

# Royal High School



## **Student Handbook**

**2017-2018**

*THE KNIGHT'S SHIELD:*

*Service, Honor, Integrity, Excellence, Leadership, and Determination*

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**Royal School District Mission Statement**

“Our mission is to ensure an excellent education for all students. We are committed to providing a positive social, emotional, and physically safe learning environment. We make every effort to produce a high quality educational system that continues to foster our sense of pride and promotes excellence for all.”

**Royal High School Mission Statement**

“Royal High School, a partnership of parents, community and schools, strives to graduate students who achieve the knowledge, skills, and work ethics necessary to be responsible and productive citizens, effective communicators, creative problem solvers and life-long learners.”

**Message from the Principal:**

Dear Parents and Guardians,

Students and staff have settled into their daily routines and, in every classroom, students are engaged in rigorous and relevant educational experiences. Although it may seem as if our students are growing more independent each day, please do not underestimate the influence that you, as a family member, have on your student’s education. I am often asked by families, “How can I best support my student’s academic growth?” Here are my top 5 family support strategies:

1. Ask them “What did you LEARN today?” This is a very different question than “What did you *do* today?”
2. Post your student’s class schedule in a high traffic area of your home (like on the computer or the refrigerator). This will prompt conversations by simply reminding you who their teachers are and what classes they are currently taking.
3. Access your child’s grades and attendance weekly on Skyward. Every student and parent has a unique username and password. Skyward provides your student’s current grades and allows you to look at your student’s attendance.
4. We expect all Royal Knights to be reading for at least 20 minutes per day, in addition to their regular homework. Reading for pleasure is still reading! Help them find reading material they enjoy and ask them to retell you what they have read.
5. Contact your child’s teacher, Mr. Follett or myself, if you have any questions or concerns about your student. Communication between school and home is vital to student success. Our staff is a team of dedicated adults who have chosen to work with students each and every day. We want to create powerful partnerships with you to ensure that everyone has a strong academic foundation.

The future for our children is very bright, and together we will be able to ensure that our students have all of the necessary tools to engage in meaningful learning that will prepare them for college, work, and life.

Please check our website at [www.royal.wednet.edu](http://www.royal.wednet.edu) for updates on sporting events, bell schedules, dances and all of the other happenings at Royal High School!

Rick Follett  
Principal

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# BELL SCHEDULES

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## Regular Daily Schedule:

Period 1	8:24-9:14
Period 2	9:18-10:08
Period 3	10:12-11:02
Period 4	11:06-11:56
Lunch	11:56-12:25
Period 5	12:30-1:20
Period 6	1:24-2:14
Period 7	2:18-3:08

## One Hour Late Start Schedule:

Period 1	9:30 - 10:10
Period 2	10:14 - 10:54
Period 3	10:58 - 11:38
Period 4	11:42 - 12:22
Lunch	12:22 - 12:52
Period 5	12:56 - 1:36
Period 6	1:40 - 2:20
Period 7	2:24-3:08

## Two Hour Late Start Schedule:

Period 1	10:30 - 11:05
Period 2	11:09 - 11:40
Period 3	11:44 - 12:15
Lunch	12:19 - 12:49
Period 4	12:53 - 1:24
Period 5	1:28 - 1:59
Period 6	2:03 - 2:34
Period 7	2:38-3:08

## Early Release Schedule:

Period 1	8:24 - 8:51
Period 2	8:55-9:22
Period 3	9:26-9:53
Period 4	9:57-10:24
Period 5	10:28-10:55
Period 6	10:59-11:26
Period 7	11:30-11:57
Lunch	11:57-12:27

## Activity Schedule:

Period 1	8:24 - 9:09
Period 2	9:13 -9:58
Activity	10:02-10:32
Period 3	10:36 - 11:21
Period 4	11:25 - 12:10
Lunch	12:10 - 12:40
Period 5	12:45 - 1:30
Period 6	1:34 - 2:19
Period 7	2:23 - 3:08

## 2017-2018 SCHOOL CALENDAR\*

August 30	First Day of School
September 4	NO SCHOOL Labor Day
November 1	2 Hour Late Start
Nov. 6-9	Early Release for Conferences
November 10	NO SCHOOL Veterans Day
November 22	Early Release Thanksgiving
Nov. 23-24	NO SCHOOL Thanksgiving Break
Dec. 20-Jan. 2	NO SCHOOL Winter Break
January 15	NO SCHOOL Martin Luther King, Jr. Day
January 23	2 Hour Late Start
February 14	Early Release for Conferences
February 16	NO SCHOOL-Extended Presidents' Day
February 19	NO SCHOOL-Presidents' Day
March 29	2 Hour Late Start
April 2-6	NO SCHOOL Spring Break
May 28	NO SCHOOL Memorial Day
June 1	High School Graduation
June 8	Last Day of School

**\*At the time of printing, this was the only information available in regard to the school calendar.**

## **Royal High School Parent Involvement Plan**

Parents have and will continue to be a part of the targeted assistance advisory group for the building. The following is the job description for this group. Yearly, the job description is revised to meet the building needs.

