

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

2024-25

ATHLETIC HANDBOOK



FEDERAL WAY
PUBLIC SCHOOLS

| FWPS.ORG

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.

BELIEF

- 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 student 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 2024–2025 school year!

At Federal Way Public Schools, we are dedicated to the success of every scholar, both academically and socially-emotionally.

Our activities and athletics programs extend this commitment by offering comprehensive and challenging opportunities that enhance the educational experience. These programs focus on teaching sportsmanship, teamwork, and respect for competitors, officials, opposing team members, and fans. This aligns with our strategic plan Goal 2, ensuring all scholars become thriving, confident, and responsible individuals.

This handbook provides important information and expectations regarding scholar behavior, policies, and the rights and responsibilities of scholars and their families. If you have any questions, please contact John Yellam, our Director of Equity and Athletics.

Thank you for partnering with us to support our scholars in their activities and athletics.

Have a great school year!

Dr. Dani Pfeiffer
Superintendent
Federal Way Public Schools

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.

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.



STUDENT LEARNING

* High priority measures - priority emphasis during the implementation phase

goals measures of progress equity means

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.





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 Event Manager**
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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 fwps.org website. All policy and procedures can be found at Federal Way Public Schools www.fwps.org/about-us/administrative-policies-procedures

2024 – 25

ATHLETIC HANDBOOK

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Federal Way Public Schools Nondiscrimination Statement

Federal Way Public Schools does not discriminate in any programs or activities on the basis of race, color, national origin or ethnicity, religion, creed, sex or gender, sexual orientation, gender expression or identity, age, marital or family status, veteran or military status, 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.

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 below.

Civil Rights Compliance Coordinator
 compliance@fwps.org | 253-945-2000

Title IX Coordinator
 titleix@fwps.org | 253-945-2000

504/ADA Compliance Coordinator
 Executive Director of Student Support Services
 504@fwps.org | 253-945-2000



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.



Federal Way Public Schools is committed to sportsmanship in it's highest form. We will continue to have a student centered focus at all athletic events.

COVID-19 Athletics Update

As we transition into full athletic activities for the 2024–25 school year, FWPS will follow the recommendations from the Washington State Department of Health (DOH) and Washington Interscholastic Activities Association (WIAA). We will continue to monitor the situation and make decisions based on guidance from the WIAA and DOH.

North Puget Sound League (NPSL)

3A

- Auburn
- Mountainview
- Decatur
- Enumclaw
- Federal Way
- Kent Meridian
- Kentlake
- Thomas Jefferson
- Todd Beamer
- White River

4A

- Auburn
- Auburn Riverside
- Kennedy Catholic
- Kentridge
- Kentwood
- Mount Rainier
- Stadium
- Tahoma

NPSL Sportsmanship Code

The NPSL emphasizes sportsmanship through its sportsmanship code:

Show pride, class, spirit and respect. Display modesty in victory and graciousness in defeat. Please enjoy the game and promote good sportsmanship. In the North Puget Sound League, everyone is a winner.

NPSLathletics.org

- Game schedules
- Playoff information
- Season standings
- NPSL handbook
- Directions to game sites
- Contact information

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 to 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.
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 are responsible, concerned about their health, and refrain from using drugs, alcohol, and/or any tobacco products (including e-cigarettes and vaping).

Harassment, Intimidation and 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.

Reporting will initiate an investigation and parent/guardian will be informed of the outcomes of the investigation. The school will work with the parent/guardian to decide 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, Scholar, and Family Success at 253-945-2000 to appeal. Information offered in various languages at 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 to 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://www.fwps.org/fs/resource-manager/view/92b22f74-6a19-4a8c-b37b-51291b850c06>

<https://www.fwps.org/fs/resource-manager/view/ee1b41d7-9d09-4aa0-8827-4549d0dcac66>

<https://www.fwps.org/fs/resource-manager/view/e4f8fe78-f05d-4777-be33-8c8c1a98b768>

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 he/she 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**

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

Athletic Code

Alcohol, Anabolic Steroids, Illegal Drugs, Tobacco Products (including e-cigarettes), and Misuse of Prescription and Over-the-Counter Drugs

At all times during the athletic/activity season, scholars are to abstain from illegally using, possessing, selling, distributing or being under the influence of alcohol, anabolic steroids, illegal drugs, or tobacco products (including e-cigarettes), or misusing prescription or over-the-counter drugs.

Unsportsmanlike Conduct

An athlete will exhibit appropriate conduct in practices and/or contests. First offense: verbal warning. Repeated offenses may include removal from activity for a period of time specified by the coach.

Attendance at School

An athlete will attend school for at least one half day on the day of an athletic contest.

Penalty: If an athlete receives an unexcused absence for any portion of the day, the athlete will be ineligible to participate in contest on that day. If excused, the athlete may participate if he/she was in attendance for one half day or more.

Absence from Practice

An athlete is expected to be in attendance at all team practices unless excused for illness or by prior approval. The penalty for unexcused absence may include ineligibility to participate in the next contest.

