



IMPORTANT PHONE NUMBERS

FWPS Administration Office 253-945-2000
Illahee Main Line 253-945-4600
24 hour-Attendance Line 253-945-4654

School Colors: Purple, Gold, White

Mascot: Royals

DISTRICT 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.

ILLAHEE MISSION

At Illahee Middle School, we welcome, celebrate, and prepare all Royals from all backgrounds to become life-long learners and positive contributors to society.

OUR CORE BELIEFS

- We believe that EVERY scholar can learn at the highest level.
- 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.
 - We believe that race, socioeconomics, language, cultural background, and other exceptionalities should not be predictors of student achievement

PBIS and The Royal Way

PBIS stands for Positive Behavior Interventions and Supports. **PBIS** is a positive, proactive framework to teach and reinforce behaviors that promote a safe and healthy learning environment where students can thrive academically and socially. Students are explicitly taught a set of expectations based upon behavioral goals chosen by the students, staff, and administration.

Illahee has adopted the **PBIS** framework for teaching students the behavior expectations we have at school. We call these expectations the "**Royal Way.**" **The Royal Way is embedded in everything we do at Illahee Middle School.**

The Royal Way

**Be Respectful,
Safe,
and Responsible**

"Persevere my friend, persevere!"

Restorative Justice/Restorative Practices

Restorative Practices (RP) is a philosophy and theory of justice that emphasizes bringing together everyone affected by wrongdoing to address needs and responsibilities. In addition, it helps to heal the harm to relationships.

RP is a conflict resolution process and a proactive strategy to create a culture of connectivity where all members of the school community feel valued and can thrive.

RP is:	RP is not:
<ul style="list-style-type: none">• A way of thinking and being• About changing school culture and climate• Proactive• Responsive• Relational	<ul style="list-style-type: none">• A program or curriculum• A discipline system• Reactive• Punitive

Fundamental premise of RP: People are happier and more willing to change when we work with them rather than do things to or for them.

Students will encounter informal and formal types of **RP** while at school. During advisory time, students will participate in formal community-building circles. Students will also participate in informal circles with other students and/or adults at school. In some situations, students will participate in formal restorative circles that aim to repair and restore harm based on a specific event.

Restorative Questions:

1. What happened?
2. What were you thinking at the time?
3. What have you thought about since?
4. Who has been affected? In what way?
5. What do you think you need to do to make things right?

Behavior Management

The goal of Illahee's behavior management system is to ensure that quality learning takes place, and that students and staff feel safe. Students and staff will have a shared responsibility and understanding of expectations and consequences.

Level I Offenses

Level I offenses occur in the classroom and in common areas. These are behaviors that are disruptive to the learning environment, but not so disruptive or pervasive that learning must come to a stop. For Level I offenses the staff member will first direct the student(s) to correct the behavior and may assign classroom-based consequences including Owed Learning Time. Owed Learning Time can be served during lunchtime or after school.

Level II Offenses

Level II offenses are behaviors that stop student learning. These behaviors could include fighting, verbal abuse of students or staff, etc. Students demonstrating these behaviors will be referred to school administrators. Consequences may include but are not limited to restorative circles, loss of privileges, in-school suspension or out-of-school suspension.

Level III Offenses

Level III offenses are dangerous or illegal behaviors including arson, assault, possession of explosives, possession of weapons or distribution of tobacco, alcohol, drugs or mind-altering substances. Students who violate a Level III offense will be immediately referred to school administrators, and law enforcement will be notified when appropriate.

Dress Expectations

Students in the Federal Way Public Schools are expected to dress in a manner that reflects respect for themselves and is appropriate for the serious work of learning. Additionally, for safety purposes, students must dress in such a way that they are easily identifiable to staff members and students on campus.

Students whose manner of dress violates the school's dress code shall be asked to make appropriate corrections. Administrators have the discretion to determine the appropriateness of clothing, grooming, or attire and to make special exceptions including for religious or medical necessities.

1. Clothing presenting a substantial disruption of the educational process, damage to school property, or a health or safety hazard, or anything that advocates prejudice is not permitted.
2. Clothing displaying or symbolizing slogans, pictures, or language that is provocative, offensive, violent, profane, sexual, drug related, tobacco related, gang related, or promotes death or hate messages is not permitted.
3. Bandanas, full face masks, and anything that would cover the entire face are not to be worn on school premises. This also includes Spirit Days. While hoods and hats are permitted on campus, staff may ask you to remove them in designated areas (office, cafeteria, classroom, gym, etc.).
4. Clothing must cover all undergarments and private areas.
5. Any jewelry or accessories worn should be safe; jewelry that presents a potential safety hazard or danger to self or others should be left at home.
6. Blankets are to be kept at home for safety and health related reasons.
7. Footwear should not impact the safety of the student or others.

