



*Federal Way High School
Eagle Handbook 2007-2008*

www.fwps.org

*Federal Way High School
Home of the Eagles
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FEDERAL WAY HIGH SCHOOL FIGHT SONG

On Federal Way High
On to victory (clap, clap, clap)
Proud to fight for Blue and White
We shout our loyalty
Fight, fight, fight!

Stand all you Eagles
Raise your battle cry!
Stand up and cheer for all to hear
'Cause Eagles always do or die!

*Principal: Lisa Griebel
Asst. Principal: Shay Short
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Asst. Principal: Jerry Warren
Curriculum Asst. Principal: Jenny Williams*

Hey Eagles! We here at Federal Way High School would like to welcome you to the oldest and greatest high school in the city. Federal Way is more than a school, more than just textbooks and classrooms; Federal Way is a community and will be what you make of it. Keeping this in mind, there are a few things that you should know as a student here that will help you to understand the ins and outs of this school. These are the unwritten rules of F-DUB - written by students, for students.

- 1.) You'll have plenty of opportunities to make yourself known and visible throughout your stay here at Federal Way. We just ask that you know when to stand up, and when to sit down. Get rowdy, be obnoxious, yell loud, and be proud – just save it for games and pep assemblies.
- 2.) **DON'T STEP ON THE EAGLE!!!** This is a sacred symbol here at Federal Way, so respect it and keep your dirty feet off. Walk around or jump over - just make sure you, and no one around you, gets near it. **THIS RULE WILL BE ENFORCED!**
- 3.) Come and support your friends and fellow Eagles at the games and activities held year-round. Have fun, hang out, and make people from other schools wish they went to Federal Way. High school is what you make it; don't spend it alone and apart from the fun that is going on.
- 4.) No one likes a three-year old...or at least the maturity of a three-year old. You're in high school, if you're having a personal crisis – let's say you broke a nail, or someone stepped on your "kicks" – the whole world doesn't need to know about it. Deal with it and move on. Stuff happens, be mature and know when to pick your battles.
- 5.) Meet someone new! Yes, we all have had some of the same friends since kindergarten, but try not to box yourself in too much. Give other people a chance, you'll probably find at least one other person who shares in your love for basketball, make-up, or Halo!
- 6.) Don't you just love pushing your way through crowded hallways and the feeling of moshing at school? Yeah, neither do we. Keep your feet moving! Get to class and don't stop in the middle of passing period to tell Jane how Marcus was being an idiot last period. Suspense makes a story ten times better, guaranteed!
- 7.) The bathrooms are something that everyone can agree that they need to use from time to time. When you tag your name all over the wall, you take away everyone's natural right to...uhh...relieve themselves. The school will close any bathroom with vandalism in it, so be considerate, not everyone can hold their bladder for six hours.
- 8.) Need a new ipod? Fixin' to get some new shoes? Get a job! *Don't* give yourself permission to take someone else's stuff. Stealing is against the law, and you may not like how our Officer handles it.
- 9.) So as students, we all know that like it or not, we're required to come to school day after day. Do *you* want to come to a trash heap? I didn't think so. Throw away your garbage in a garbage can (I know, what a concept!).
- 10.) Love and respect are number one priorities at Federal Way. Therefore, show some respect and love each other in private! No PDA's please!
- 11.) You may find that getting lunch is almost as hard figuring out where to sit. You've been waiting for ten minutes just to get your food, only to realize that other people have cut you at least 834924 times! Sound like a nightmare to you? *Good*. Don't cut in line – it's a general show of respect.

With Great Expectations,
Your ASB and Senior Class Officers

Welcome to the 2007-2008 school year! Our handbook is a document that covers our expectations, rules, and policies that govern members of the Federal Way High School community. We are committed to providing for the welfare and respecting the rights of each individual. All policies will be administered fairly and equitably, and each person will be given the opportunity to be heard.

Outstanding schools are governed by a few good rules with members of the school community working together to educate students. Students in a democratic society must practice and understand their rights and responsibilities. Please join us, be involved and help us make the 2007-2008 school year successful.

The Administration Team

ASSEMBLY BEHAVIOR

Assemblies are an integral part of the school curriculum, have an educational value. Students are to show respect for those speaking or performing as well as those in attendance. Students who misbehave at assemblies may be removed from the assembly and are subject to being disciplined.

ATTENDANCE PROCEDURES

The Federal Way Public Schools Board of Education knows that regular school attendance is essential for mastery of the educational program provided. Regular attendance has a direct effect on the academic progress of all students and the development of good habits that will aid students as they move into the world beyond the district. Regular and consistent attendance results from a partnership between the district, school, parent/guardian and students—each with equal levels of responsibility.

The Attendance Policy explained at the beginning of the year will govern the attendance at FWHS.

