Welcome to the 2019–20 school year!

In Federal Way Public Schools, we believe each scholar has a voice, a dream and a bright future. During the 2019–20 school year, Federal Way Public Schools will be focused on Goal Two: The Whole Child. We believe that every scholar will be empowered and prepared to develop personal responsibility in order to be positive, productive members of society.

In this handbook, you will find information and expectations regarding policies related to scholar behavioral expectations, as well as information related to scholars and families and scholar rights and responsibilities. We will continue to nurture trust and mutual respect among the home-school community through shared responsibility for scholars’ success.

In Federal Way Public Schools, one of our Core Beliefs is that our families are critical partners in their child’s learning. A critical aspect of an academic culture and culturally responsive practice is to ensure each school provides a safe and nurturing climate to all scholars, staff, and families.

Dr. Tammy Campbell
Superintendent
Federal Way Public Schools
### Goals

<table>
<thead>
<tr>
<th>THE EARLY YEARS: BUILDING THE FOUNDATION</th>
<th>measures of progress</th>
<th>equity means</th>
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<tbody>
<tr>
<td>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. <strong>By 2022 80% of 3rd grade scholars will be meeting or exceeding grade-level standards in ELA.</strong></td>
<td>• Percent of scholars enrolled in high-quality preschool programs</td>
<td>Each scholar acquires the academic and social-emotional skills to be successful beyond 3rd grade.</td>
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<td>• Percent of scholars meeting state PreK standards in literacy and math</td>
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<td>• Percent of scholars ready for kindergarten, as measured by WAKIDS assessments</td>
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<td>• Percent of scholars meeting Social Emotional Learning (SEL) standards for the early learning years</td>
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<td>• Percent of scholars meeting or exceeding grade-level standards in English Language Arts (ELA) and Mathematics by the end of 3rd grade</td>
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### Whole Child: Thriving, Confident, Responsible Individuals

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<thead>
<tr>
<th>ACTIVE LEARNERS: ENGAGED, EMPOWERED CRITICAL THINKERS</th>
<th>measures of progress</th>
<th>equity means</th>
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<tr>
<td>Every student scholar will be empowered and prepared to develop personal responsibility in order to be positive, productive members of society. <strong>By 2022 there will be no disproportionality evident in discipline data. By 2022, 100% of scholars feel their school is safe and welcoming as measured by perception survey.</strong></td>
<td>• Percent of scholars participating in at least 90% of classroom instructional time</td>
<td>Each scholar knows, understands, and embraces his/her own and others’ cultural backgrounds and learning needs, in order to advocate for self and others.</td>
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<td>• Percent of students and families participating in scholar-led conferences</td>
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<td>• Percent of scholars meeting expectations on non-academic behaviors on standards-based report card</td>
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<td>• Percent of scholars who feel their school is safe and welcoming as measured by a perception survey</td>
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<td>• Percent of scholars who complete 24 hours of community service before graduation</td>
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### Content-Area Competence: Mastery of All Subjects

<table>
<thead>
<tr>
<th>CONTENT-AREA COMPETENCE: MASTERY OF ALL SUBJECTS</th>
<th>measures of progress</th>
<th>equity means</th>
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<tbody>
<tr>
<td>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. <strong>By 2022 80% of 8th grade scholars will be meeting or exceeding grade-level standards in ELA.</strong></td>
<td>• Percent of scholars meeting grade-level standards in core subjects, as measured by state assessments</td>
<td>Each scholar develops cultural confidence as a learner and rigorously applies his/her knowledge and skills to new and different experiences.</td>
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<td>• Percent of scholars demonstrating proficiency in a standards-based grading system (in each subject)</td>
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<td>• Percent of scholars that are engaged and challenged as measured by a perception survey</td>
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<td>• Percent of scholars enrolled in and completing Algebra by 8th grade with a 3.0 grade point average</td>
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<td>• Percent of scholars participating in advanced coursework and earning a passing grade</td>
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<td>• Percent of scholars who are biliterate</td>
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<td>• Percent of scholars meeting standard on benchmark assessments</td>
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### Persistence to Graduation: High School Graduation Through Successful Transitions

