



## Federal Way High School Eagles on Time Plan & Attendance Policy

To ensure that all students are receiving instruction and to improve the safety and attendance culture at FWHS, the building has adopted the Eagles on Time Plan and a new Attendance Policy. Please take the time to review the Plan and the new FWHS Attendance Policy.

### **Eagles on Time Plan**

- Teachers will lock their classroom doors after each tardy bell rings.
- Students that are tardy will need to check in at the Attendance Desk.
- The staff member at the Attendance Desk will document each student's ID number.
- The staff member at the Attendance Desk will also issue each student a Tardy Pass that will serve as a pass to get back into the class.
- Administrators and Supporting Staff will supervise designated areas of the school to guide tardy students to the Attendance Desk and classroom.
- Students who refuse to follow this plan will be sent to the main office. The administrative action that will take place is a call home and a Detention. Students who continually refuse to comply to go to class will be given a short-term suspension for insubordination. A mandatory parent conference will also be issued after students' short-term suspension.

### **FWHS Attendance Policy**

#### **Tardy Discipline Progression:**

- 1-4 No School Discipline
- 5-7 Detention (Lunch/After School)
- 8-9 Friday School, Parent Contact & Loss of Privilege (i.e. no sporting events for the week, miss next sporting contest, no after school activities or school sponsored events for the week).
- 10-11 Saturday School, Parent Contact & Loss of Privilege (i.e. no sporting events for the month, miss the next sporting contest, no after school activities or school sponsored events for the month).
- 12+ is considered Defiance—Short Term Suspension, Mandatory Parent Conference, Attendance Contract & Loss of Privilege (i.e. no sporting events, loss of all athletic participation during that season, no after school activities or school sponsored events).

### **FWHS Truancy Policy**

Students who are caught loitering with or without a pass are considered truant. Students who leave the classroom with a pass and do not return to class in a reasonable time are considered truant. Students who leave the classroom without a pass are considered truant. Below is the Truancy Discipline Progression:

- 1<sup>st</sup> offense—Documented Warning
- 2<sup>nd</sup> offense—Detention (Lunch/After School)
- 3<sup>rd</sup> offense—Friday School (i.e. no sporting events for the week, miss next sporting contest, no after school activities or school sponsored events for the week).
- 4<sup>th</sup> offense—Saturday School, Parent Contact & Loss of Privilege (i.e. no sporting events for the month, miss the next sporting contest, no after school activities or school sponsored events for the month).
- 5<sup>th</sup> offense—Short Term Suspension, Mandatory Parent Conference, Attendance Contract & Loss of Privilege (i.e. no sporting events, loss of all athletic participation during that season, no after school activities or school sponsored events).