- Review and disseminate yearly and rewrite, if necessary. The targeted assistance plan and parent involvement plan
- Conduct or schedule building staff development opportunities
- Review building allocations
- Prioritize purchases
- Communicate to staff and parents components of the plan

Royal High school will promote partnerships that will increase involvement in promoting the academic, social and emotional growth of the children. These goals will be aligned with state and national educational goals.

Royal High School will support parent involvement by:

- Engaging parents in meaningful involvement through interactive projects, such as job shadows, culminating projects and portfolios
- Hosting Evening of Honors
- Distributing student testing information
- Collecting information by survey
- Information in the district newsletter
- Providing annual school performance report
- Encouraging reading at home
- Encouraging parent to participate as school volunteers
- Making telephone contacts
- Welcoming parent teacher conferences
- Making home visits
- Providing written information in English and Spanish
- Encouraging Migrant and Bilingual parents to participate in the district Parent Advisory Committee

## **Royal High School Students' Rights and Responsibilities**

Royal High School students, as citizens of the school community, are entitled to all the rights and privileges granted by our democratic society. The right to an education, however, does allow that schools may legitimately expect students to accept certain responsibilities. It is important that both students and parents read this document, as they are responsible to know the information.

When students come to school to learn, they arrive on time with their work done to the best of their ability. Students present themselves in attire that is not distracting to the learning of others. Students who want to better themselves ask their peers and teachers for help when necessary and will give help to others. Role modeling healthy behavior develops leadership skills and lifelong habits that can increase the number and quality of opportunities.

All students who attend Royal High School shall comply with the written policies, rules, and regulations of the Royal School District; shall pursue the required course of studies; and shall submit to the authority of school staff, subject to such corrective action(s) as identified in the Royal School District/Royal High School Student Discipline Codes. As afforded by Washington Administrative Code, all students have the right to due process.

### **Overview of Student Rights**

Each student attending Royal High School has the right to:

- An equal educational opportunity, free of discrimination because of national origin, immigration status, race, religion, sexual orientation, gender, pregnancy, marital status, or an identified learning need.
- Be secure in his or her person, papers, and effects from unreasonable search and seizures.
- Free expression and assembly subject to reasonable limitations and identified procedures for exercising such rights.
- Be free from unlawful interference in his or her pursuit of an education while in the custody of a school authority.

### **Overview of Student Responsibilities**

Each student attending Royal High School has the responsibility to:

- Attend school daily and be on time to class with all necessary materials.
- Know and obey the rules of the district and the school.
- Accept reasonable consequences for violating school or district rules.
- Respect the rights of others, as not to disrupt or deprive others of their right to an education.
- Respect the property of others, of the school, and the district; and be willing to make restitution for property damaged.

### **Disciplinary action will be taken when students choose to be irresponsible for their behavior.**

Discipline may include a temporary removal from a class, activity, school function, or after-school detention. Parent, student, teacher, and administrator conferences may also be required.

## **Royal High School General Attendance Philosophy**

The process of education requires continuity of instruction and student participation in order to reach the goal of maximum educational benefits for each individual. This is a well- established principle of education which underlies and gives purpose to the requirement of compulsory education. When a student is aware that they are going to be absent, it is his/her responsibility to ask for assignments before the absence occurs. Requests for make-up work/assignments must be made within two days after returning to school and must be completed within reasonable limits set by that individual teacher. If assignments are given prior to the student leaving, the assignments may be due upon the student's return to school. With excused absences, students will have two days for each day out to make up work. If students do not make a request within two days, it is no longer the teacher's obligation to allow the students to make up the work. It is also understood that make-up work does not substitute for classroom participation and grades may be negatively impacted due to an inability to participate if a student is not present. Make-up work will not be allowed for any unexcused or truant absence. All absences, in accordance with State Law and District Policy, require a written excuse from a parent or legal guardian stating the reason for the absence within two (2) school days. Absences will be classified as EXCUSED, UNEXCUSED, or TRUANT.

### **Excused and Unexcused Absences**

Students are expected to attend all assigned classes each day. School staff will keep a record of absence and tardiness, including a call log and/or a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences.



## **Royal High School Policies and Procedures**

**Royal High School's focus is on student learning and our school will focus on minimizing the impact of disruptions during class time.**

### **Attendance (R.C.W. 28A.225.010)**

Attendance at Royal High School is mandatory and of special concern to all members of the Royal School District and to our community. All students who are enrolled from grades 9-12 are required to attend regularly. It is the responsibility of the parent(s) or guardian(s) to cause the student to attend. It is the responsibility of the student to attend for the full time when school is in session unless the student is enrolled in an outside program.

### **Attendance Procedure (SB Policy 3122P)**

Students are expected to attend all assigned classes each day. Teachers/school staff will keep a record of absence and tardiness, including documentation of students' excused absences.

The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher.

- A. **Participation in a school-approved activity or instructional program.** To be excused this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
- B. Absence due to illness: health condition; medical appointment; family emergency; religious purposes; court, judicial proceeding or serving on a jury; post-secondary, technical school or apprenticeship program visitation, or scholarship interview; State-recognized search and rescue activities consistent with RCW 28A.225.055; and directly related to the student's homeless status.