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<tr>
<th>PERSISTENCE TO GRADUATION: HIGH SCHOOL GRADUATION THROUGH SUCCESSFUL TRANSITIONS</th>
<th>measures of progress</th>
<th>equity means</th>
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<tr>
<td>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. <strong>By 2022 95% of the senior class will graduate on time.</strong></td>
<td>• Transition rates from Pre-Kindergarten to Elementary school, to Middle school, to High school, and to Post-secondary experiences</td>
<td>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.</td>
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<td>• Percent of 9th grade scholars on track for on-time graduation</td>
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<td>• Increase in scholar scores on college entrance tests (ACT, PSAT, SAT) and ASVAB</td>
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<td>• Percent of scholars who have STEAM (Science, Technology, Engineering, Arts &amp; Mathematics) experiences</td>
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<td>• Percent of seniors with a Career Plan letter outlining at least one of these: college acceptance, military, trade/technical training, industry certification/apprenticeship</td>
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<td>• Percent of scholars who complete applications for College Bound scholarships, FAFSA and WASFA</td>
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<td>• Increase in high school graduation and decrease in dropout rates</td>
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<td>• Percent of graduating scholars who persist two or more years in college and acquire a college or post-secondary degree</td>
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<tr>
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<td>• Percent of scholars enrolled in academically rigorous course work as measured by the Academic Rigor Index</td>
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P U R P O S E

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/Page/502

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/
ACKNOWLEDGEMENT OF RECEIPT

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With the signatures below, we acknowledge we have received and reviewed the contents of the 2019–20 Federal Way Public Schools (FWPS) Rights & Responsibilities Scholar & Family Handbook. 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 privileges, 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.

Parent/Guardian Name, First & Last (print)  Student-Scholar’s 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 2151**

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

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**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
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. Policy and Procedures 3121, 3122, 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 excused absences in any month, or 10 or more excused absences in the school year, the school district is required to contact you to schedule a conference. 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, or 10 unexcused absences in an academic year, the school district may 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 expulsion 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;
- Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity, consistent with district policy.

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.

Every scholar will be engaged, empowered, and critical and creative thinkers. Every scholar will be fully engaged in becoming critical and creative thinkers.

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.

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

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. Elementary level prearranged absences must be requested using the Elementary Prearranged Absence Form, available at every elementary 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).

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.

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.
The Board of Directors of Federal Way Public Schools has adopted Policy 3240 explaining rules for scholar conduct. As provided in Board 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 polices/procedures. The full text of those documents, including any updates, will be available at www.fwps.org/domain/224.

**Scholars’ Rights**

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.
SCHOLAR CONDUCT

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) 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.

SUSPENSION AND EXPULSION

Federal Way Public Schools operates under state law and regulations related to short-term suspension, long-term suspension, expulsion, and emergency expulsion. (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 390-400-480)

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 expulsion 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 expulsion must end or be converted to another form of corrective action within 10 school days. (WAC 392-400-510 through 392-400-480)

The district may not impose an emergency expulsion solely for investigating scholar conduct.

Except for the behaviors designated that can result in long-term suspension for the first offense (see page 12), 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. Policy 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. If the suspension exceeds one calendar day, the parent will be notified of the reasons and the right to a conference to discuss the length of the suspension and to resolve any other grievance relative to the suspension.
• 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.
• 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.

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 expulsion, 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.
• 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 Expulsion
• 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 expulsion solely for investigating scholar discipline.
• The emergency expulsion 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 expulsion from school, the emergency expulsion must either end or be converted to another form of discipline.
• Notice procedure for emergency expulsion 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.

**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 officer must be provided to the Superintendent’s Office 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.

**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.

**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 and 2162**. 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.

Disruption 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.