Excused and Unexcused Absences

Students are expected to attend all classes each day. Teachers shall keep an accurate record of absences and tardies.

1. Excused Absences. The following are valid excuses for absences and tardiness:

- a. Participation in a school-approved activity
- b. Absence due to requests made by the parent/guardian such as illness, health conditions, family emergencies, religious purposes, or educational opportunities.
- c. Absence resulting from disciplinary action.

Unexcused Absences. All absences that are not authorized by the principal or excused from among the above reasons are unexcused absences. Students will not receive credit for a graded activity or assignment due during the time of absence. By district policy, three unexcused tardies equal one unexcused absence.

2. Tardiness. Students arriving late for school or class for any reason not described as an excused absence will be counted as unexcused tardy and subject to disciplinary action. Students arriving later than 15 minutes of the class shall be counted as absent for the class, and not tardy. By district policy, three tardies equal one unexcused absence.
3. Verification. Excused absences and tardies must be verified by a note of explanation signed by a parent, guardian, emancipated student or adult student within **two** school business days of the absence.

PROCEDURES

1. Prearranged absences may be secured through a form from the Attendance Office and must be signed by the parent/guardian.
2. Students requesting a partial day absence **must** check out through the attendance office before departure. Contact with the parent/guardian will be necessary if a note from the parent/guardian is not available. *Leaving school without signing out will result in a truancy.*
3. Students who become ill at school must check out with the attendance office after consulting with the school nurse.
4. Procedures outlined in the Washington State Mandatory Attendance Law will be followed as unexcused absences occur.
5. Disciplinary action, in the form of after-school detention or Saturday School, will be assessed for all truanancies.

ATTIRE AND GROOMING STANDARDS

The school administration and teachers will continue to encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school day. Clothing shall present a reasonable expectation of material and will not cause a substantial disruption of the educational process, or cause a health or safety hazard. Students will be asked to correct the problem or be restricted from attending school for the following reasons:

1. No head coverings, hats, do-rags, bandannas or scarves will be worn inside the building during the school day. (6:00 a.m. to 4:00 p.m.). Hats may be worn at athletic or activity events after 4:00 p.m. Headbands can be worn up to 1 inch in width.
2. No sunglasses may be worn inside the building.
3. No pajamas, slippers, halter tops or any shirt that is short enough to expose the stomach, pants that are unusually low riding and are worn low on the hips revealing undergarments.
4. No bare midsections or bare shoulders are allowed. Spaghetti Strap tanks are not allowed. Straps must be 1 inch in width.
5. No excessively short shorts, skirts or dresses. High slits are also disallowed. (Extended fingertip length is the shortest allowed). No distracting or revealing clothing. No see-through clothing is allowed.
6. Roller skates, in-line skates, shoes with wheels, skate boards and the like are not allowed in the school area. If a student brings such items, he/she will store them in his/her locker.
7. No piece of clothing that promotes violence; contains sexual, drug, alcohol, tobacco and/or illegal substance content; or contains obscene language or pictures is allowed.
8. Clothing that symbolizes gang membership or which displays gang-related words, symbols, messages, or pictures will not be allowed.
9. Underclothing should not be visible.
10. Any attire that glorifies crime will not be tolerated.

AUTOMOBILES AND PARKING

Students driving private vehicles to school and parking in school-supervised areas must register each vehicle, obtain a parking permit for a fee of \$15.00, and sign a form stating they understand and will abide by the rules and guidelines. Vehicles parked on school property may be booted at the owners responsibility. This boot may be removed after the fine is paid. *Students are not to park in staff or visitor parking areas.* **Automobiles and parking lots are off-limits during school hours.**

CLOSED CAMPUS

By School Board policy, FWHS operates a closed campus. Once students arrive on campus and start their class schedule, they are not allowed to leave campus at any time during class time or at lunch. Closed campus also means that visitors and non-students are not allowed on campus without approval through the Main Office.

When school is over, students will not be allowed to loiter in the building or on campus. Students attending activities, clubs, sports, or meeting with staff may do so and leave after the event is completed. Students who abuse these rules will be progressively disciplined.

EMERGENCY CLOSURE OF SCHOOL

On days of extreme weather or other unforeseen reasons when school may be closed, there is no direct notification of students or staff. Students, parents, and staff are expected to listen to local radio and television stations that are contacted by the school district to notify the public when schools are closed. If schools are closed there is no staff available in the building, all activities, including athletic practices and contests are canceled, and students should not come to school. The next day after a school closure, there is school during regular hours unless reported otherwise through the media.

HALL PASSES

Students out of class **must have** a hall pass with them issued by a staff member. Students without a pass will be returned to their classroom and/or disciplined.