When possible, the parent/guardian is expected to notify the school office on the morning of the absence by phone, e-mail or written note of explanation with the student absence. If no excuse is provided with the notification, or no notification is provided, the parent/guardian will submit an excuse via phone, e-mail or written note upon the student's return to school. Adult students (those over eighteen) and emancipated students (those over sixteen who have been emancipated by court action) shall notify the school office of their absences with a signed note of explanation. Students fourteen years old or older who are absent from school due to testing or treatment for a sexually transmitted disease shall notify the school of their absence with a signed note of explanation, which will be kept confidential. Students thirteen years and older may do the same for mental health, drug or alcohol treatment; and all students have that right for family planning and abortion.

A parent may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. A student shall be allowed one makeup day for each day of absence.

- C. **Absence for parental-controlled activities.** This category of absence shall be counted as excused for purposes agreed to by the principal and the parent/guardian. An absence may not be

approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g., certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent parent/guardian-approved absence would have an adverse effect on the student's educational progress, which would ultimately be reflected in the grade for such a course. A student, upon the request of his/her parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or otherwise involves the school to any degree.

- D. **Absence resulting from disciplinary actions--or short term suspension.** As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments shall be a substantial lowering of the course grade.
- E. **Extended illness or health condition.** If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class the student may be required to take an incomplete or withdraw from the class without penalty.
- F. **Excused absence for chronic health condition.** Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent/guardian shall apply to the principal or counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The recommended limited program shall be approved by the principal. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request.

Unexcused absences fall into two categories:

- A. Submitting a signed excuse which does not constitute an excused absence as defined above; or
- B. Failing to submit any type of excuse statement by the parent/guardian or adult student, whether by phone, e-mail or in writing, for an an absence.
  - 1. **Each unexcused absence** within any month of the current school year will be followed by a letter or phone call to the parent/guardian informing them of the consequences of additional unexcused absences. The school will make reasonable efforts to provide this information in a language in which that parent is fluent. A student's grade shall not be affected if no graded activity is missed during such an absence.
  - 2. After two unexcused absences within any month of the current school year, a conference will be held between the parent, student and principal to analyze the causes of the student's absenteeism. If a regularly scheduled parent-teacher conference is scheduled to take place within thirty days of the second unexcused absence, the district may schedule the attendance conference on the same day. The district will designate a staff member to apply the Washington Assessment of the Risks and Needs of Students (WARNS) and, where appropriate, provide the student with best practice or research-based interventions consistent with WARNS. As appropriate, the district will consider:

- a. Adjusting the student's course assignments;
- b. Providing more individualized instruction;
- c. Providing appropriate vocational courses or work experience;
- d. Requiring the student to attend an alternative school or program;
- e. Assisting the student to obtain supplementary services or,
- f. Referring the student to a community truancy board.

If the student's parent/guardian does not attend the conference, the conference may be conducted with the student and school official. However, the parent will be notified of the steps taken to eliminate or reduce the student's absences.

In the case of a student who transfers from one district to another during the school year, the sending district will provide to the receiving district, together with a copy of the WARNS assessment and any interventions previously provided to the student, the most recent truancy information for that student. The information will include the online of written acknowledgment by the parent and student.

**Not later than the student's fifth unexcused absence in a month**, the district shall enter into an agreement with the student and parents guardians that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court (see below).

### **Community Truancy Board**

A "community truancy board" means a board established pursuant to a memorandum of understanding (MOU) between juvenile court and Royal School District and composed of members of the local community in which the student attends school. The district will enter into an MOU with the juvenile court in Grant County to establish a community truancy board prior to the 2017-18 school year.

The district will designate and identify to the juvenile court (and update as necessary) a staff member to coordinate district efforts to address excessive absenteeism and truancy, including outreach and conferences, coordinating the MOU, establishing protocols and procedures with the court, coordinating trainings, sharing evidence-based and culturally appropriate promising practices. The district will also identify a person within each school to serve as a contact regarding excessive absenteeism and truancy and assisting in the recruitment of community truancy board members.

Not later than the **seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year**, if the district attempts to substantially reduce a student's absences have not been successful and if the student is under the age of seventeen, the district will file a petition and supporting affidavit for a civil action in juvenile court.

The petition will contain the following:

1. A statement that the student has unexcused absences in the current school year (petitions must be filed if the student has seven or more unexcused absences within any month during the current school year or ten or more unexcused absences in the current school year, but a petition may be filed earlier; also unexcused absences accumulated in another school or school district shall be counted for all purposes in this procedure);

2. Actions taken by the school district have not been successful in substantially reducing the student's absences from school; and
3. A statement that court intervention and supervision are necessary to assist the school district to reduce the student's absences from school;
4. A statement that actions taken by the school district have not been successful in substantially reducing the student's absences from school;
5. Additionally, the petition shall include the student's name, date of birth, school, address, gender, race and ethnicity and the names and addresses of the student's parents/guardians, whether the student and parent are fluent in English, whether there is an existing individualized education program (IEP) and the student's current academic status in school;
6. The petition must include facts that support the allegations made in the petition,
7. A list of all interventions that have been attempted, a copy of any previous truancy assessment completed by the student's current school district, the history of approved best practices intervention or research-based intervention (s) previously provided to the student by the district, and a copy of the most recent truancy information document signed by the parent and student.