Drug, Illicit, Over the Counter, Prescription Use 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: Mutual 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 and Procedure 3225P

Harassment, Intimidation or Bullying: 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:
Discipline Information (Continued)

- 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. **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 26.

**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.

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

**Threats to Kill 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) by scholars is prohibited. **Policy 3248**

**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.
### 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/Page/2215.

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 and create; to think and solve problems; 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.

### 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, 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. 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 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;
- 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.

Scholars should only use personal electronics (cell phones, iPods, iPads, etc.) with permission from their instructor.

### 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, tables, 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**

All reports of harassment, intimidation, or bullying should be reported immediately to an adult at the school. Scholars often report bullying to school staff with whom the scholar and/or family feels most comfortable, including the following personnel: counselors/social workers, safety officers and/or school resource officers, teachers, and principals/assistant principals. See page 22 for school contact information.

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.

**Discriminatory Harassment**

Scholars and parents/guardians can report and/or file a complaint regarding discrimination and discriminatory harassment to any school staff member. For a copy of the district’s nondiscrimination policy and procedure, contact your school or district office or view it online here:

- www.fwps.org/cms/lib010/ WA01919399/Centricity/ domain/224/3000/3210P.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 Dan Dizon, Federal Way Public Schools Title IX Compliance Coordinator at 253-945-2000. **Policy 3205** and **Procedure 3205P**
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.

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.

<table>
<thead>
<tr>
<th>Grades PreK–4</th>
<th>Possession, sharing/exchanging, use</th>
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<tbody>
<tr>
<td></td>
<td>• Substance(s) and paraphernalia will be confiscated and disposed of in an appropriate manner.</td>
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<td></td>
<td>• Parent/guardian conference required.</td>
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<td></td>
<td>• Law enforcement agency and medical support may be contacted.</td>
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<tr>
<td></td>
<td>• Parents and/or guardians may be recommended to ensure that the scholar participates in a drug/alcohol assessment by a certified drug/alcohol agency approved by Federal Way Public Schools.</td>
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<tr>
<th>Grades 5–12</th>
<th>Possession, sharing/exchanging, use</th>
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<tbody>
<tr>
<td></td>
<td>• Scholar may be suspended.</td>
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<td></td>
<td>• Parent/guardian conference required.</td>
</tr>
<tr>
<td></td>
<td>• Parents and/or guardians are expected to ensure that the scholar participates in an assessment by an agency approved by Federal Way Public Schools and follow the recommendations.</td>
</tr>
<tr>
<td></td>
<td>• Safety Officer and/or School Resource Officer (SRO) and medical support may be contacted.</td>
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<tr>
<td></td>
<td>• Suspension may be modified if a scholar participates in an assessment by an agency approved by Federal Way Public Schools. The school counselor/social worker can provide scholars with community based organizations that can assist with assessment support for families with financial hardships. The district requires release of the assessment information and that the scholar follows the assessment recommendation(s). If the scholar does not take the assessment and/or does not complete the recommendation(s) of the assessment, Child Protective Services (CPS) will be contacted and progressive incidents will result in communication with outside authorities.</td>
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<tr>
<th>Grades 5–12</th>
<th>First offense for selling and/or delivering</th>
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<tr>
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<td>• The scholar may be long-term suspended or expelled from the district.</td>
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<td></td>
<td>• The scholar may be placed on emergency expulsion prior to being expelled from the district.</td>
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<tr>
<td></td>
<td>• Parent/guardian conference required.</td>
</tr>
<tr>
<td></td>
<td>• Law enforcement agency will be contacted.</td>
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</table>
Health Information

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 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 Ritalin, Dexedrine, etc. must be counted 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 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 Licensed Health Care Provider form and parent signature, should be kept in the scholar’s health file.

Scholars should connect with school medical personnel prior to taking the medications.