HOMEWORK/MAKE-UP WORK

Students should expect homework in most classes. If a student has missed an assignment because of absence, he/she is expected to approach the teacher and ask for the assignment on the day of return to class. The rule of thumb is that students have three days to make up and turn in work missed because of the absence but the individual teacher may adjust this time. Requests for homework to be gathered from teachers will be honored by the Counseling Office when a student is expected to be absent for more than three days because of illness or disciplinary action.

I.D. and A.S.B. CARDS

All students have their picture taken and receive a student I.D. card that also functions as a school Library Card. When the A.S.B. fee is paid, a separate sticker is issued to make the student eligible for academic and/or athletic letters, free admission to home athletic events, reduced entrance costs for school and league activities, and cost breaks on various school sales. I.D. cards are also required for operation of any school computer with Internet access. Replacement ID cards are issued for a fee of \$2.00. **A student must show his/her I.D. card when asked by any district staff member.**

LIBRARY

Library open hours are 7:00 a.m. to 3:00 p.m., or when the doors are open. Students are welcome to use the library on a drop-in basis before and after school but during class time a pass from a staff member is required. Students must have their I.D. cards to enter the library. The circulation period for books is two weeks, and books may be renewed. Overdue books result in a daily fine, and students with large fines may lose book checkout privileges.

LOCKERS

Lockers are issued to each student—one student per locker so long as they are available. If there are more students than lockers, some students may have to share a locker. Lockers are the property of the Federal Way School District and are subject to search by school district officials. Students are responsible for the condition and contents of their lockers and may be charged for any damage. The school is not responsible for items in student lockers. Any problem with a locker not opening, damage to lockers, inappropriate items in lockers, etc., should be reported to the Main Office or school Security.

LOST AND FOUND

The school is not responsible for any items brought to school by students; however, the school will make every effort to help when items are lost or stolen. Stolen items should be reported to Security. Lost and found items are kept in the cafeteria.

LUNCHES

School lunches and food items are available for sale at the prices posted. Students seeking free or reduced lunch privileges should do so through the Counseling Office. Students are not to eat lunches in cars, parking lots, or hallways. **Students are not allowed to leave campus for lunch.**

Remember to use the entrance each time you come into the serving area. Even if you forgot something, you need to go through the entrance. You may then step out of line, pick up what you need, and exit by the cashiers. You may not cut in line should you change your mind or for any other reason.

MEDICATION

No student may give, dispense, or administer any medication or remedy to another student. Any student required to take prescription medication during the school day must provide written permission to the school nurse, leave any medication in the Health Room, and come to the Health Room to take the medication under supervision of the staff. Should a student be granted permission to carry medication with them, they must carry written permission and only one day's dosage. Inhalers are excepted from the daily dosage requirement.

NURSE/HEALTH ROOM

The School Nurse's office and the Health Room are located in the Counseling Office. The Health Room is for emergencies and health screening only. Students requesting to use the Health Room must check in with the School Nurse. Any student who is too ill to attend class will be sent home. Students will not be allowed to remain in the Health Room for extended periods of time unless it is not possible to contact parents and/or arrange for transportation home.

ELECTRONIC EQUIPMENT

See the insert for the electronic equipment governance.

STUDENT FILES AND RECORDS

There are four separate kinds of files kept on students at FWHS—attendance files, discipline files, health files, and academic files. All files are cumulative and include junior high school records in all four areas whenever possible. Health file information is returned to each student at the end of his or her senior year or when he/she withdraws. Attendance and discipline files are kept for three years after a student graduates or withdraws and then they are destroyed. Academic files (*Permanent Student Records*) include grades, transcripts, and test scores, and are kept permanently at the school or by the school district.

DISCIPLINE SANCTIONS

The following discipline code will be used by administrators in enforcing discipline at Federal Way High School and as a means of providing consistency in the application of disciplinary measures. **The code is provided as guide and not as a tool for argument.** The administrator will review the discipline referral, talk with the student, gather evidence if necessary, and determine the proper offense. In all cases, the final decision of offense and penalty will rest with the administrator. Parents and students should note that these guidelines are neither exhaustive nor restrictive. The administrator may take other disciplinary action not specifically outlined when deemed necessary.

Arson, Assault, Bomb Threat, Burglary, Major Vandalism

- All referrals - Emergency Expulsion, call law enforcement.

Cheating/Plagiarism – Intentional deception in the preparation or completion of any school assignment, examination or project or in the conduct of any school-related activity is prohibited, along with the aiding and abetting of such behavior by others.

- 1st referral - 2 hours Admin. Detention. Call Parent.
- 2nd and subsequent referrals - 1 SS or 1 day OSS and Parent Conference.

Note: A grade of "0" will be given for cheating in all incidents.

Closed Campus – No student is allowed to leave school grounds at any time without permission from the office. A student who goes home ill during the day must notify the school nurse's office and check out with attendance prior to leaving. Students who fail to check out will be disciplined and may be considered truant. A student driving another off campus without permission will serve double detention.