Violation of Law on School Grounds

When a scholar is found guilty of committing an illegal act while on school grounds or at a school activity, the corrective action will depend upon the nature of the violation.

Repeated Offense

If a scholar repeatedly violates one of the above rules, he/she may be removed from the team for the remainder of the sports season. All scholar participants must meet the eligibility requirements of the Washington Interscholastic

Activities Association (WIAA), with the exception that the academic eligibility requirements listed below will substitute for the WIAA academic requirements. A copy of the WIAA eligibility requirements will be provided to each scholar who participates or turns out for a sport or activity prior to any practices. In addition to this Athletic Code, all the rules of the district will apply where appropriate. In addition to any other corrective action described in the Federal Way Public Schools Rights & Responsibilities Handbook, scholars who violate rules regarding the use of alcohol, anabolic steroids, drugs or tobacco products (including e-cigarettes) will be subject to the following sanctions.

Violations and Penalties: Alcohol, Anabolic Steroids and Illegal Drugs

Parent/guardian must be involved in these processes and law enforcement authorities will be contacted:

1. **(First Offense) Alcohol, Anabolic Steroids, Illegal Drugs:** Sale or delivery in school, on adjacent property or at school functions will result with the expulsion of the scholar from the school district and be immediately ineligible for interscholastic competition for the duration of the expulsion.
2. **Possession or use:** The scholar will be immediately ineligible for interscholastic competition for a term of forty (40) school days. The period of ineligibility may be modified by up to twenty (20) school days if a scholar self-reports the incident and/or participates in an assessment by an agency approved by Federal Way Public Schools and follows the recommendations(s) made by that agency.
3. **Not immediately leaving a situation where above-mentioned substances are being used:** Scholar will be immediately ineligible for interscholastic competition for not less than five (5) days to no more than fifteen (15) school days.

The period of ineligibility may be modified if a scholar self-reports.

4. **(Second Offense) Alcohol, Anabolic Steroids, Illegal Drugs:** For a second violation of numbers 1, 2, or 3 above, the scholar will be immediately ineligible from participation in any district activity/athletic program for one calendar year from the date of the second violation.
5. **(Third Offense) Alcohol, Anabolic Steroids, Illegal Drugs:** For a third violation of numbers 1, 2 or 3 above, the scholar will be permanently prohibited from participation in any district interscholastic activity/athletic program.

Violations and Penalties: Use or Possession of Tobacco Products (including e-cigarettes)

Parent/guardian must be involved in these processes:

1. **(First Offense) Tobacco Products (including e-cigarettes):** The scholar will be suspended from any district interscholastic activity/athletic program for ten (10) school days. In order to regain eligibility for the current school year a scholar must also enroll in and complete a smoking/tobacco use cessation class.
2. **(Second Offense) Tobacco Products (including e-cigarettes):** The scholar will be suspended from any district interscholastic activity/athletic program for twenty (20) school days. In order to regain eligibility for the current school year the scholar must also enroll in and complete a smoking/tobacco use cessation class, as well as participate in an at-risk assessment and agree to follow the recommendations of the assessment.
3. **(Third Offense) Tobacco Products (including e-cigarettes):** The scholar will be suspended from any district interscholastic activity/athletic program for ninety (90) school days. In order to regain eligibility for the current school year the scholar must also enroll in and complete

a smoking/tobacco use cessation class, as well as participate in an at-risk assessment and agree to follow the recommendations of the assessment.

Appeals Process for Discipline for Violations Pertaining to Illegal Drugs, Alcohol, Anabolic Steroids, Tobacco Products (including e-cigarettes), or Ineligibility Due to Grades

There will be an Appeals Board for violations involving illegal drugs, alcohol, anabolic steroids and tobacco products (including e-cigarettes), and ineligibility due to grades. The Appeals Board will be composed of a minimum of three (3) district representatives comprised of athletic directors or administrators representing the scholar's school and at least two (2) other schools at the same level, i.e., high school or middle school. The administrator who issued the school/athletic discipline may not serve as a member of the Appeals Board (however, may be present at the hearing). The scholar may invite up to two (2) personal advocates. The athletic director, activities director, administrator, coach, athletic liaison and district administrator will be selected by the Deputy Superintendent or designee. Appeals for all violations named above will be made in writing within three (3) days of notification of ineligibility to participate in athletics or activities pursuant to this policy to the Deputy Superintendent who will select and convene the Appeals Board within five (5) business days of receipt of the request to appeal. Subsequent to the ruling of the Appeals Board, the scholar, parent, or guardian upon two (2) school business days' prior notice, will have the right to present a written and/or oral appeal to the Deputy Superintendent/designee of the district. Subsequent to the ruling of the Deputy Superintendent/designee, the scholar, parent, or guardian, upon two (2) school business days' prior notice will have the right to present a written and/or oral appeal to the Superintendent/designee. An activity/

athletic suspension will remain in force until the appeal process is complete.