Scholar must carry only one school day’s dosage, in the originally labeled container.
Federal Way Public Schools utilizes an automated notification system to communicate with our scholars’ families about emergencies, activities, and other school and district news. 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. Messages are sent to notify parents of low and negative balances in scholar meal accounts.

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.

Want the latest updates on your smartphone?

Download the FWPS mobile app today!

Receive district and specific school news, calendar events, and more.

If you have other questions about the FWPS mobile app, please call the district’s Communications Department office at 253-945-2264.

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

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 guide dog 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 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 the Office of Equity at 253-945-2000.

1. Send your written complaint by mail, fax, email or hand delivery to the Office of Equity.

2. School district investigates your complaint. Your civil rights coordinator has an important role to play once the school district receives your written request. The coordinator must:
   - 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 must 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.

<table>
<thead>
<tr>
<th>Civil Rights Compliance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dan Dizon</td>
</tr>
<tr>
<td>253-945-2000</td>
</tr>
<tr>
<td><a href="mailto:compliance@fwps.org">compliance@fwps.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dan Dizon</td>
</tr>
<tr>
<td>253-945-2000</td>
</tr>
<tr>
<td><a href="mailto:titleix@fwps.org">titleix@fwps.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>504/ADA Compliance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Jennifer Westover</td>
</tr>
<tr>
<td>253-945-2000</td>
</tr>
<tr>
<td><a href="mailto:504@fwps.org">504@fwps.org</a></td>
</tr>
</tbody>
</table>
Scholar-Led Conferences

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.

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 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.
Scholars’ Rights

Scholars will be free from searches by school officials of their clothing and other personal property unless the school official has reasonable suspicion to believe that the search is necessary in the aid of maintaining local laws, as well as safety and order in school. **Procedure 3230P; WAC 392-400-215**

Scholars will 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, and have the responsibility to preserve and promote an educational setting. 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: www.fwps.org/cms/lib010/WA01919399/Centricity/domain/224/3000/3232.pdf
## School Contact Information