Petitions may be served by certified mail with a return receipt requested, but if such service is unsuccessful, personal service is required. At the district's choice, it may be represented by a person who is not an attorney at hearings related to truancy petitions.

If the allegations in the petition are established by a preponderance of the evidence, the court shall grant the petition and enter an order assuming jurisdiction to intervene for a period of time determined by the court, after considering the facts alleged in the petition and the circumstance of the student, to most likely cause the student to return to and remain in school while the student is subject to the court's jurisdiction.

If the court assumes jurisdiction, the school district will periodically report to the court any additional unexcused absences by the student, actions taken by the district, and an update on the student's academic status in school at a schedule specified by the court. The first report must be received no later than three (3) months from the date that the court assumes jurisdiction.

All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations regarding corrective action or punishment. (See WSSDA model Policy 3241, Classroom Management and Corrective )

\*Appeal Process-Student or Parent will notify administrator with a request for appeal. Appeal hearing will take place with administrator and teacher. If appeal is accepted, an "earn back" plan will be created and followed.

## **Tardy Procedure**

**1<sup>st</sup> tardy** and **2<sup>nd</sup> Tardy**=Teacher notification to student; documentation on Skyward; concrete consequence may be applied

**3<sup>rd</sup> tardy**=Automated or in-person call home informing parents of third tardy

**4<sup>th</sup> and 5<sup>th</sup> tardy**=Teacher Interventions must be attempted and documented on Skyward

- Teacher/Student conference
- Teacher/Parent communication
- Before/After school makeup arrangement (at least 15 min. before/after)
- Assignment makeup plan

**6<sup>th</sup> tardy**=Teacher referral to administration (all interventions are included and with the date)

## **Student Check-In/Check-Out**

### **Check-In**

If a student has a valid reason for arriving late to school, the student must check in at the main office with a note.

### **Check-Out**

If a student has a valid reason for leaving while school is in session, the student must sign out at the attendance desk in the main office

- A. Any student who has an appointment during the school day must submit a note to the attendance office prior to the beginning of the school day.
- B. The attendance office will issue a new note to the student to be presented to the classroom teacher in order to be dismissed from class.
- C. If student fails to provide early notification to the office, parent may pick up student at the end of the class period. To honor the instructional time, the office will not interrupt class until the last 5 minutes of each period.

If the student/parent follows the pre-approval process, parent is not required to physically sign out the student. The pre-excused note will serve as parent permission.

If the student/parent fails to follow the pre-approval process, parent will need to physically sign out the student at the attendance desk.

If students do not check-in or check-out in the attendance office, they will be considered truant, and they will not be excused.

If a student leaves campus during lunch and does not return to school due to illness, a parent must call before 3:20 pm to excuse the student for not returning for the remainder of the day.

## Appropriate Dress

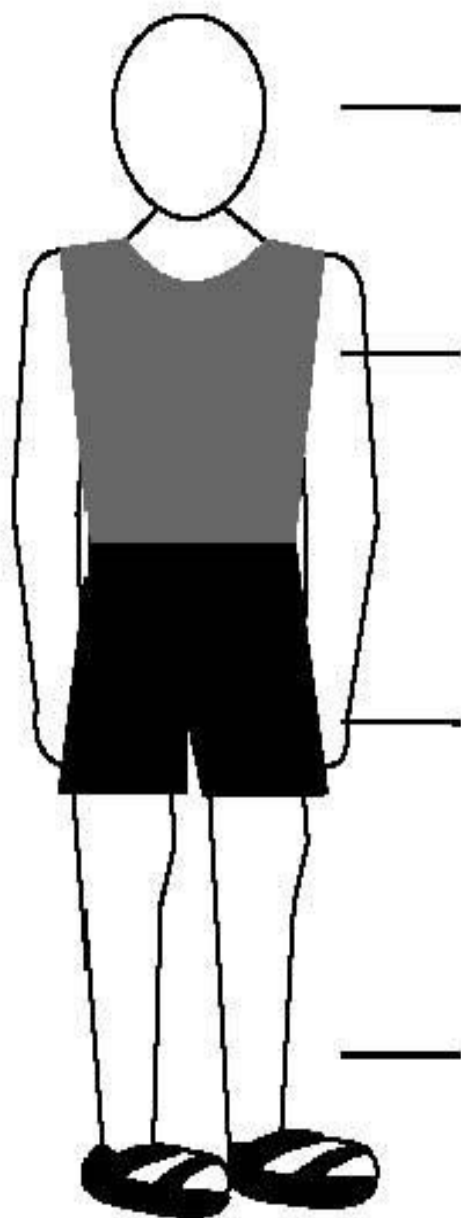
Royal High School looks upon appropriate dress as a key component of the educational process. School prepares students for success. While security and safety continue to be the driving forces behind the following policy, they are not the only factors.

Royal High School dress code follows accepted business attire that includes all security and safety factors to assure a healthy learning environment. Any articles of clothing that include color, slogans, and numbers that relate to violence, prohibited substances, offenses against creed or gender, or articles of immodesty are not to be worn at Royal High School.