Academic Eligibility for Participation in Interscholastic Activities

To be eligible for participation in interscholastic competition, a scholar must meet the following academic requirements: Enrolled in at least four (4) credits, and receive a passing grade at the semester in each class the scholar is enrolled (see **Policy 2420**). Schools will monitor each participant's grades every six (6) weeks during the semester. To maintain academic eligibility during the semester, the scholar must have a passing grade in each class. The scholar with failing grades at the six (6) and twelve (12) week grade checks, will regain eligibility as soon as the teacher verifies the scholar's grade is passing. Ineligible scholars may continue to practice but may not participate in any interscholastic activity, competition or performance during the period of ineligibility (see **Policy 2420**). The scholar and his/ her parent/guardian are responsible for establishing a work plan with individual teachers to improve grades to meet eligibility requirements. Participation in activities/athletics as a written part of the scholars Individualized Education Plan (IEP) will be governed by the language established in the IEP. Middle schools may modify these requirements to meet specific building or program needs, with prior approval of the Superintendent.

WIAA Academic Intervention

Please refer to section **18.8.6** in the WIAA Handbook at:

<https://www.wiaa.com/handbook/>

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



Coaches Contract

All coaches employed by Federal Way Public Schools are bound to the Federal Way Coaches Association Bargaining Agreement negotiated between the Federal Way Education Association (FWEA), a sub unit of the Washington Education Association (WEA), and the Board of Directors of Federal Way Public Schools. Current contracts are available at the Human Resources Office at the Educational Service Center, or online at www.fwps.org.

Coaches

High School to Middle School Spring Contact

High School Athletic Directors/Administrators may schedule one general sports information meeting at the feeder middle school. The time and place of this meeting is at the discretion of the middle school administration. The purpose of this meeting is to disseminate information about the high school athletic program emphasizing fall sports, introduce members of the coaching staff, and create preliminary rosters. Middle school athletes are prohibited from participating in any high school spring camp, league, open gym, or any one-on-one contact with high school coaches until after the last middle school athletic event of the year.

Open Gym

Schools may conduct open athletic facilities (gym, pools, field, and track) in the off season if all of the following conditions are met:

- Scholars have a choice of activities;
- Activities are open and advertised to all members of the student body;
- No coaching or drilling of the athletes attending occurs;
- Supervision is provided by any individual approved by the school district; and
- Participation in open gym cannot be a requirement or conditions of participation on a school team.

WIAA Guidelines: Coaches, Stipends and Gifts

Philosophy of Coaches

Coaches are primarily responsible for imparting valuable educational experiences to scholar participants. Therefore, the WIAA believes that all coaches should have training in at least the essential areas of study required for a physical education teacher's endorsement in Washington secondary schools and the NFHS Coaches Education Program.

23.1.0 Employee of the District

No school team or individual contestant will be eligible to represent a school in an athletic contest unless the coach is an employee of the school district in which he/she coaches. This requirement applies to all paid and/or volunteer coaches. Volunteers become representatives of the district, and may serve as coaches, only upon registration, approval and authorization of the school district Board of Directors.

23.1.1 Coaching stipends and all gifts to a coach exceeding a total of \$500 in a season must be approved by the school's board of directors.

Communication Tools for Coaches: ParentSquare and FinalForms

- **ParentSquare** and **FinalForms** are the *only* communication tools that are used by coaches to communicate team messages with parents via email, app, texting and voice and with scholars via email and app (grades 9-12). For more information, please visit our website at www.fwps.org/communications.
- ParentSquare allows for safe communication between coaches and scholar athletes/families.
- Resources for parents/guardians and scholars are in the Parent Portal at www.fwps.org/families.
- Contact your school principal to set up your ParentSquare account.
- AD's and Coaches will have the ability to send emails to families and student athletes in FinalForms.



Guidelines | Summer Camp

Guidelines and Procedures for Summer Camp Approval

- Applicants must submit a Summer Camp Proposal, Camp Flyer, and Facilities Use Form to the building principal and building athletic director for approval.
- The Athletic Director will determine if the activity and proposal meets all WIAA and district regulations.
- Camp participants must have a current physical examination, parent/guardian permission, and acknowledgement of concussion and sudden cardiac arrest information sheet.
- Applicant must attach budget indicating all revenues and expenditures, including staffing costs.
- Camp Proposal, Camp Flyer, and Facilities Use Form submitted Director of Athletics and Business Services for final approval. Due by the end of May.

Camp Proposal must include the following information:

- Name of camp
- Purpose
- Camp Director
- Location

- Date
- Camp cost
- Participant ages
- Staffing
- ASB or Booster Club
- Contact information
- Camp Flyer
- Camp Registration Form w/ concussion and sudden cardiac arrest information.
- Principal & Athletic Director approval
- Facility Use Form

Camp Requirements

- Participants will register and pay the required fees through the school's ASB or Booster Club.
- Middle School and High School camp participants must have a current physical.
- All Purchases approved through the school's ASB or Booster Club.
- All camp supervisors must be district approved. Non-district employees must complete all requirements through Human Resources.
- The camp director will submit timesheets to the ASB or Booster Club for payment of camp staff.