Leaving School without Permission

- 1st referral – 1 hour Admin. Detention
- 2nd referral – 2 hours Admin. Detention; Call Parent.
- 3rd and subsequent referrals – SS, OSS, and progressive discipline, Parent contact.

Computer Tampering/Misuse of Electronic Equipment - Any use of technology must be in conformity to state and federal law, network provider policies, and "District Acceptable Use Guidelines." (See the Federal Way Public School's Rights and Responsibilities book for these guidelines.) Any user who violates "District Acceptable Use Guidelines" may be denied access to technology and be subject to disciplinary action and/or legal action.

Dangerous Behavior -- Any behaviors that provide a danger to the school, the student body, or him/herself.

- 1st referral - SS or ISS; Parent Contact
- 2nd Referral - Progressive Discipline

Defiance – Defined as defying lawful instructions of school personnel or the bold resistance to that authority. Also contemptuous behavior or attitude that is manifested by breaking of school rules.

Failure to Follow Instructions/Refusal to Obey Staff

- 1st referral - 2 hours Admin. Detention; parent contact.
- 2nd referral - SS or 4 hours Admin. Detention, Parent contact.
- 3rd and subsequent referrals - SS/OSS/progressive Discipline and Parent Conference.

Leaving Class without Permission

- 1st referral - 2 hours Admin. Detention.
- 2nd referral - SS or 1 day OSS. Parent Conference.
- 3rd and subsequent referrals - Progressive Discipline

Non-Participation in Class

(No materials, books, supplies, PE uniforms, sleeping, refusal to take part in class activity)

- 1st referral - 1 hour Admin. Detention; parent contact.
- 2nd referral - 2 hours Admin. Detention.
- 3rd referral - 4 hours Admin. Detention.
- 4th & subsequent referrals - SS/OSS/Progressive Discipline. Parent Conference.

No Show for Administrative Detention

- 1st referral - Double the original Admin. Detention assignment.
- 2nd referral - Saturday School and Parent Conference.
- 3rd referral - Saturday School or 1 day OSS. Parent Conference.
- 4th and subsequent referrals - Progressive discipline.

Refusal to Present ID Card/Identify Self

- See Refusal to Obey Staff

Violation of Detention Rules

- All referrals - Saturday School or 1 day OSS and Parent Conference.

Violation of School Probation Contract - Probation contracts may be used to provide a student with a "second chance" opportunity to remain in school after excessive referrals, OSS or expulsion. Violation of the contract will result in long-term OSS or Expulsion.

Destruction of Property – Defacing, injuring or damaging school property in any way is prohibited.

Vandalism -

- All referrals – Suspension or expulsion and restitution.

Disruptive Conduct – Willful conduct that creates a disturbance on school premises or interferes with the educational process is prohibited.

Classroom Disruptions

- 1st referral - 2 hours Admin. Detention. Call Parent.
- 2nd referral - 1 day OSS or Saturday School. Parent Conference.
- 3rd and subsequent referral - Progressive Discipline

Disrupting Assembly

- 1st referral - 4 hours Admin. Detention. Call parent.
- 2nd and subsequent referrals - Sat. School or 1 day OSS. Parent Conference.

Disruptive Dress and Appearance – Dress and appearance must not present health or safety problems, intimidate others, or cause disruption. See page 4, Attire and Grooming Standards.

Dress Code Violations

- 1st referral - Correct the problem. If necessary, call parent to provide appropriate clothing
- 2nd referral – Defiance, see page 13.

Drugs, Alcohol and Mind-Altering Substances

Selling and/or Distribution

- All referrals - Emergency expulsion. Contact parents and law enforcement.

Use/Possession (this includes being under the influence)

- 1st referral - 20 days OSS. 10 days may be held in abeyance if the student participates in an assessment by an agency approved by the Federal Way Public Schools. Contact parents and law enforcement. If student does not complete recommendation(s) of the assessment, the remainder of the 20-day suspension will be completed.
- 2nd referral - Minimum 30 days long-term OSS or emergency expulsion. Same conditions as above.
- 3rd referral – Expulsion from school district.

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.

All referrals – Short- or long-term suspension or expulsion. Call Law Enforcement.

False Accusations/Defamation – Students shall not make untrue charges of wrongful conduct or other defamatory statements.

Lying to School Personnel

- 1st referral - 4 hours Admin. Detention. Call Parent.
- 2nd and subsequent referrals - Progressive Discipline to include Saturday School or OSS. Parent Conference.

False Alarms/Fire Apparatus

False Fire Alarm

- 1st referral - 90 days OSS. Call Law Enforcement.