Appropriate dress is expected at all RHS sponsored events, including, but not limited to, dances, ASB activities, parent/student meetings, and sporting events. RHS reserves the right to refuse entrance to any RHS sponsored event due to inappropriate clothing.

Students who willingly choose to dress inappropriately will be asked to change. If the student does not have appropriate clothes, they may be provided with clothing from the school. Otherwise, arrangements must be made for students to go home or for parents to bring clothes to school. **Violations of school dress policies will result in disciplinary action. Items may be confiscated for evidentiary purposes.**

## Royal High School Dress Code



**Head:** No bandanas, hairnets, hoods, or sunglasses. Hats must be worn with the bill forward and removed upon request.

**Torso:** Clothing must cover stomachs, backs, shoulders, chest, and undergarments. No shirts with oversize arm holes, halter-tops, tube tops, bare midriff shirts, and spaghetti strap tops or other attire which leaves the shoulders completely bare and/or exposes cleavage, straps must be 2 fingers width or wider. **Shirts may be no longer than the base of the fingers or will need to be tucked in. Shirts must be tucked in upon request.**

**Legs** Oversize/baggy pants are not allowed. **Pants/shorts must be worn at or above the hips.** Belts must not extend more than four inches beyond the buckle and must be tucked in the belt loops. **Shorts, skirts, dresses must be no shorter than length of extended fingers of student. Wearing shorter skirts, shorts, or dresses may be acceptable if worn over leggings. Holes in clothing that expose undergarments will be prohibited. No holes allowed above short length.**

**Feet:** Footwear must be worn at all times appropriate for the activity. No slippers.

- **Approved activity and sport uniforms are excluded.**
- **Pajamas excluded unless specifically approved for school events.**
- **Undergarments may NOT show.**

The shaded portion of this figure represents the front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while attending school

*Student dress shall be neat, clean, and within the bounds of decency, health, and safety. Dress and appearance is the responsibility of the parent and student; however; dress and appearance shall not be disruptive to the educational process or learning objectives. Students need to dress appropriately to learn. A student who wears clothing that disrupts the educational process will be referred to an administrator.*

The Royal High School dress code is subject to change based upon new trends and information that applies to the safety of all students.

### Other Guidelines

- Clothing or jewelry advertising drugs, alcohol or tobacco, or demonstrating obscene language, harassment, violence or double meanings (innuendo) is not appropriate.
- Clothing two or more sizes larger are prohibited.
- Any items that are evidence of membership in, or affiliation with a gang are not allowed.
- Clothing or jewelry with 13, 14, or 18.
- **Inappropriate or gang tattoos must be covered.**

### **ASB Cards and Student Fees:**

ASB cards are \$15.00. This card entitles the student to free admission to all regular home athletic contests.

**All fees and/or previous fines must be paid before participation in any school performance, trip or after school practice.**

### **Parking**

Students with a valid driver's license are allowed to drive to school. The Royal School District considers this a privilege, not a right. Therefore, students must adhere to the following guidelines:

- A. All drivers must comply with driving laws, which include proof of insurance, valid registration, and adherence to posted speed limits.
- B. Reckless driving on school grounds will result in a loss of parking privileges on campus based upon the severity of the situation.

The following procedures will be used to enforce the above parking policy:

- A. Student will be warned of his actions and parents will be contacted.
- B. Law enforcement will be contacted.

### **Emergency Procedures:**

#### **Evacuations:**

When an emergency within a school or department necessitates total or partial closure of the schools within the district, threatens the safety and well-being of students, and/or interferes in the normal operation of the school. (*District Policy and Procedure 3432*)

Emergency procedures are posted in each classroom. At the fire alarm signal, all students and faculty must leave the building via the posted emergency exit routes. Students must clear the building.

#### **Lockdown:**

Modified Lockdown is initiated to isolate students and staff inside the school from potential dangers outside the school. Modified Lockdown is typically used when events in the vicinity of the school may pose a threat.

Lockdown is initiated to isolate students and staff from immediate dangers which may include armed intruders, violent behaviors, suspicious trespassers, on-campus shootings, bomb threat, sniper, or nearby police activity. (*District Policy and Procedure 3432*)

In the event of any situation requiring an emergency lockdown, the following procedures will be followed:

- A. Students need to get into the nearest classroom.
- B. All students will remain in their classrooms until further notice.
- C. The classroom teacher will take roll to determine who is missing, or added.
- D. The classroom teacher will secure and lock your classroom door.
- E. Then notify the office of lockdown compliance.



## **Student Contact and Deliveries**

### **Deliveries to Students**

Deliveries to students such as flowers, food, balloons, candy, birthday gifts, etcetera, will be delivered the last 5 minutes of the day and/or a note will be delivered to the student communicating to the student that they can pick up the delivery at the end of the school day.

### **Messages to Students**

Royal High School's focus is on student learning and our school will focus on minimizing the impact of disruptions during class time. Messages will be delivered during the last five minutes of class time. Arrangements must be made with students before or after school.

## **Disruptive Devices and Valuables**

Large sums of money and valuables must be left at home. Articles of value for class display should be locked in a teacher's cabinet or checked in at the main office. If students bring any valuable item to school, they do so AT THEIR OWN RISK.