Attendance

Students are expected to arrive at all classes and activities on time and ready to participate. The school district's Rights and Responsibilities handbook outlines state law and district policy regarding attendance. Students must attend school. Students are responsible for bringing notes for excused absences within two days of returning to school. Please notify the attendance office to inform the school when a student will be absent. For parent or guardian convenience, call the 24-hour attendance line at 253-945-4654.

All absences must be followed up with a written note to excuse the absence. Truancies will result in school intervention and will be documented as part of a BECCA Bill court process.

Tardy Policy

Students are expected to attend class on time. Students who accrue tardies may be assigned owed learning time at the following times: before school, during lunch (Learning Lunch), or after school. Students who accrue excessive tardies may also receive parent contact, a student attendance contract, and/or a parent meeting with an administrator.

Royals are SAFE and RESPONSIBLE by being ON TIME

Hall Passes

We realize emergencies exist and sometimes a passing period is not enough time to take care of needs. Knowing this,

1. Always carry your hall pass in your hand
2. Adult permission is required to receive a hall pass

****Consequence of pass misuse = Owed Learning Time*

NO HALL PASSES DURING...

- First 5 minutes or Last 5 minutes of class
- 3rd and 4th periods (Lunch)

Illahee First Five

During the first 5 minutes of class, without prompting from the teacher, scholars will...

1. Enter class safely and use voice level 0-1
2. Take the most direct route and sit in assigned seat
3. Get out binder, planner, technology, and other classroom materials
4. Follow "Do Now" instructions
5. Finished? Update planner and read

Illahee Last Five

During the last 5 minutes of class, without prompting from the teacher, scholars will...

1. Remain in your seat unless otherwise instructed
2. Complete exit task
3. Clean area, put away materials, and pack up belongings
4. Wait for teacher to dismiss the class

Cell Phones and Electronic Devices

Illahee's cell phone and electronic device expectations are in alignment with FWPS policies 3245 and 3245p which can be found at <https://www.fwps.org>. In addition, the Office of Public Instruction for the state of Washington has given schools guidance on cell phone and smart device use in schools. This can be found at ospi.k12.wa.us.

Illahee's Schoolwide Policy

Cell Phones, Tablets, Headphones, Earbuds, or other electronic devices are to be kept put away and not visible throughout the school day. This includes during passing times, in restrooms, and in classrooms during instructional time. Failure to do so will result in progressive intervention and discipline listed below. **All occurrences listed will result in confiscation of the device where it will be stored in a secured location.**

- 1st time – Reteaching the expectation; classroom-based intervention, communication to parent/guardian
- 2nd Time – Owed Learning Time (Learning Lunch or After School Restoration)
- 3rd Time – Office Referral & parent/guardian pick-up of device
- 4th Time – Loss of Privilege (student will not be permitted to have device on campus or will be required to check device into the office) & parent/guardian conference

We understand that students may need to communicate to their parent or guardian during the school day. In these cases, students will be able to use their classroom phone. If parents need to contact students, we ask that you call the main office 253-945-4600, rather than texting or calling students during class as it is disruptive to learning. Our staff will relay the message to your student when it doesn't disrupt learning.

Students are responsible for electronic devices they bring to school.

The School & District shall not be responsible for the loss, theft or damage/destruction of such devices brought onto the property or school sponsored events.

We will not conduct searches or allow searches for lost phones or electronic devices during the school day.

Use of School Issued Computers and Software

School issued computers and software are to be used for educational purposes only. This includes visiting websites that contain school-appropriate information. **All school computers and software and are monitored by our school district security system.** Misuse of technology (i.e. hacking, unauthorized use, vandalism, theft, pornography, and inappropriate communication) will result in loss of technology privileges or other forms of discipline. Further discipline may result depending on severity of infraction. **Intentional vandalism and/or damage to a computer may result in a fine equal to the replacement cost of the computer or related item.**

School Fees

<u>Provided</u>	<u>Replacement cost</u>
Library Books	Cost varies
PE Shirt, Shorts	Cost varies
Student Handbook/Planner	\$5.00
Textbook replacement	Cost varies

Fee & Fine Policy

To participate in extracurricular activities, all fines must be paid. Students may arrange a payment plan with the school finance office. Please contact our Main Office at 253-945-4600 if you have questions.

Safety and Security

Students have the right to be safe on campus and safety is the responsibility of all people at Illahee. Students are expected to engage in behavior that does not reasonably lead to harm or injury.

Personal items brought to school are the responsibility of the student; the school is not liable for items lost or stolen at school.