Fighting – Fighting is defined as an exchange of blows (hitting, slapping, pushing, or shoving) or the act of quarrelling involving bodily contact. Fighting is prohibited and serious fights could result in arrests. Students who instigate fights, but are not actively involved (that is, students who carry rumors, put others up to fighting, carry information back and forth between individuals who subsequently fight) will also face disciplinary action. Fighting or “putting up” a fight will not be tolerated on this campus or on a school bus. **Anyone knowingly watching a fight will be disciplined as well.**

Causing a Fight (Carrying messages, etc. “he said/she said,”)

- 1st referral - 1 day OSS, Parent contact.
- 2nd referral - 2 days OSS, Parent contact.
- 3rd referral - Long-term OSS, Parent contact.

Near Fight (No blows, jumping up, squaring off, verbal confrontation that would likely result in a fight if not broken up)

- 1st referral - 2 days OSS and Parent Conference.
- 2nd referral - Progressive Discipline

Fighting

- 1st referral - 5 days OSS, Parent contact.
- 2nd referral - 10 days OSS, Parent contact
- 3rd referral - Expulsion.

Forgery

Forged Note/Pass (this is usually verified by parent contact). Punishments will be more severe for forging a staff person's name.

- 1st referral - Saturday School.
- 2nd referral - 2 days OSS.
- 3rd and subsequent referrals - Progressive Discipline

Gambling - The act of gambling, unless specifically approved by school authorities, is prohibited on school property. Students gambling with playing cards or dice will be subject to discipline, including Saturday School or OSS.

Gang Activity – In accordance with district policy, students shall not display, reflect, or participate in dress, apparel, activities, acts, behaviors, or manner of grooming which lead school officials to reasonably believe that such behaviors are gang related and would disrupt and interfere with the school environment, activity or educational objectives; or present a physical safety hazard to self, students, staff and others; or create an atmosphere in which a student, staff, 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, marks, drawing, painting, design, emblem upon any school or personal property or on one's person.

- All referrals will be dealt with based upon individual circumstances and this code.

Graffiti – Any type of "tagging" or graffiti is considered vandalism, which is punishable by short term suspension, long term suspension or expulsion.

Harassment – No one should be subjected to harassment at school for any reason. All students will deal with all persons in ways that convey respect and consideration for individuals regardless of race, color, marital status, national origin, creed, religion, gender, gender identity, age, or disability. Acts of harassment, hostility, or defamation, whether verbal, written, or physical, will not be tolerated and constitute grounds for disciplinary action including suspension and/or expulsion from school. Legal authorities may be contacted. See also Intimidation.

Sexual Harassment – Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating, hostile or offensive school or work environment. This can include sexually suggestive looks or gestures, sexual jokes, pictures or teasing, pressure for dates or sex, sexually demeaning comments, deliberate touching, cornering or pinching, attempts to kiss or fondle, threats, demands or suggestions that favors be granted in exchange for sex or tolerance of sexual advances.

Harassment (all forms)

- 1st referral - 2 days OSS and Parent Conference.
- 2nd referral - 5 days OSS and Principal's Hearing.

Hazing – Students shall not participate, conspire to participate, or conspire for others to participate in harassing acts that injure, degrade or disgrace other individuals.

- 1st referral - 2 days OSS and Parent Conference.
- 2nd referral - Progressive Discipline and Principal's Hearing.

Inappropriate Display of Affection

Overt displays of affection or sexually oriented actions that violate standards of acceptable social conduct are prohibited.

- 1st referral - 1 hour Admin. Detention.
- 2nd and subsequent referrals - Progressive Discipline. Call Parent.

Inappropriate Language

Profanity

- 1st referral – 1 hour Admin. Detention. Call Parent.
- 2nd referral – 2 hours Admin. Detention or Sat. School, Parent contact.
- 3rd and subsequent referral - Progressive Discipline, Parent contact.
- **Against staff member – 5 day OSS.**

Writing Obscene Note/Letter

- 1st referral – 4 hours Admin. Detention. Call Parent.
- 2nd and subsequent referrals - Saturday School or 1 day OSS.

Insubordination - Failure to follow a direct order

- 1st referral - 2 day OSS, Parent contact
- 2nd referral - Progressive discipline

Intimidation – To attempt, with words or action, to frighten into submission, compliance, or acquiescence.

Intimidate implies the presence or operation of a fear-inspiring force that compels one to or keeps one from action. Intimidation of school personnel or other students by threat of force or violence is prohibited. See also Harassment.

Threats - Explicit

- All referrals - Emergency Expulsion. Call Law Enforcement.

Threats - Implied

- 1st referral - 2 days OSS and Parent Conference.
- 2nd referral - Expulsion.

Littering

Littering in class/hallways/lunch room/school grounds, etc.