### **School personnel will take no responsibility for confiscated items.**

The school and school district assume absolutely no responsibility for loss of students' personal property. Tablets, iPods, laptop computers, cameras, cell phones, and personal gaming devices, are not to be brought to school. School personnel will not be required to investigate the loss or theft of those items. Failure to adhere to this policy may result in disciplinary action.

## **School Dances**

### **Attendance at School Sponsored Dances**

Appropriate attire is required to attend all dances. RHS administration reserves the right to refuse entrance to any function based on a student's attire. Hats, masks, chains or other accessories such as these are not permitted at school sponsored dances.

Dances sponsored by Royal High School are intended for Royal High School students. If a RHS student would like to bring an individual who is not a student at Royal High School, the guest approval process must be completed. The guest approval form must be completed and submitted within established timelines. Submission of the guest form does not guarantee that the guest will be admitted to the dance. RHS administration reserves the right to deny guest approval based on information retrieved through a background check. If admitted, the guest will be required to present his/her photo ID at the dance entrance.

Royal High School students seeking approval to attend non RHS dances must submit the host school's guest approval form to RHS administration. RHS administration will only approve students who are in "good standing". Good standing is defined as a 2.0 GPA and no discipline within the last 6 months.

## **Student Conduct Philosophy**

### **Student Discipline Procedures**

The word “discipline” originates from the Latin word *disciplina* meaning “instruction” and derives from the root *discere* meaning “to learn.” The word *discipulus* means “disciple or pupil”.

The RHS SHIELD Program will recognize and honor students who follow Royal High School’s Code of Conduct. However, disciplinary action will be taken when students choose to be chronically irresponsible for their behavior and is aimed at teaching students to refrain from making poor decisions in the future, thereby preserving a safe environment, one in which every student has the opportunity to learn.

Discipline may include temporary removal from a class, activity, school function, or detention. Parent, student, teacher, and administrator conferences may also be required. As a result, a student may be placed on a behavior contract to ensure the student’s renewed focus on learning.

Other forms of discipline may include the following:

1. Teacher-Verbal Warning
2. Teacher-Parent Contact
3. Teacher-Detention assigned
4. Teacher-Behavior contract
5. Teacher-Referral to Administrative Team
6. Administrator-Written Referral
  - A. Lunch detention
  - B. In-school suspension
  - C. Short-term Suspension
  - D. Long-term Suspension
  - E. Emergency Expulsion
  - F. Expulsion from School

Students who are placed on any form of out-of-school suspension or expulsion are not permitted to participate in or attend school-sponsored activities, including all academic and sporting events. This includes being on any Royal School District property.

### **Search and Seizure (R.C.W. 28A.600.230)**

School authorities may seize any contraband substance or object, the possession of which is illegal, or any material or object, which violates school rules or poses a hazard to the safety and good order of the school.

School officials have the authority to conduct a search of the following when reasonable suspicion exists that the student is in possession of illegal or unauthorized items:

1. A student’s person and/or personal effects.
2. Student vehicles while on school property.
3. Student lockers and storage areas.

Royal High School and its surrounding campus (including the school parking lots) are routinely searched by trained and certified detection canines. Classrooms, mixing areas, and student property searches will be completed by canines after students have been removed from the area.

## **PBIS**

PBIS stands for Positive Behavioral Intervention and Supports. This system of teaching and expecting specific behaviors in all areas of the school has been shown to decrease discipline issues, which in turn creates a more positive school culture and learning environment. It also celebrates all of the wonderful decisions our students make on a daily basis!

### **At Royal High School, we are calling it our SHIELD Program.**

During the 2016-17 school year, staff, administration, parents, and students worked together to create and adopt guidelines for proper behavior. The following table lists the expectations:

### **Royal High School's Code of Conduct The Knights' SHIELD-Service, Honor, Integrity, Excellence, Leadership, and Determination**

