's student dress code:

- A. Clothing presenting a reasonable expectation of a material and substantial disruption of the educational process, damage to school property, or a health or safety hazard, or anything that advocates prejudice;
- B. Clothing displaying obscene or sexual words, pictures, messages or innuendoes;
- C. Clothing displaying drug or alcohol-related words, pictures, messages, or innuendoes;
- D. Pajamas, slippers, halter tops or any shirt that is short enough to expose the stomach, pants that are unusually low riding and are worn low on the hips revealing undergarments, or shorts or skirts shorter than fingertip length;

- E. Clothing which symbolizes gang membership or which displays gang-related words, symbols, messages, or pictures.

A school's dress code may include the requirement that students wear uniforms and/or identification badges.

School personnel may ask scholars to change or cover up clothing that substantially disrupts the educational environment; that poses a safety risk to the scholar or others; that is obscene, profane, or vulgar; or that promotes illegal conduct or conduct not allowed at school. Scholars are required to comply with any school specific rules related to dress, including uniform requirements. School specific rules must be gender neutral and uniform policies must allow for affordable options. **Policy 3224**

Parent and Scholar Rights in Administering Surveys

Federal Way Public Schools' staff often use parent, staff and scholar surveys to get feedback to determine strengths and areas of need. Based on survey results, schools or the district often are able to focus in on the needs of the school or the district and plan accordingly, implementing programs or systems that effect positive changes in the school or district. **Policy 3232**

For Parent and Scholar Rights in Administration of Surveys, please refer to the following link: <https://www.fwps.org/fs/resource-manager/view/573d79a9-3de9-4110-b502-1289bc56d129>.

School Contact Information

	SCHOOL	ADDRESS	PHONE	WEBSITE
ELEMENTARY	Adelaide	1635 SW 304th St., Federal Way, WA 98023	253-945-2300	adelaide.fwps.org
	Brigadoon	3601 SW 336th St., Federal Way, WA 98023	253-945-2400	brigadoon.fwps.org
	Camelot	4041 S. 298th St., Auburn, WA 98001	253-945-2500	camelot.fwps.org
	Enterprise	35101 SW 5th Ave., Federal Way, WA 98023	253-945-2600	enterprise.fwps.org
	Green Gables	32607 47th Ave. SW, Federal Way, WA 98023	253-945-2700	greengables.fwps.org
	Lake Dolloff	4200 S. 308th St., Auburn, WA 98001	253-945-2800	lakedolloff.fwps.org
	Lake Grove	303 SW 308th St., Federal Way, WA 98023	253-945-2900	lakegrove.fwps.org
	Lakeland	35827 32nd Ave. S., Auburn, WA 98001	253-945-3000	lakeland.fwps.org
	Mark Twain	2450 S. Star Lake Rd., Federal Way, WA 98003	253-945-3100	marktwain.fwps.org
	Meredith Hill	5830 S. 300th St., Auburn, WA 98001	253-945-3200	meredithhill.fwps.org
	Mirror Lake	625 S. 314th St., Federal Way, WA 98003	253-945-3300	mirrorlake.fwps.org
	Panther Lake	34424 1st Ave. S., Federal Way, WA 98003	253-945-3600	pantherlake.fwps.org
	Rainier View	3015 S. 368th St., Federal Way, WA 98003	253-945-3700	rainerview.fwps.org
	Sherwood Forest	34600 12th Ave. SW, Federal Way, WA 98023	253-945-3800	sherwoodforest.fwps.org
	Silver Lake	1310 SW 325th Pl., Federal Way, WA 98023	253-945-3900	silverlake.fwps.org
	Star Lake	26812 40th Ave. S., Bldg B, Kent, WA 98032	253-945-4000	starlake.fwps.org
	Sunnycrest	24629 42nd Ave. S., Kent, WA 98032	253-945-4100	sunnycrest.fwps.org
Twin Lakes	4400 SW 320th St., Federal Way, WA 98023	253-945-4200	twinlakes.fwps.org	
Valhalla	27847 42nd Ave. S., Auburn WA 98001	253-945-4300	valhalla.fwps.org	
Wildwood	2405 S. 300th St., Federal Way, WA 98003	253-945-4400	wildwood.fwps.org	
K-8	Nautilus K-8	1000 S. 289th St., Federal Way, WA 98003	253-945-3400	nautilus.fwps.org
	Olympic View K-8	2626 SW 327th St., Federal Way, WA 98023	253-945-3500	olympicview.fwps.org
	Woodmont K-8	26454 16th Ave. S., Des Moines, WA 98198	253-945-4500	woodmont.fwps.org
MIDDLE	Evergreen	26812 40th Ave. S., Bldg A, Kent WA, 98032	253-945-5100	evergreen.fwps.org
	Illahee	36001 1st Ave. S., Federal Way, WA 98003	253-945-4600	illahee.fwps.org
	Kilo	4400 S. 308th St., Auburn, WA 98001	253-945-4700	kilo.fwps.org
	Lakota	1415 SW 314th St., Federal Way, WA 98023	253-945-4800	lakota.fwps.org
	Sacajawea	1101 S. Dash Point Rd., Federal Way, WA 98003	253-945-4900	sacajawea.fwps.org
	Sequoyah	3425 S. 360th St., Auburn, WA 98001	253-945-3670	sequoyah.fwps.org
HIGH	Decatur	2800 SW 320th St., Federal Way, WA 98023	253-945-5200	dhs.fwps.org
	Federal Way	30611 16th Ave. S., Federal Way, WA 98003	253-945-5400	fwhs.fwps.org
	Thomas Jefferson	4248 S. 288th St., Auburn, WA 98001	253-945-5600	tjhs.fwps.org
	Todd Beamer	35999 16th Ave. S., Federal Way, WA 98003	253-945-2570	tbhs.fwps.org
OTHER SITES	Federal Way Open Doors	31455 28th Ave. S., Federal Way, WA 98003	253-945-4590	opendoors.fwps.org
	Federal Way Public Academy	34620 9th Ave. S., Federal Way, WA 98003	253-945-3270	fwpa.fwps.org
	Internet Academy	31455 28th Ave. S., Federal Way, WA 98003	253-245-2230	iacademy.fwps.org
	TAF@Saghalie 6-12	33914 19th Ave. SW, Federal Way, WA 98023	253-945-5000	tafatsaghalie.fwps.org
	Truman Campus	31455 28th Ave. S., Federal Way, WA 98003	253-945-5800	careeracademy.fwps.org