- 1st referral - 1 hour Admin. Detention.
- 2nd referral - 4 hours Admin. Detention.
- 3rd and subsequent referrals - Saturday School or 1 day OSS.

Motor Vehicles

Parking in Unauthorized Spot

- 1st referral – 1 hour Admin. Detention and/or fine.
- 2nd referral – 2 hours Admin. Detention and/or fine.
- 3rd referral – Progressive Discipline and/or loss of driving/parking privileges on campus.

Student Expression – Student expression may not be vulgar, lewd, obscene, or plainly offensive, be used to cause a substantial disruption of the educational process or interfere with the rights of others. School-sponsored expression may be further regulated on the basis of legitimate pedagogical concerns.

Abusive Expression

- 1st referral - 2 days OSS, Parent contact.
- 2nd referral - 3 days OSS and Principal's Hearing.
- 3rd referral - Long-term OSS.

Tardiness

Classroom Tardies

- 1st and 2nd tardy - Teacher action.
- 3rd and 4th tardy - 1 hour Admin Detention; parent contact.
- 5th and 6th tardy - 2 hours Admin. Detention; parent contact.
- 7th and 8th tardy - 4 hours Admin Detention; parent contact.
- 8th and subsequent tardy - Saturday School & progressive discipline.

Theft - Possession of Stolen Property/Theft

- 1st referral - 5 days OSS. Restitution, Parent contact.
- 2nd referral - 10 days OSS. Restitution, Parent contact.
- 3rd and subsequent referrals - Long-term OSS/Expulsion

Tobacco – The use or possession of tobacco products on or adjacent to school property is prohibited. The term “adjacent to school property” means within one block of school property, to include adjacent parking lots.

Use/Possession of Tobacco Products

- 1st referral – 5 Days OSS. Days may be held in abeyance if the student enrolls in a smoking cessation class. If the student does not complete the smoking cessation class, the remainder of the OSS will be served. Parent contact.
- 2nd referral – 10 Days OSS. 5 days may be held in abeyance if the student consents to an assessment by a drug and alcohol agency with release of information to the school. If the student does not follow recommendation(s) of the assessment, the remainder of the OSS will be served. Parent contact.
- 3rd referral - Long-Term OSS.

Trespassing - Trespassing after Warning/Suspension

Students on campus while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass. Call Law Enforcement.

Truancy – Truancy is a major violation of FWHS policy and is considered an act of defying lawful instructions of school personnel or the bold resistance to that authority. It is defined as any instance in which a student is absent from any class without prior permission from the parent/guardian and the school. In an effort to deter students from the act of truancy, all truancy violations are CUMULATIVE for the school year and will result in the following disciplinary actions:

- 1st referral – 1 hour Admin. Detention. Call Parent
- 2nd referral – 1 hour Admin. Detention for each class missed. Parent Conference.
- 3rd referral – 1 day ISS or Saturday School as needed to make up time missed from class. Parent Conference.
- 4th referral – Progressive Discipline.

Note: A grade of “0” will be given for any class work missed.

Vandalism - Any destruction of property

Minor-Under \$100.00--2 days OSS and Restitution

Major-Over \$100.00--Emergency Expulsion and Restitution

Weapons - Possession/Use of weapons on or adjacent to campus

- All referrals - Emergency Expulsion.

Personal protection spray devices (PPSD)

Washington State Law requires that students ages 14-17 have parent permission to carry a PPSD (i.e. mace or pepper spray) on school property. No one may deliver such a spray device to anyone under 14, or to anyone between 14 and 18 without parental permission. PPSD's may only be used in self-defense as defined by law. Possession, transmission, or use of a PPSD under any other circumstance will be treated as a violation of the District's rule prohibiting weapons.

OTHER DISORDERLY ACTS

Administrative discretion depending on seriousness of offense. (This code is used for offenses not specifically addressed in these guidelines and the penalty will be assigned at the discretion of the administrator).

Federal Way High School Discipline Plan

INTRODUCTION

During most of its twenty-four year existence, the Annual Gallup Poll of the Public's Attitudes toward the Public Schools has identified "lack of discipline" as the most serious problem facing the nation's educational system. Many educators and students are also gravely concerned about disorder and danger in school environments. In addition, they call attention to the high incidence of related problems in school environments – problems such as drug use, cheating, insubordination, truancy, and intimidation – which result in countless school and classroom disruptions. In addition to these school discipline issues, American classrooms are frequently plagued by other, more minor kinds of misbehavior that disrupt the flow of classroom activities and interfere with learning. Nationally, approximately one-half of all classroom time is taken up with activities other than instruction, and discipline problems are responsible for a significant portion of this lost instructional time.

At the same time, however, there are many schools that, regardless of their size, socioeconomic influences, student composition, or geographic setting, have safe and orderly classrooms and grounds. As the research literature makes clear, these well disciplined, smooth-running school environments are not the product of chance, but of effective classroom- and school-level disciplinary practices.