<b>Area/Core Value</b>	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>-Use teacher-directed voice level</li> <li>-Respect everyone's right to learn</li> <li>-Speak kindly to everyone</li> <li>-Keep cell phones off and put away (unless teacher directed)</li> <li>-Use school-appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>-Be on time</li> <li>-Be on task</li> <li>-Be on target</li> <li>-Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Use classroom equipment appropriately</li> <li>-Maintain school-appropriate personal space</li> </ul>
<b>Common Areas</b>	<ul style="list-style-type: none"> <li>-Use Level 2 voice (Level 1 while classes are in session)</li> <li>-Use appropriate language</li> <li>-Maintain a healthy personal space</li> </ul>	<ul style="list-style-type: none"> <li>-Keep space clean</li> <li>-Walk to the right side of hallways</li> </ul>	<ul style="list-style-type: none"> <li>-Walk to the right side in hallways</li> <li>-Follow the flow of the traffic</li> <li>-Secure your locker</li> <li>-Yield to passing traffic</li> <li>-Leave doorway areas clear</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>-Use Level 1 voice</li> <li>-Keep bathrooms neat and clean</li> <li>-Respect school property</li> </ul>	<ul style="list-style-type: none"> <li>-Use bathroom during transitional break times whenever possible</li> <li>-Return to class immediately if used during class time</li> <li>-Use closest bathroom</li> </ul>	<ul style="list-style-type: none"> <li>-Report problems/ vandalism to staff</li> <li>-Practice proper hygiene</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>-Use Level 2 voice and school-appropriate language</li> <li>-Treat others with respect</li> <li>-Respect property</li> <li>-Begin at the end of the line and maintain that position</li> </ul>	<ul style="list-style-type: none"> <li>-Clean up after yourself</li> <li>-Make room for others</li> </ul>	<ul style="list-style-type: none"> <li>-Maintain school-appropriate personal space</li> <li>-Walk to and in the cafeteria</li> </ul>
<b>Assembly Areas</b>	<ul style="list-style-type: none"> <li>-Keep remarks and questions polite and positive</li> <li>-Respect school property</li> <li>-Give presenter full attention</li> <li>-Use school-appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>-Show appropriate enthusiasm</li> <li>-Approach assemblies with an open mind</li> <li>-Comply with presenter's requests</li> <li>-Be appropriately engaged</li> </ul>	<ul style="list-style-type: none"> <li>-Maintain personal space</li> <li>-Enter and exit in a quiet, orderly fashion</li> <li>-Stay seated, if expected</li> <li>-Leave when grade level is called</li> <li>-Bags stay in classroom/lockers</li> </ul>
<b>Athletic Events</b>	<ul style="list-style-type: none"> <li>-Show good sportsmanship</li> <li>-Use school-appropriate language</li> <li>-Respect everyone</li> </ul>	<ul style="list-style-type: none"> <li>-Be responsible for your actions</li> <li>-Accept winning and losing graciously</li> </ul>	<ul style="list-style-type: none"> <li>-Clean up after yourself</li> <li>-Use bleacher aisles to enter and exit</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>-Use Level 1 voice</li> <li>-Use school-appropriate language</li> <li>-Use library appropriately</li> <li>-Treat materials respectfully</li> </ul>	<ul style="list-style-type: none"> <li>-Check out/ return materials in a timely manner</li> <li>-Carry a library pass</li> <li>-Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Use the appropriate enter and exit doors</li> <li>-Walk</li> </ul>

Voice Levels 0-Silent; 1-Whisper; 2-Conversation; 3-Outside; 4-Emergency

## Procedure

1. At the beginning of the school year, students will be taught and have a chance to practice all of the expectations.
2. Students will receive Knight Time cards and will put their names on them. Each card will include blank boxes on the back.
3. Staff and administration will stamp boxes on students' cards for following the above expectations. Some days staff stamp students' cards for meeting certain expectations; however, students will be expected to uphold all of the expectations. In the classrooms, teachers can also choose to stamp students' cards for meeting classroom rules/expectations.
4. Once a card is filled with stamps, students will place the card in a bin in the commons' area, the one with their grade level listed on it.
5. They will then get another card and the process continues.
6. Eight times per semester, drawings will be held for a variety of incentives. If a student's name is drawn, he or she will sometimes get to choose which incentive that he or she would like.
7. Group incentives will also occur at certain times of the school year for recognizing groups of students meeting specific criteria in regard to grade point average, few to no tardies, and other criteria to be announced.
8. Once a drawing is complete, all other cards will remain in the bin for the semester.
9. At the end of the semester, all cards will be removed, and the process continues!

## **Disciplinary Violations**

### **1. Weapons , Dangerous Instruments, and Explosive Devices (RCW 9.41.280, 28A.600.230, 9.41.010, 9.41.250, 9.41.280, 9.41.270)**

It is the policy of the Royal School District that there be no tolerance for the possession or use of weapons, dangerous instruments, or explosive devices by students. Students may not possess or use firearms, dangerous instruments, or explosive devices on school property, on school provided transportation, in areas or facilities being used exclusively by a school, or at a school sponsored event or activities. Dangerous weapons include and are not limited to: firearms, nun-chu-ka-sticks, throwing star, air gun, air pistol, air rifle, stun gun, knife, or any item that is used or could be used as a weapon.

Possession or use of a firearm in violation of this policy shall result in a minimum of one (1) school term expulsion from the district. The superintendent or designee may modify the mandatory expulsion on a case-by-case basis. Exception to this policy may be made as only allowed by state law and authorized by the district. Any student who possesses any weapon, or explosive devices, other than a firearm, in violation of this policy may be expelled or be subject to other school discipline as provided in board policy and state law.

The district is authorized to expel any high school student who has violated the weapons policy. Any student who brings a firearm will be expelled for no less than one school term. The school must notify police and the student's parent(s) or guardian(s) of the incident. Police do not need a warrant to arrest any person on school property who illegally possesses or has possessed a firearm or dangerous weapon.

### **2. Fighting and Threats**

Fighting is defined as the exchange of hits or other violent physical contact between or among students, including arrangement of fights. Communicating threats of violence or harm directly or indirectly, whether by physical, verbal, written, telephonic, or electronic means, which cause another person to believe his/her life, safety or property is in danger, or which cause a listener to believe that another person's life, safety or property is in danger. Threats need not be communicated to the intended victim. Includes bomb threats, false alarms, threats of violence, etc.