Transportation

Federal Way Public Schools has a responsibility to provide transportation for all scholars that is in compliance with statutory requirements. Scholars arriving to the bus stop on time and exhibiting safe behaviors is a shared responsibility between the district and families to ensure that scholars arrive at school safe and ready to learn. The bus driver will create a shared understanding regarding bus safety and conduct.

A copy of the behavior expectations will be issued to scholars at the beginning of each school year, and with each new scholar registration, to be certain scholars are aware of acceptable conduct on a school bus. These rules are to be reviewed by the scholar and parent or guardian(s). Any behavior on a bus operated by Federal Way Public Schools which would impede the safe and normal operation of the bus will be deemed misconduct. Scholars, staff, and families are all committed to ensuring a culture of safety, respect, and reciprocal responsibility. **Policy 6607** and **Procedure 6607P**

SCHOLARS IN HOMELESS SITUATIONS

The district provides transportation for scholars in homeless situations which includes temporarily staying with friends and/or family members. Scholars can lose transportation access if bus sanctions are administered and/or the scholar does not let transportation know when they will not be using the transportation on any given day. **Policy 3115** and **Procedure 3115P**

For more information on scholars in homeless situations (McKinney-Vento), please contact the Office of Equity for Scholar and Family Success at 253-945-2000.



Scholars, staff and families are all committed to ensuring a culture of safety, respect, and reciprocal responsibility.

BUS CONDUCT

Expectation	Riding the Bus	Entering/Exiting Bus
Be Safe	<ul style="list-style-type: none"> Stay seated and face forward. Keep hands, feet, and objects to yourself. Report unsafe behavior to driver. Keep aisles clear. 	<ul style="list-style-type: none"> Cross street only when driver motions it is safe. Walk away from bus after you exit. Give others space in line. Stay a safe distance from bus until the door opens.
Be Respectful	<ul style="list-style-type: none"> Follow driver's directions. Respect others' property. Use kind language and actions. 	<ul style="list-style-type: none"> Wait your turn. Sit down quickly. Load the bus from back to front. Greet others and respond to greetings.
Be Responsible	<ul style="list-style-type: none"> Keep bus clean. Use quiet voices. Keep food/drink in backpack and belongings with you. Stay seated: no more than two per seat. 	<ul style="list-style-type: none"> Be on time to bus stop. Be aware of surroundings. Get on and off bus at your bus stop.

Our number one priority is keeping each and every scholar safe at all times. We are committed to supporting our young drivers and believe all scholars will make responsible driving and parking decisions at all times.

Vehicles On School Property

Parking on school district parking lots and/or property is at the owner's/driver's own risk including during periods of inclement weather. The school district does not assume responsibility for damage to or loss of privately owned vehicles or property in vehicles caused by other scholars, visitors, staff, and/or inclement weather, or other natural disaster-related causes.