Guidelines | Athletic Forms Required for Participation

Student athletes entering grades 6–12 are required to register using the on-line system provided by **FinalForms**. This includes participation in any sport, including conditioning, tryouts, and practices. The following forms are required for participation.

- Eligibility Form
- Athletic Participation Form
- Medical Emergency Authorization Form
- Physical Examination Form

Physicals are valid for two years and the original copy must be on file with the Athletic Office.



Guidelines | Summer Athletic Activities

TEAM PRACTICES, WEIGHT ROOM, CONDITIONING, OPEN GYM/FIELDS

1. Federal Way Public Schools allows district employed coaches to seek approval to organize and conduct summer athletic activities on district facilities and/or grounds.
2. Approved activities must comply with all WIAA and FWPS Rules and Regulations.
3. Participation in summer athletic activities are open and available **ONLY** to scholars properly registered and enrolled at the school.
4. Proper supervision must be present at all times.
5. The High School Athletic Director is responsible for the review, final approval and administrative oversight of all summer athletic activities conducted by their respective school.
6. Incoming 9th graders are not allowed to participate in summer activities until the conclusion of the Middle School spring sport season.
7. Volunteer coaches must be fully cleared and under the direct supervision of the head coach at all times.
8. All summer **outdoor** conditioning practices must be held in the morning hours and concluded prior to **noon**.
9. **Summer Athletic Activities Approval Form** must be submitted and approved by prior to June 1.

Building Athletic Directors are responsible for activity approval and compliance to ensure scholar safety.

Athletic Directors Must Ensure:

- All coaches have completed the WIAA and FWPS training requirements with the certification of completion on file with the building Athletic Director's office:
 1. First Aid & CPR/AED
 2. Sudden Cardiac Arrest
 3. Concussion Management
 4. Safe Schools "What Every Coach Needs to Know"
- All conditioning workouts are optional and must comply with WIAA and FWPS regulations.
- All scholar-athletes are fully cleared and registered on FinalForms.
- All scholar-athletes have a current physical examination on file at the school.
- A written practice plan including times and duration of practice must be authorized and on file in the athletic office.

Coaches are Required to:

- Possess at all times, medical emergency information for every scholar-athlete.

- Head coaches are required to have an Emergency Plan on file with the building Athletic Director. Emergency plan must include location of the nearest AED.
- **Refer to Heat Index Guidelines for hydration schedule and practice duration/intensity model during times of high heat. Coaches should always:**
 - Be aware of adverse weather conditions, constantly monitor athletes for any signs of heat related challenges and make proper adjustments to modify workout times and intensity as necessary.
 - Allow additional and ample hydration schedule during times of high heat
 - Move workouts indoors, postpone, or cancel outdoor activities when appropriate.
 - Monitor all students with additional attention to those who you know to have asthma, respiratory or heart conditions. Direct these students to reduce activity, increase rest periods, and increase hydration.



WIAA Enrollment Guidelines | TRANSFERRING SCHOLARS

18.12.0 TRANSFERRING STUDENTS

- After residing in, registering with, attending, or participating with a middle level or high school, students changing enrollment to/from one school district to another school district or from one high school to another high school within a multiple high school district shall be considered transferring students. In order to be eligible for varsity competition, transferring students must meet the transferring student requirements of **18.12.1**, **18.12.2**, **18.12.3**, or be granted a waiver under **18.14.0** and **18.27.3**. This section shall also apply to those students receiving home based instruction. NOTE: Refer to Article **3.1.1** for the status of a private school district.

18.12.1 A student who is ineligible in a member school for interscholastic activities may not become immediately eligible at another member school without completing the conditions of ineligibility.

18.11.2 The following students who are attending a member school shall be deemed to meet the residence rule requirement and transferring student rule requirements:

- A. A student whose transfer is based on a bona fide change of residence to a new school (district) due to an actual physical relocation of and with the entire family unit to a different residence and preceded by termination of all occupancy of their previous residence (unless subject to **18.11.4** or **18.12.2.H**).
- B. A student attending a school outside of their residence district for one (1) calendar year or more is eligible thereafter at that school provided the enrollment/attendance is continuous.
- C. A student whose parent(s) or legal guardian(s) reside at different abodes as the result of a divorce or court approved legal separation is allowed one (1) transfer between parents or guardians after entering the ninth (9th) grade without being restricted to sub-varsity competition for one (1) year.

D. A student who is under commitment to the Department of Social and Health Services, a student who is on juvenile parole status and a student who has been adjudicated as a ward of a juvenile court where residence is the result of assignment by the government entity charged with their care.

E. A student who has a residence change because of the death of a member of the family unit or military deployment in order to reside with a relative.