To maintain a safe and secure campus, keep the following items at home:

- Toys that depict or portray any type of weapon
- Bluetooth speakers
- Perfume, cologne, body spray
- Large amounts of money
- Valuable jewelry, family heirlooms, or collectibles
- Laser pointers
- Devices that emit an electrical shock
- AirPods, earbuds, cellphones, electronic devices or chargers
- Blankets & stuffed animals
- Toys of any kind
- Live pets
- Video game consoles
- Costumes (exception: spirit week)
- Ski-masks

Also, students should keep book bags, purses, and wallets with them always. Items on this list can be confiscated if they are visible and parents will be notified. These items can be disruptive and may present safety concerns. Toys that depict or portray any type of weapon are subject to discipline.

Illahee is a closed campus

We do not allow visitors during our school day. If you would like to volunteer, please call our main office or visit our website for an application.

Grade Reports

Grades are sent home twice a year, once at the end of first semester and once at the end of the school year. At any time throughout the year, students and parents are encouraged to check grades online at <https://grades.fwps.org>.

Scheduling

Personal preference is not criteria for changing a schedule, however, we understand that there may be situations that require a schedule change. Request for schedule changes must be submitted to the counselor **no later than 2 weeks** after each semester begins. After consideration, students will be notified if the schedule change has been approved or denied.

Textbooks



The school supplies textbooks. When possible, students will be issued copies for home use as well as a classroom copy for school. Students will be charged fines for loss, excessive wear or damage at the end of the semester/school year. Semester transcripts will be withheld from students owing fines. Students are responsible for returning each textbook checked out to them.

Health Services



A student who becomes ill or is injured at school must have a pass from his/her teacher to report to the Nurse's station. The school will contact a parent or guardian to come and pick up students who need to go home due to illness.

Medication

Prescription Medication:

Washington law permits school staff to give medication in limited situations. A student must have a Medication Order Form (form # 110) completed and signed by a doctor and parent/guardian before taking a prescription medication at school. This form is available in the school nurse's office. All medication must be in the original labeled container and brought to the school by an adult. Inhalers are prescription medication and require a medication order form. They must be checked in by the health room staff and may be carried by a student if the physician has indicated on the order form that the student may carry the inhaler.

Non-Prescription Medication:

Students in grades 6-12 may carry over the counter medication under the following conditions: a student must carry written permission from a parent/guardian indicating the name of the medicine and the dosage the student may take. Students may only carry one day's dose of medication.

Lunch

For the 2025-2026 school year Breakfast and Lunch is provided at no cost to ALL scholars.

Students are expected to eat lunch inside the cafeteria during their assigned lunch time. Once students are finished eating, supervision staff will dismiss students to go outside. Students are to remain in designated areas until students are dismissed by supervisors. Students are expected to follow all Royal Way expectations while in the cafeteria and outside areas during lunchtime.

Food Delivery Services

Due to the safety of scholars, **we do not allow food delivery services** at school from Uber Eats, Door Dash, etc. **Delivery drivers will be turned away if food is ordered for or by scholars.** We understand that there may be instances where a parent needs to bring lunch to their student. We ask that you follow these expectations in doing so.

1. Food brought must be for **your student only**.
2. Bring lunch directly into the main office, sign in, and your scholar will be notified that their food is in the office for pick up.
3. Students will only be able to eat lunch during their assigned lunchtime.

Vending Machines

Vending machines are available during lunch and before/after school. Vending machines are closed during instructional time. Use of the vending machines is at your own risk! **Refunds are not available.**

AVID

What Is AVID?

Currently, Illahee Middle School has around 300 students enrolled in AVID, which stands for Advancement Via Individual Determination which:

- Teaches skills and behaviors for academic success.
- Provides intensive support in the areas of writing, organization, collaboration, organization and reading.
- Student/teacher relationships and positive peer group for students.
- For kids in the academic "middle" capable of achieving success and willing to work hard to do so.
- Selection is dependent upon an application and interview results.