- Each school will implement parking fees and regulate parking on school property.
- The school will annually notify scholars and parents of these fees, rules and regulations. Any fees associated with parking are for maintenance and repairs, not to assure security of persons, vehicles or vehicle contents.

- The authority of law enforcement agencies to regulate motor vehicle ordinances will extend to school district property.
- Vehicles illegally parked may be towed away at the owner's expense.
- In terms of scholar conduct rules and potential disciplinary actions, "possession" of alcoholic beverages, illegal chemical substances or opiates, firearms, or a dangerous weapon, or other contraband will also extend to a scholar's vehicle.

Use of motor-driven vehicles on school property by scholars, visitors, and school employees will be regulated in the interest of safety. A scholar who does not conform to the above rules will be subject to corrective action.

Policy 3243



Appendix

Policy/Procedure in blue referenced in handbook

For full policy and procedure language, please go to www.fwps.org/about-us/administrative-policies-procedures

POLICY NAME	POLICY NUMBER
Electronic Information System (Networks)/Student User Agreement	2022, 2022P, 2022.2P, 2022.2P SPL, 2022.2P KOR, 2022.2P RUS
Suicide Prevention	2145
Interscholastic Activities	2151, 2151P
Special Education and Related Services	2161, 2161P
Education of Students with Disabilities under Section 504	2162, 2162P
Age, Qualifications, and Placement	3110, 3110P
Part-time Students	3114
Homeless Students: Enrollment Rights and Services	3115, 3115P
Students in Foster Care	3116, 3116P, 3116F
Enrollment and Attendance Records	3120, 3120P, Addendum: Student History
Student Attendance Requirements and Expectations	3121, 3121P
Excused and Unexcused Absences	3122, 3122P
Withdrawal Prior to Graduation	3123
Removal/Release of Students during School Hours	3124, 3124P
Child Custody	3126
District Attendance Areas	3130
Choice Enrollment	3131, 3131P
Release of Resident Students	3140, 3140P, Form 211-ChoiceRequestTransfer
International Exchange Students	3142, 3142P
District Notification of Juvenile Offenders	3143
Release of Information Concerning Student Sex Offenders	3144, 3144P
Student Rights and Responsibilities	3200
Civility	3203
Sexual Harassment of Students Prohibited	3205, 3205P
Prohibition of Harassment, Intimidation and Bullying	3207, 3207P, 3207 (F1), 3207 (F1) RUS, 3207 (F1) KOR, 3207 (F1) SPL, 3207 (F1) UKR, 3207 (F2), 3207 (F3)
Notification of Threats of Violence or Harm	3208, 3208P
Nondiscrimination	3210, 3210P
Transgender and Gender—Nonconforming Students	3211, 3211P
Freedom of Expression	3220, 3220P
Distribution of Materials	3222, 3222P
Freedom of Assembly	3223
Student Dress	3224, 3224P
Gang Activity or Association	3225, 3225P
Student Privacy and Searches	3230, 3230P

Policy/Procedure in blue referenced in handbook

POLICY NAME	POLICY NUMBER
Student Records	3231, 3231P
Parent and Student Rights in Administration of Surveys	3232
Student Conduct	3240
Discipline and Corrective Action for Student Misconduct	3241, 3241P
Closed Campus	3242
Vehicles on School Property	3243
Prohibition of Corporal Punishment	3244
Use of Telecommunication/Electronic Devices	3245
Tobacco, Alcohol, Illicit Drugs and Mind-Altering Substances	3248, 3248P
Student Safety and Welfare	3400
Student Health	3410
Vision and Hearing Screening	3411
Automated External Defibrillators (AEDs)	3412, 3412P
Student Immunization and Life-Threatening Conditions	3413, 3413P
Control of Infectious Diseases	3414
Accommodating Students with Diabetes	3415, 3415P
Medication at School	3416, 3416P
Catheterization	3417
Emergency Treatment	3418, 3418P
Self-Administration of Asthma and Anaphylaxis Medication	3419, 3419P
Anaphylaxis Prevention	3420, 3420P
Child Abuse, Neglect and Exploitation Prevention	3421, 3421P
Student Sports—Concussion and Head Injuries	3422, 3422P
Student Fees, Fines, and Charges	3550, 3550P
Regulation of Dangerous Weapons on School Premises	4210
Use of Tobacco on School Property	4215
Student Conduct on Buses	6607, 6607P

Thank you

to the Rights & Responsibilities
district committee for its input along
with our scholars and families who
provided feedback.



FEDERAL WAY PUBLIC SCHOOLS

The information contained in this handbook was current at the time of printing. Federal, state and local laws may influence updates to district policies and procedures, and the most current version of the handbook can be found on the www.fwps.org website. All policy and procedures can be found at Federal Way Public Schools: **www.fwps.org/about-us/administrative-policies-procedures**