I. Provided all other conditions of eligibility are met, a student who has established their athletic eligibility at a high school of choice, public or private, located outside their resident public school during the window of transfer described above, will be required to have continuous enrollment at the established school of choice regardless of any family unit move within the student's original or chosen resident public school district attendance boundaries.

18.12.3 A student attending a member school for one (1) calendar year or more is eligible in the same school/school district during subsequent attendance, so long as the enrollment/attendance is continuous.

18.14.0 RESIDENCE RULE WAIVER - Transferring students, unless eligible via **18.11.0** through **18.12.0**, shall be deemed to have transferred at will and must apply to the WIAA District Eligibility Committee for a waiver of the Residence Rule. Such an application shall be processed under the appeal provisions contained in **Article 19** of the WIAA Handbook. The procedure for evaluating a transferring student's application will be as follows:

- **18.14.1** The student must meet all other eligibility requirements of **Article 18** of the WIAA Handbook.
- **18.14.2** The student must establish a hardship as defined under the provisions of **Article 19.1.0** and as determined by the District Eligibility Committee. A. A student transferring from a school of choice

may gain eligibility only at their resident public school if granted a hardship.

- **18.14.3** There can be no evidence that either the student transferred for the purpose of participating in interscholastic athletics or transferred as a result of having been recruited for the purpose of participating in interscholastic athletics.
- **18.14.4** In addition to the above requirements, the District Eligibility Chairperson shall, as an added condition of eligibility, require that a transferring student submit a WIAA Previous School Statement. A copy of the signed form must be retained on file in the school office for the duration of the student's attendance at that school.



Recognizing the unique developmental needs of the middle school scholars, Federal Way Public Schools promotes activities that build scholar success through active participation, increased skill building, and positive sportsmanship.



Middle School Philosophy

Participation

- Emphasize participation over win/loss records
- Balance competition with cooperation
- Encourage lifelong participation in activities
- Emphasize having fun

Skill Building

- Develop age appropriate skills
- Focus on fundamentals
- Develop skills as a foundation for improvement

Sportsmanship

- Develop a positive team attitude
- Encourage, cooperate, and collaborate with peers
- Present positive adult role models that demonstrate self-control and mutual respect.

Middle School Coaches Will Understand:

- Scholars have varying levels of ability, and coaches need to present a program developmentally appropriate for all scholars
- Positive encouragement is the strongest tool for learning
- Coaches should provide a safe environment for scholars to “risk” and grow
- Activities should be meaningful and fun

- Fundamentals and practice are building blocks for a successful athlete
- Coaches are a key role model
- Every team member’s responsibility is to encourage one another
- Today’s superstar could be tomorrow’s bench warmer and vice versa
- The importance of commitment and responsibility

Scheduled Contest

Scheduled contests may not be changed by competing schools due to player or coach availability. Schedule changes are allowed due to extenuating circumstances and authorization from the Athletic Director from the respective schools. Extenuating circumstances may include school program conflict, facility conflict, bereavement, emergency school closure or weather cancellations. Other extenuating circumstances must be approved by the FWPS Director of Athletics. The Commissioner will notify the league of the approved schedule change.

Practice

The Federal Way Public Schools middle school sports are limited to two hour practices. Practice days are Monday through Friday. Saturday and holiday practices are not allowed. Coaches are expected to practice on all school days during the sport season—excluded early release days.



Legal Duties of a Coach

- **Duty to Plan:** A coach must demonstrate awareness of the maturity, physical development and readiness of athletes with appropriate plans for instruction, conditioning and supervision.
- **Duty to Supervise:** A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an appropriate manner. This duty requires supervisors to make sure facilities are locked and that scholars are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviors. Supervision responsibility also pertains to athletic administrators who are expected to be able to supervise coaches or competition.
- **Duty to Assess Athletes Readiness for Practice and Competition:** Athletic administrators and coaches are required to assess the health and physical or maturational readiness skill and physical condition of athletes. A progression of skill development and conditioning improvements should be apparent from practice plans. Athletes must also be mentally screened in accordance with state association regulations before participating in practice or competition.
- **Duty to Maintain Safe Playing Conditions:** Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective indoor and outdoor facilities or hazardous environments.
- **Duty to Provide Safe Equipment:** Courts have held athletic supervisors responsible to improve unsafe environments, repair or remove defective equipment or disallow athlete access.
- **Duty to Instruct Properly:** Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to the enhanced progression of player knowledge, skill, and capability.
- **Duty to Match Athletes:** Athletes should be matched with consideration for maturity, skill, age, size, and speed.
- **Duty to Condition Properly:** Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities.
- **Duty to Provide Emergency Care:** Coaches are expected to be able to administer standard emergency care (first aid, CPR) in response to a range of traumatic injuries
- **Duty to Design a Proper Emergency Response Plan:** Coaches must design plans to ensure an expedited response by EMS and an effective transition to the care and supervision of emergency personnel.
- **Duty to Provide Proper Transportation:** in general, bonded, commercial carriers should be used for out of town transportation. Self or family transportation for local competition may be allowed if parents have adequate insurance coverage for team members other than their family members. (Follow school district guidelines.)