"Discipline" in the context of this plan refers to both prevention and remediation. It can refer to training that is expected to produce a specified pattern of behavior or punishment that is intended to correct or train a student to comply with socially accepted behavior patterns. Either way, it is the business of enforcing simple classroom and school rules that facilitate learning and minimize disruption. This plan outlines the disciplinary practices that will be used at Federal Way High School to ensure a learning environment that affords all students the opportunity to obtain world class skills in a safe and drug-free way.

RELEVANT STATE LAW

1. Requires that the rules of a district governing pupil conduct and discipline be interpreted to insure an optimum learning atmosphere in the classroom. Optimum learning atmospheres shall be defined as the climate in which each student has the maximum opportunity to learn and the conduct of students that interferes with that climate is kept at an absolute minimum as determined by the classroom teacher.
2. Requires students to comply with rules established for the governing of schools.
3. Requires a student to pursue his or her course of study and make reasonable progress.

4. Requires students to submit to the authority of teachers, subject to such disciplinary action, as school officials shall determine.
5. Empowers each teacher to hold pupils accountable for disorderly or antisocial conduct while under the teacher's supervision.
6. Makes it a crime to willfully create a disturbance on school premises during school hours or at school activities or meetings.
7. Provides that students who damage property at school or while under school jurisdiction may be suspended and punished. The student, parent/guardian shall be liable for damages.
8. Allows teachers to temporarily exclude students from classroom instruction or activity area.
9. Prohibits harassment on the basis of race, color, national origin, gender, sexual orientation or disability.

DEFINITIONS OF DISCIPLINARY TERMS

Discipline – means all forms of corrective action or punishment other than suspension and expulsion and shall include the exclusion from a class for a period of time not exceeding the balance of the immediate class, subject, or activity period.

Federal Way High School practices a policy of progressive discipline. The following disciplinary actions are listed in order of relative severity.

1. **Teacher Detention** – Detention may be assigned by teachers as a consequence of violating classroom rules. The time must be made up prior to the start of school or after school. Students will be allowed 24 hours to make arrangements for serving the detention.
2. **Administrative Detention** – Administrative detention is the least severe of the disciplinary measures. Detention hours are from 2:15 p.m. to 3:00 p.m. Administrative detention is always assigned 24 hours in advance and **students arriving after 2:15 p.m. are not admitted to detention** -- instead they are reported as absent and subject to additional discipline. Students are required to bring books and are not allowed to communicate with peers. Failure to comply with the rules of administrative detention will result in the student being dismissed from the detention immediately and subsequently referred for additional disciplinary action.
3. **Saturday School/In School Suspension** – Building administrators may assign Saturday School or In School Suspension as an alternative form of discipline to short term suspension. Saturday School will be held on Saturdays from 9:00 a.m. to 12:00 noon and be fully supervised. ISS will be held each school day and run on the same hours as the school. Should the parent/guardian/student not wish to elect this option, the student will then serve the short-term suspension.

Rules for Saturday School/ISS are:

- All students must bring school assignments/work including school books, notebooks, pen or pencil, and study material.
- No eating, sleeping, talking, or using radios or telephones
- The student must report by assigned time. Late students will be dismissed and extra penalties assigned.
- Students must notify parents of their assignment to Saturday School and In School Suspension.
- Students must follow the instructions of the Saturday School/In School Suspension supervisor at all times.
- Medical excuses from a physician for illness on that date will be accepted on the following Monday or the first day after returning to school. The excuse should be given to the administrator assigning the discipline.

4. **Suspension** – Suspension means a denial of attendance (other than for the balance of the immediate class, subject, or activity period for discipline purposes) at any single subject or class, or full schedule of subjects or classes for a stated period of time. A suspension includes the denial of access by the student upon any real and personal property that is owned, leased, rented, or controlled by the school district without the written prior approval of the building principal or designee. We have both in-school suspension (ISS) and out of school suspension (OSS).
 - **Short-Term Suspension**. – A suspension for any portion of a calendar day up to but not exceeding ten consecutive days. Students shall be provided the opportunity, upon return to school, to make up assignments or tests missed by reason of the suspension if such assignments or tests have a substantial effect on the student's semester grade or failure to complete such assignments or tests would preclude the student from receiving credit for the course(s).
 - **Long-Term Suspension** -- A suspension that exceeds a short-term suspension as defined above. Schoolwork missed may not be made up.
5. **Expulsion** – A denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time. Expulsion includes denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the district.
6. **Emergency Expulsion** – An immediate expulsion (see above) for an indefinite period of time due to an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process.