AVID Student Responsibilities

One of the characteristics we emphasize in AVID is student ownership and responsibility. To stay in AVID, the following are general expectations for students:

- I will maintain a 3.0 GPA or will be placed on a probation contract.
- I will maintain satisfactory citizenship; respecting myself, teachers and peers and exemplifying the Royal Way or will be placed on a probationary contract.
- I will have satisfactory attendance in all classes (of 75% or higher)
- I will be an active learner, be prepared for all classes with all assigned work completed, take Focused notes daily, and be an active participant in all activities.
- I will come to AVID class prepared for tutorial session with the TRF pre-work completed, AVID binder with Cornell notes and textbooks. I will use critical thinking, inquiry, and collaboration with my classmates to create greater understanding about my point of confusion.
- I will participate in extracurricular activities and community service

Illahee Athletics

Our school community takes great pride in our athletic program as we believe athletics to be an extended learning opportunity for our student-athletes where they learn lifelong skills that are valuable to their development in becoming contributing members of society. Our philosophy puts a premium on sportsmanship, fair play, fundamentals and safety. Since Illahee is an institution of learning, we embrace the positive in all situations and view adversity as an opportunity for individual and team growth. That said, we do not advocate the following: vocal questioning of decisions made by officials; vocal questioning or comments of decisions made by the coaching staff (this includes parent coaching from the stands); negative comments or “booing” of any kind directed towards the other team. We want to ensure that your student-athlete has a positive experience at Illahee.

Practices and Games:

Coaches will provide practice schedules*. Practices will be held Monday-Thursday from 2:35PM - 4:30PM. This year, all practices will be at Illahee. **Specific information about transportation for athletics will be sent out at the start of each sports season.** Check the Illahee website for game schedules.

*Game and practice schedules are subject to change. Changes to schedules will be communicated by coaches.

Student Fan Expectations & Participation at After School Events:

We encourage our students to attend school events as much as possible. Please note that transportation to away games and offsite events is not provided for student spectators. In addition, below are expectations for students attending after school events as spectators.

- Student spectators must submit a signed Spectator Expectations Form prior to attending the event (forms will be available to students at the start of the school year).
- Students will be prohibited from attending after school events and activities if they have any of the following:
 - In-school or out of school suspension
 - Excessive tardies or truancy
 - More than 3 office referrals



ILLAHEE ATHLETICS 2025 – 2026

FALL September 3-November 6th

Boys	First Day	Girls	First Day
FOOTBALL**, +	9/3/25	CROSS COUNTRY**	9/3/25
INTRAMURAL FLAG	9/3/25	FASTPITCH	9/3/25
CROSS COUNTRY**	9/3/25		

WINTER 1 November 10-January 11th

Boys	First Day	Girls	First Day
WRESTLING**	11/10/25	BASKETBALL	11/10/25
		INTRAMURAL BASKETBALL***	
		WRESTLING**	11/10/25

WINTER 2 February 2-March 26th

Boys	First Day	Girls	First Day
BASKETBALL	2/2/26	GYMNASTICS**	2/2/26
INTRAMURAL BASKETBALL***		CO-ED INTRAMURAL SOCCER**	2/2/26
CO-ED INTRAMURAL SOCCER**	2/2/26		

SPRING April 13-June 6th

Boys	First Day	Girls	First Day
BASEBALL	4/13/26	TRACK & FIELD**	4/13/26
TRACK & FIELD**	4/13/26	VOLLEYBALL	4/13/26

** No-Cut Sports + Not Open to 6th Graders

*** For Intramural Boys and Girls Basketball, all players will try out on the listed tryout date. Intramurals will begin after teams have been selected.

Eligibility/Clearance Process

Visit Final Forms. Parents/Guardians register for an account to:

- Easily Track your Athlete's Paperwork
- Simplify the paper Submission Process
- Login: <https://federalway-wa.finalforms.com/>

All student athletes entering grades 6-12 are required to complete the following steps to ensure eligibility on the first day of tryouts/practice.

Step 1: Complete Final Forms

Step 2: Ensure your student athlete has a current physical on file with the school. Physicals are valid for two years. If your student athlete needs a new physical, please download a copy from the "Download and Print" tab. After getting a new physical, have your student athlete return the original copy to the Main Office. It is recommended that you keep a copy for your personal records. If you need a physical please contact; TAF/Saghalie Health Center 253-804-3589 or visit bit.ly/TAFcenter to register your student. This is a free service open to all FWPS students grades 6-12.

Step 3: Purchase ASB Card from Finance Secretary \$15

** Scholars that qualify for either free or reduced eligibility status and sign a consent waiver will have no cost to participate in ASB activities.

Questions? Visit or call our Main Office at 253-945-4600

Acknowledgement & Commitment to Being a Royal



I, _____, acknowledge that I have received, reviewed, and understand the expectations in this handbook. I understand that the information is intended ensure that all students and staff are **Respectful, Safe, and Responsible** and that I that I am expected to follow these expectations while I am a student at Illahee*. By signing this I agree to follow the guidelines in this handbook to the best of my abilities.

Student First Name

Student Last Name

Student ID

Advisory Teacher

**District expectations are outlined in the FWPS Rights and Responsibilities Scholar and Family Handbook which can be found at <https://www.fwps.org/rightsandresponsibilities>*