Several obligations or duties have been identified as absolute requirements for coaches and athletic administrators. These standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts. It is important that all coaches, including assistants and volunteers, know and understand the following duties. This is not all-inclusive but is generally accepted as the “Legal Duties of Coaches” by the NFHS (National Federation of High Schools) and National Interscholastic Athletic Administrators Association.



Specific Tips for Dealing with the Media

Remember, the image you project not only reflects upon you, but upon your team and Federal Way Public Schools as well. You are encouraged to contact the Communications Office for assistance if you feel you need help with the proper techniques for handling media. Some tips are listed below:

- Organize your thoughts before a scheduled interview so that you are sure about the points you want to communicate. Treat all interviews the same whether it is for The Seattle Times or one of the local papers.
- Be sure to understand the reporter's question before answering it. Ask for clarification if the question is not understood.
- Be wary of an "off the record" situation. It is usually not in your best interest to do interviews in this manner as it may be left open to interpretation as to what is or is not "off the record."
- If possible, try not to be evasive or to answer "no comment", as it raises suspicions. It is better to answer, "I am not familiar enough with that issue to give a fair answer."
- Do not become overly sensitive about a particular question or a particular story. With very few exceptions, reporters who cover our athletics program are fair and are not out to "get somebody."
- Do not criticize other district coaches or teams in the media. If you have concerns, share them with your school athletic director, not the public.

Media Guidelines

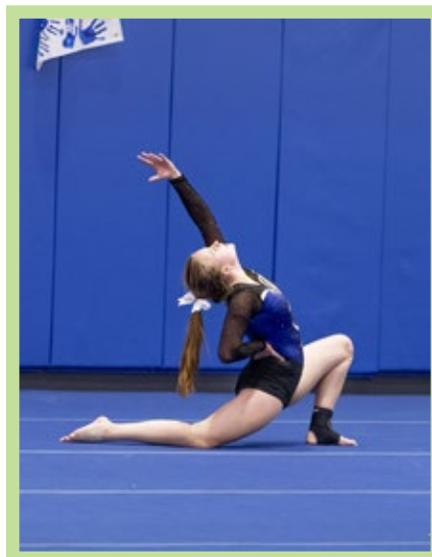
FOR FWPS ATHLETIC COACHES AND DIRECTORS

You have a responsibility to Federal Way Public Schools, our community, scholars, parents and guardians who are interested in our athletic programs, to cooperate with the media whenever possible.

Always remember—when dealing with the media—to present an image that is consistent with the ideals and high standards of Federal Way Public Schools.

View the media as friends, not adversaries. The longer you coach a team, the more likely you might develop a personal relationship with some of the media representatives regularly covering your team. While we encourage these relationships, remember that, regardless of what is said, a reporter's first obligation is to report the news. Don't say it if you don't want to see it in print.

On rare occasions, the general tone of an interview is such that you may not be comfortable continuing an interview. Should this occur, please notify the Communications Office. In general, when speaking to the media, be confident, courteous, and prompt.



Coaches Must Respect Scholars' Privacy Rights

Coaches must adhere to Federal Educational Rights and Privacy Act (FERPA) requirements when sharing scholar information. FERPA is designed to protect the privacy of scholars. This law says there are situations in which scholar information can legally be shared. But it also gives parents/guardians the option of forbidding the release of that information in all but extremely limited situations.

Sharing scholar information with the media or with coaches/staff outside of the school district can easily be in violation of this federal law. Do not share information that may violate the privacy of a player, including academic standing, whether he or she is on your team or another team, without getting guidance from the Communications Office or the district's athletic director.

Generally, schools must have written permission from the parent/guardian or eligible scholar in order to release any information from a scholar's education record. However, FERPA allows schools to disclose records, without consent, to the following parties or under the following conditions (**34 CFR Section 99.31**):

- School officials with legitimate educational interest;
- Other schools to which a scholar is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a scholar;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Follow us on Twitter:
@FWPSAthletics



Media Guidelines

FOR FWPS ATHLETIC COACHES AND DIRECTORS } CONTINUED

What is Directory Information?

Schools may disclose, without consent, “directory” information such as a scholar’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible scholars about directory information and allow parents and eligible scholars a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible scholars annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, scholar handbook, or newspaper article) is left to the discretion of each school.

Social Media

Any athletic director or coach who would like to have a social media (i.e. Facebook, Twitter) account must take training with the Communications Office and sign a social media agreement. This is for the protection of scholars and FERPA rights.

Director of Athletics

The Director of Athletics and Chief of Communications must have access to all school district sports-related social media accounts.



ASB and Booster Clubs

Parent/guardian support groups are needed, helpful and necessary because schools will always need money and will always find use for it. There are many enthusiastic and caring parents who are willing to help but don't know all the implications of their involvement. Make sure your Boosters are working for your program.