DUE PROCESS PROCEDURES

1. Disciplinary authority shall be exercised with fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent/guardian.
3. In cases of the application of short-term suspensions that exceed one school day, the parent/guardian shall be notified of the suspension. If the student and parent/guardian desire, they may request an informal conference concerning the discipline with the building principal/designee. Should grievance beyond the building level be desired, the following procedure will be followed:
 - The student or parent/guardian, upon giving two school business days' prior notice, shall have the right to present a written and/or oral grievance to the superintendent or designee.
 - Should the grievance not be resolved at that level, the student or parent/guardian, upon giving two school business days' prior notice to the superintendent's office, shall have the right to present a written and/or oral grievance to the Board of Directors at the board's next regular meeting.
4. Saturday School/ISS – Should the parent/guardian/student not wish to elect this option, the student will then serve the short-term suspension.
5. In cases where long-term suspension or expulsion is recommended, a written notice shall be delivered to the pupil and his/her parent/guardian. The notice shall specify the charges made, recommended sanctions to be imposed, and set forth the student's right to a hearing.
6. If the student and parent/guardian desire a formal hearing, they shall reply in writing to the notice within three school business days of receipt. If such a reply is not made within the three-day period, the pupil and parent/guardian shall be deemed to have waived this right to a hearing.
7. In cases where emergency expulsion is applied, the pupil and parent/guardian will be notified as soon as possible by telephone or in person. A letter will be hand delivered or sent by certified mail within 24 hours of the expulsion. The letter will explain the reasons for expulsion and explain what steps may be taken. The parent/guardian/student has the right to request a hearing on or before the tenth school business day after receipt of the letter.

SEARCH AND SEIZURE

School authorities may seize any contraband substance or object the possession of which is illegal or any material or object that violates a school rule or poses a hazard to the safety and good order of the school. Students are not allowed to bring these items to school or to any school-sponsored function. The school may employ the use of K-9 units to ensure the safety of students and staff.

1. **Authority to Conduct a Search** – The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by the law or school rules.
2. **General Inspection** – School authorities will be making general inspections of lockers or desks for purposes including, but not limited to, safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include searching personal items stored in lockers or desks, such as clothing, bags, or purses, unless reasonable particularized suspicion exists.
3. **Locker/Desk/Storage Area Inspections** – All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance, and search. If, as a result of such a general search, a building administrator or designee develops reasonable suspicion that a container in a student locker or desk may contain evidence of student misconduct, the administrator or designee may search the container.

DISCIPLINARY GUIDELINES

Principal Hearing: When a student is repeatedly referred to the administration for disciplinary action other than "exceptional misconduct," the student will be referred for a hearing with the Principal. The Principal will render a decision to a) place the student on probation and continue the student in school, b) suspend the student long-term, or c) expel the student. Violation of the Principal's probation contract will result in expulsion.

Progressive Discipline/Cumulative Records – Discipline files will be kept for each student throughout their secondary careers (grades 7-12). These files may be used as a reference in determining patterns of behavior for which corrective action is necessary. Progressive corrective action or punishment for inappropriate behavior patterns or similar cumulative violations may be assigned based upon these records.

Zero Tolerance Policy – The Federal Way School District has determined that certain types of misconduct, by their very nature, provide good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption of the educational process. The following types of misconduct are in this category and will result in **emergency expulsion**:

1. **Arson** – Any student who starts a fire on school premises is subject to a charge of arson. Arson is a felony and legal authorities may be notified
2. **Explosives** – Possession or use of anything tending or serving to explode with force or violence, such as firecrackers, bullets, or pipe bombs.
3. **Sale of Drugs, Alcohol, or Mind-Altering Substances** – The selling and/or distribution of any alcoholic beverages, marijuana, hallucinogens, amphetamines, inhalants, barbiturates, narcotics (opiates or synthetic narcotics), cocaine, legend drugs, any dangerous or controlled substance or any "look-alike" substances purported to be such, is a major violation. In addition, non-prescription/over-

the-counter medications such as, but not limited to, diet pills, caffeine pills, pain killers, and cold medicines are prohibited unless under the direction of a school nurse or physician.

4. **Weapons** -- It is unlawful for a person to carry onto school premises, school provided transportation, or areas of facilities while being used exclusively by public or private schools:
 - Any firearm; or
 - Any dangerous weapon including, but not limited to, sling shots, sand clubs, metal knuckles, knives of any kind; or
 - Any device commonly known as "nun-chu-ka sticks" consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means; or
 - Any device, commonly known as "throwing stars," which are multi-pointed, metal objects designed to embed upon impact; or
 - Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air or other gas.
 - Any object that looks like a weapon, such as a toy or "dummy" gun, knife, or grenade.

5. **Threats**
Threats to kill another person (including "hit lists"), if the behavior exhibited, either words or actions, place another person in fear. Intent and circumstances are to be considered by school officials when determining responses to this type of behavior.