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>ADDRESS</th>
<th>PHONE</th>
<th>WEBSITE</th>
</tr>
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<tbody>
<tr>
<td><strong>Elementary</strong></td>
<td></td>
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</tr>
<tr>
<td>Adelaide</td>
<td>1635 SW 304th St., Federal Way, WA 98023</td>
<td>253-945-2300</td>
<td><a href="http://www.fwps.org/adelaide">www.fwps.org/adelaide</a></td>
</tr>
<tr>
<td>Brigadoon</td>
<td>3601 SW 336th St., Federal Way, WA 98023</td>
<td>253-945-2400</td>
<td><a href="http://www.fwps.org/brigadoon">www.fwps.org/brigadoon</a></td>
</tr>
<tr>
<td>Camelot</td>
<td>4041 S. 298th St., Auburn, WA 98001</td>
<td>253-945-2500</td>
<td><a href="http://www.fwps.org/camelot">www.fwps.org/camelot</a></td>
</tr>
<tr>
<td>Enterprise</td>
<td>35101 SW 5th Ave., Federal Way, WA 98023</td>
<td>253-945-2600</td>
<td><a href="http://www.fwps.org/enterprise">www.fwps.org/enterprise</a></td>
</tr>
<tr>
<td>Lake Dolloff</td>
<td>4200 S. 308th St., Auburn, WA 98001</td>
<td>253-945-2800</td>
<td><a href="http://www.fwps.org/lakedolloff">www.fwps.org/lakedolloff</a></td>
</tr>
<tr>
<td>Lake Grove</td>
<td>303 SW 308th St., Federal Way, WA 98023</td>
<td>253-945-2900</td>
<td><a href="http://www.fwps.org/lakegrove">www.fwps.org/lakegrove</a></td>
</tr>
<tr>
<td>Lakeland</td>
<td>35287 32nd Ave. S., Auburn, WA 98001</td>
<td>253-945-3000</td>
<td><a href="http://www.fwps.org/lakeland">www.fwps.org/lakeland</a></td>
</tr>
<tr>
<td>Mark Twain</td>
<td>2450 S. Star Lake Rd., Federal Way, WA 98003</td>
<td>253-945-3100</td>
<td><a href="http://www.fwps.org/marktwain">www.fwps.org/marktwain</a></td>
</tr>
<tr>
<td>Meredith Hill</td>
<td>5830 S. 300th St., Auburn, WA 98001</td>
<td>253-945-3200</td>
<td><a href="http://www.fwps.org/meredithhill">www.fwps.org/meredithhill</a></td>
</tr>
<tr>
<td>Mirror Lake</td>
<td>625 S. 314th St., Federal Way, WA 98003</td>
<td>253-945-3300</td>
<td><a href="http://www.fwps.org/mirrorlake">www.fwps.org/mirrorlake</a></td>
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<tr>
<td>Olympic View</td>
<td>2626 SW 327th St., Federal Way, WA 98023</td>
<td>253-945-3500</td>
<td><a href="http://www.fwps.org/olympicview">www.fwps.org/olympicview</a></td>
</tr>
<tr>
<td>Panther Lake</td>
<td>34424 1st Ave. S., Federal Way, WA 98003</td>
<td>253-945-3600</td>
<td><a href="http://www.fwps.org/pantherlake">www.fwps.org/pantherlake</a></td>
</tr>
<tr>
<td>Rainier View</td>
<td>3015 S. 368th St., Federal Way, WA 98003</td>
<td>253-945-3700</td>
<td><a href="http://www.fwps.org/rainierview">www.fwps.org/rainierview</a></td>
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<tr>
<td>Sherwood Forest</td>
<td>34600 12th Ave. SW, Federal Way, WA 98023</td>
<td>253-945-3800</td>
<td><a href="http://www.fwps.org/sherwoodforest">www.fwps.org/sherwoodforest</a></td>
</tr>
<tr>
<td>Silver Lake</td>
<td>1310 SW 325th Pl., Federal Way, WA 98023</td>
<td>253-945-3900</td>
<td><a href="http://www.fwps.org/silverlake">www.fwps.org/silverlake</a></td>
</tr>
<tr>
<td>Star Lake</td>
<td>4014 S. 270th St., Kent, WA 98032</td>
<td>253-945-4000</td>
<td><a href="http://www.fwps.org/starlake">www.fwps.org/starlake</a></td>
</tr>
<tr>
<td>Sunnycrest</td>
<td>24629 42nd Ave. S., Kent, WA 98032</td>
<td>253-945-4100</td>
<td><a href="http://www.fwps.org/sunnycrest">www.fwps.org/sunnycrest</a></td>
</tr>
<tr>
<td>Twin Lakes</td>
<td>4400 SW 320th St., Federal Way, WA 98023</td>
<td>253-945-4200</td>
<td><a href="http://www.fwps.org/twinlakes">www.fwps.org/twinlakes</a></td>
</tr>
<tr>
<td>Valhalla</td>
<td>27847 42nd Ave. S., Auburn WA 98001</td>
<td>253-945-4300</td>
<td><a href="http://www.fwps.org/valhalla">www.fwps.org/valhalla</a></td>
</tr>
<tr>
<td>Wildwood</td>
<td>2405 S. 300th St., Federal Way, WA 98003</td>
<td>253-945-4400</td>
<td><a href="http://www.fwps.org/wildwood">www.fwps.org/wildwood</a></td>
</tr>
<tr>
<td>Nautilus K–8</td>
<td>1000 S. 289th St., Federal Way, WA 98003</td>
<td>253-945-3400</td>
<td><a href="http://www.fwps.org/nautilus">www.fwps.org/nautilus</a></td>
</tr>
<tr>
<td>Woodmont K–8</td>
<td>26454 16th Ave. S., Des Moines, WA 98198</td>
<td>253-945-4500</td>
<td><a href="http://www.fwps.org/woodmont">www.fwps.org/woodmont</a></td>
</tr>
<tr>
<td>Illahee</td>
<td>36001 1st Ave. S., Federal Way, WA 98003</td>
<td>253-945-4600</td>
<td><a href="http://www.fwps.org/illahee">www.fwps.org/illahee</a></td>
</tr>
<tr>
<td>Kilo</td>
<td>4400 S. 308th St., Federal Way, WA 98001</td>
<td>253-945-4700</td>
<td><a href="http://www.fwps.org/kilo">www.fwps.org/kilo</a></td>
</tr>
<tr>
<td>Lakota</td>
<td>1415 SW 314th St., Federal Way, WA 98023</td>
<td>253-945-4800</td>
<td><a href="http://www.fwps.org/lakota">www.fwps.org/lakota</a></td>
</tr>
<tr>
<td>Sequoyah</td>
<td>3425 S. 360th St., Auburn, WA 98001</td>
<td>253-945-3670</td>
<td><a href="http://www.fwps.org/sequoyah">www.fwps.org/sequoyah</a></td>
</tr>
<tr>
<td>Totem</td>
<td>26630 40th Ave. S., Kent, WA 98032</td>
<td>253-945-5100</td>
<td><a href="http://www.fwps.org/totem">www.fwps.org/totem</a></td>
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<tr>
<td>Decatur</td>
<td>2800 SW 320th St., Federal Way, WA 98023</td>
<td>253-945-5200</td>
<td><a href="http://www.fwps.org/decatur">www.fwps.org/decatur</a></td>
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<tr>
<td>Thomas Jefferson</td>
<td>4248 S. 288th St., Auburn, WA 98001</td>
<td>253-945-5600</td>
<td><a href="http://www.fwps.org/tjhs">www.fwps.org/tjhs</a></td>
</tr>
<tr>
<td>Todd Beamer</td>
<td>35999 16th Ave. S., Federal Way, WA 98003</td>
<td>253-945-2570</td>
<td><a href="http://www.fwps.org/tbhs">www.fwps.org/tbhs</a></td>
</tr>
<tr>
<td>TAF@Saghalie 6–12</td>
<td>33914 19th Ave. SW, Federal Way, WA 98023</td>
<td>253-945-5000</td>
<td><a href="http://www.fwps.org/tafatsaghalie">www.fwps.org/tafatsaghalie</a></td>
</tr>
</tbody>
</table>
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. Procedure 8123P