ASB Funds—Public Funds

- Activities conducted with the approval, and at the direction or under supervision of the school district and controlled by the school board and regulated by State Law
- **WAC 392-138-010**—ASB program activity is conducted in whole or in part or behalf of an Associated Student Body during or outside regular school hours or within or outside school grounds or facilities.

Booster Club Funds—Private Funds

- Activities conducted at the direction or under the supervision of a Booster Club.
- Registered with the WA Secretary of State
- Controlled by the Booster Club's Board of Directors
- Regulated by the Articles of Incorporation
- Independent non-profit corporation
- Tax exempt— 501 (C) (3)
- Booster Club must assure that all activities are under its direct control and supervision
- FWPS allow schools to have an ALL School Booster Club. Individual Booster Clubs are not allowed
- The building Athletic Director is responsible for the oversight of the booster club and ensures that the use of fundraising, donations, and booster clubs does not favor one sex over another.

- A Booster Club can hold two unlicensed raffles every calendar year, provided you have been granted 501 c-3 status by the IRS. If not registered with the IRS you cannot hold a raffle.

ASB or Booster?

What turns a parent/guardian group fundraiser into an ASB activity?

- The cash receipts are given to the school ASB secretary and/or stored in the school safe.
- The scholars handle the cash receipting reconciliation process
- The inventory is purchased by the ASB and the scholar officer signs a purchase order.
- The school district holds an inventories the goods for resale.
- A majority of the work is performed by scholars
- The parent/guardian group uses the school name (without adding "booster")
- District facilities use not following per district policy
- School district personnel are involved during staff time

WIAA 23.1.1 Coaching stipends and all gifts to a coach exceeding a total of \$500 in a season must be approved by the school's board of directors.

Resources

National Federation of State High School Associations (NFHS)
www.nfhslearn.com

Washington Interscholastic Activities Association (WIAA)
www.WIAA.com

West Central District 3
www.wiaadistrict3.com

North Puget Sound League
www.NPLSathletics.org

College-Bound Scholar-Athlete
www.wiaa.com/initialeligibility

North American Booster Club Association
www.boosterclubs.org

Head Coach Budget Responsibilities

Purchasing Procedures

- The head coach of each sport is responsible for administering that portion of the total athletic budget as allocated by the Associated Student Body.
- All items purchased above this amount, without approval by ASB, will be paid by the coach placing the order.
- All purchases must follow the guidelines in the ASB Procedures Manual.
- Uniforms must have official school colors.
- No equipment can be purchased without a purchase order issued by the ASB financial secretary.

Important Reminders

- Coaches should not handle money at anytime
- All money should be collected by the financial secretary
- Fundraisers must be pre-approved
- Although the Booster Club is a parent run organization, to protect yourself, it is in your best interest to follow the ASB guidelines for fundraising and money handling. The Booster Club secretary would be the person responsible handling all money transactions.
- If you have any questions regarding budget responsibilities, seek assistance from your building athletic director or Director of Athletics.



NCAA Eligibility for Scholars

If you want to play sports at an NCAA Division I or II school, start by registering for a Certification account with the NCAA Eligibility Center. If you want to play Division III sports or aren't sure you want to compete, start by creating a free Profile Page account. Learn more and register at eligibilitycenter.org

Academic Requirements

To play sports at Division I or II school, you must graduate, complete 16 NCAA-approved core courses, earn a minimum GPA and earn an SAT or ACT score that matches your core-course GPA.

Core Courses

Only courses that appear on your high school's list of NCAA core courses will count toward the 16 core-course requirements.

Visit eligibilitycenter.org/courselist for a full list of your high school's approved core courses.

High School Timeline

9th Grade—REGISTER

- Start planning now! Take the right courses and earn the best grades possible.
- Find your high school's list of NCAA-approved core courses
- Register for a free Profile Page account for information on NCAA initial-eligibility requirements.

10th Grade—PLAN

- If you fall behind academically, ask your counselor for help finding approved courses you can take.
- If you are being actively recruited by an NCAA school and have a Profile Page account, transition it to a Certification account.
- Monitor the task list in your Eligibility Center account for the next steps.
- At the end of the school year, ask your counselor from each high school you have attended to upload an official transcript to your Eligibility Center account.

11th Grade—STUDY

- Check with your counselor to make sure you are on track to complete the required number of NCAA-approved core courses and graduate on time with your class.
- Take the SAT/ACT and submit your scores to the Eligibility Center using code 9999. Ensure your sports participation information is correct in your Eligibility account.
- At the end of the school year, ask your counselor from each high school you have attended to upload an official transcript to your Eligibility Center account.

12th Grade—GRADUATE

- Complete your final NCAA-approved core courses as you prepare for graduation.
- Take the SAT/ACT again, if necessary, and submit your scores to the Eligibility Center using code 9999.
- Request your final amateurism certification beginning April 1 (fall enrollees) or Oct 1 (winter/spring enrollees) in your Eligibility Center account online.
- After you graduate, ask your counselor to upload your final official transcript with proof of graduation to your Eligibility Center account.
- Reminder: Only students on an NCAA Division I or II school's institutional request list will receive certification.