<table>
<thead>
<tr>
<th>Expectation</th>
<th>Riding the Bus</th>
<th>Entering/Exiting Bus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be safe</td>
<td>Stay seated and face forward</td>
<td>Cross street only when driver motions it is safe</td>
</tr>
<tr>
<td></td>
<td>Keep hands, feet, and objects to yourself</td>
<td>Walk</td>
</tr>
<tr>
<td></td>
<td>Report unsafe behavior to driver</td>
<td>Give others space in line</td>
</tr>
<tr>
<td></td>
<td>Keep aisles clear</td>
<td>Stay a safe distance from bus until the door opens</td>
</tr>
<tr>
<td>Be respectful</td>
<td>Follow driver’s directions</td>
<td>Wait your turn</td>
</tr>
<tr>
<td></td>
<td>Respect others’ property</td>
<td>Sit down quickly</td>
</tr>
<tr>
<td></td>
<td>Use kind language</td>
<td></td>
</tr>
<tr>
<td>Be responsible</td>
<td>Keep bus clean</td>
<td>Be on time to bus stop</td>
</tr>
<tr>
<td></td>
<td>Quiet voices</td>
<td>Get on and off bus at your bus stop</td>
</tr>
<tr>
<td></td>
<td>Keep food/drink in backpack</td>
<td></td>
</tr>
</tbody>
</table>

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 and Procedure 3115 (Last updated April 2017)

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.
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
Thank you
to the Rights & Responsibilities
district committee for its input along
with our scholars and families who
provided feedback.
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/domain/224