More information regarding the impact of COVID-19 and test scores can be found at on.ncaa.com/COVID19_Fall2022.

Search Frequently Asked Questions: ncaa.org/studentfaq



Coach Checklist | FEDERAL WAY PUBLIC SCHOOLS

Coach: _____ School: _____ Sport(s): _____

I have read, understand and agree to the items listed below. Initial all applicable items:

- _____ I have completed all FWPS Human Resources requirements to perform the duties to coach.
- _____ I have read the FWPS Athletic Handbook: www.fwps.org/athletichandbook
- _____ I have reviewed the WSRMP Athletic Liability Manual.
- _____ I understand when I am and I am not a district employee while coaching.
- _____ I have developed/reviewed a written plan defining the teaching progression of sport skills, the hazards for each activity, and the specific safety skills, and required equipment.
- _____ I have reviewed the FWPS Sexual Harassment **Policy 3205** and **3205P** and FWPS Harassment, Intimidation, and Bullying (HIB) **Policy 3207** and **3207P** and understand the reporting procedures and consequences.
- _____ I understand the requirements for proper documentation of injuries and/or incidents during games or practices and the 24-hour reporting guidelines.
- _____ I have reviewed or been instructed how to implement House Bill 1824, also known as the Zachery Lystedt Law regarding concussion protocols **Policy 3422** and **3422P**.
- _____ I have reviewed the venue specific emergency protocols for my sport.
- _____ I understand that I am responsible for insuring the playing and/or practice area is appropriate for the activity and been inspected for hazards.
- _____ I understand that I am responsible for completing all WIAA and FWPS coach training requirements for my sport and to provide a copy of all training certificates to the building Athletic Director.

District Athletic Policies

- An athlete must attend school for at least half a day to participate in a practice or contest. Exceptions include absences to attend school related activities or pre-arranged parent approved appointments.
- If an injured athlete sees a physician, he/she must have a physician clear the athlete for the referred injury prior to return to play.
- Athletes' removed from a contest or practice due to a concussion, he/she must have written approval from medical professional before return to play.
- If an injury bridges seasons, written clearance from a physician is required prior to participating in the subsequent sport season.
- Hazing and/or initiation ceremonies not allowed.
- Inappropriate postings on social media are subject to athletic discipline.
- Texting individual students prohibited. Team text messages permitted.
- The volunteer coach will be responsible to the head coach and must always remain under the supervision of a regular member of the coaching staff, both during practices and games. **Policy 5630**
- Not fulfilling your professional duties and obligations may be cause for non-renewal.
- The Federal Way Public Schools Coaches Contract is available at: www.fwps.org
- High school students only: Approval of Choice Transfer does not guarantee athletic eligibility. Please consult with building athletic director on all Washington Interscholastic Athletic Association (WIAA) transfer rules.
- Summer Athletic Activities (including all camps) must be District Approved prior to June 1

Coach Signature

Date

Return Coach Checklist to your Building Athletic Director prior to performing any coaching duties.

What Every Coach Needs to Know

REQUIRED ONLINE SAFETY TRAINING FOR ALL COACHES

Login and Registration Instructions

1. As a **DISTRICT EMPLOYEE**, you will need to go to the Federal Way's SafeSchools homepage, fwps.wa.safeschools.com and login with your **Employee ID Number**. You will then need to click on "Take More Courses" and scroll down to the miscellaneous section to find the training.

2. As a **DISTRICT VOLUNTEER** or if you **ONLY COACH** with the district, you will need to register yourself to the system in order to take the training. There are **two ways** to do this.

1 Use your registration key: **4c8d9eeb**
Go to Federal Way's SafeSchools homepage, fwps.wa.safeschools.com and click "Register" (next to the "Sign in" button). On the next screen you will be prompted to enter the registration key above. Next you will be prompted to enter some basic information, including a username which you will use to login to the system moving forward. We recommend using the format first initial of first name, last name. Example: Joe Smith = jsmith

2 Use the "quick link" registration URL: fwps.wa.safeschools.com/register/4c8d9eeb Enter the address above in your internet browser address bar and you will be directly taken to the registration page where you will enter your basic information, including your username.

Once you login to the site, you will see a list of courses assigned to you, and the date on which they are due. To begin a course, click on the title then follow the prompts. To earn a certificate of completion, you must complete all sections of a course and pass the quiz. You do not have to take SafeSchools courses in one sitting, however; if you are called away, the system will remember where you left off and allow you to pick up again at that point.



Required [What Every Coach Needs to Know](#)



Required [Quiz](#)

Under state and federal law, the overall benefits and treatment of athletic programs for girls and boys must be equitable. *"All interscholastic, club, or intramural athletics operated, sponsored, or provided by the school district must provide similar benefits, opportunities, and treatment to female and male scholars."*

OSPI, 2016



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ATHLETIC
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