**Disciplinary action may include the following:**

- A. Parent Contact**
- B. Third Party Mediation**
- C. Non-Altercation Contract**
- D. Short Term Suspension**
- E. Long Term Suspension**
- F. Emergency Expulsion**
- G. Police Notification**

### **3. Extortion, Assault, and Causing Physical Injury**

A student will not extort anything of value, threaten physical injury, attempt to cause physical injury, cause physical injury, or intentionally behave in a way that could reasonably be expected to cause injury to another.

**Disciplinary action may include the following:**

- A. Parent Contact**
- B. Short Term Suspension**
- C. Long Term Suspension**
- D. Emergency Expulsion**
- E. Expulsion**
- F. Police Notification**

**4. Bullying/Harassment/Intimidation (R.C.W. 9A.36.080)**

Students are expected to respect the individual rights of all persons while on campus and at school functions or activities. Everyone, including students, school personnel, parents, and community members are to be treated with respect. Any form of harassment (including sexual), intimidation, or bullying will not be tolerated. Bullying/Harassment is defined as intentional written, verbal, or physical bullying, intimidating, or harassing behavior that is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.

**Disciplinary action may include the following:**

- A. Parent Contact**
- B. Third Party Mediation**
- C. Non-Altercation Contract**
- D. Short Term Suspension**
- E. Long Term Suspension**
- F. Emergency Expulsion**
- G. Expulsion**
- H. Police Notification**

**Sexual harassment**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the bus, or off-campus, such as school-sponsored field trip.

**Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communication in order to gain something in return, such as a grade, a promotion, a place on sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

**Examples of sexual harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

**How do I report sexual harassment?**

You can report sexual harassment to any school staff member or to the district's Title IX Officer: Andrew Perkins at 509-346-2222. For a copy of your district's Sexual Harassment policy and procedure, contact your school or district office or district website: <http://www.royal.wednet.edu>.

## **5. Vulgar or Lewd Conduct**

**Initiating or participating in the dissemination of inappropriate messages or images including transmitting, viewing or possessing images of a sexually explicit nature on an electronic device**

**Disciplinary action may include the following:**

- A. Parent Contact**
- B. Short Term Suspension**
- C. Long Term Suspension**
- D. Emergency Expulsion**
- E. Expulsion**
- F. Police Notification**

## **6. Controlled Substances (R.C.W. 69.50.406, 28A.210.320)**

Students may not possess, use, or be under the influence of controlled substances (including alcohol, marijuana, narcotics, tobacco, smokeless tobacco, unauthorized use of non-prescription and prescription drugs) while on school grounds or at any school-sponsored function or activity. The possession, use, sale, intent to sell, distribution, sharing or being under the influence of controlled substances on district property, district-provided transportation, areas of facilities being used exclusively as school district property, or at district-sponsored activities is prohibited. This includes any over-the-counter medication containing alcohol such as some cough or cold medications.

**Disciplinary action may include the following:**

- A. Parent Contact**
- B. Short Term Suspension**
- C. Long Term Suspension**
- D. Emergency Expulsion**
- E. Expulsion**
- F. Police Notification**
- G. Drug and Alcohol assessment, screening, and counseling as recommended by treatment provider and/or school district hearing outcome.**

## **7. Gang Activity (R.C.W. 28A.600.455)**

**Gang activity is defined as any gang violence, gesture, vandalism, intimidation, or disruption of learning related to gang activity in any manner will not be tolerated.**

Any student wearing, carrying, or displaying gang-related apparel or devices; exhibiting behavior or gestures which symbolize gang membership; causing, participating in, and/or recruiting for gang-related activities; causing and/or participating in activities which intimidate or affect the attendance of another student; possessing, transmitting, or using gang-related images or pictures.

Students who gather for the intent of causing disruption to the normal function of the school day may be considered gang affiliated.

Students engaged in gang activity will face stringent discipline due to their affiliation with criminal enterprises.

**Disciplinary action may include the following:**

- A. Parent Contact**
- B. Short Term Suspension**
- C. Long Term Suspension**
- D. Emergency Expulsion**
- E. Expulsion**
- F. Police Notification**

## **8. Disruptive Acts**

Any action, behavior, or incitement of action or behavior which interferes with the duties of a staff member or the normal operation of the school; may include off-campus conduct if the conduct has the cause or effect of interfering with the normal operations of the school or district.

**Disciplinary action may include the following:**

- A. Parent Contact**
- B. Short Term Suspension**
- C. Long Term Suspension**
- D. Emergency Expulsion**

## **9. Academic Dishonesty**

Cheating, stealing or sharing answers--verbally, nonverbally, in writing or photos on an object or electronically--plagiarizing, or any other form of academic dishonesty, including inappropriate use or misuse of the school's computer network, will not be tolerated in the school. The teacher will confiscate all evidence, document the situation, and report it to an administrator. The student will be subject to grade loss and/or disciplinary action.

**Disciplinary action may include the following:**

- A. Grade Loss**
- B. Parent Contact**
- C. Detention**
- D. In-school suspension**

## **10. Dress Code**

ALL students are expected to comply with guidelines outlined in the "Appropriate Dress" section of this handbook.

**Disciplinary action may include the following:**

- A. Reviewing the Student Handbook guidelines**
- B. Parent Contact**
- C. Parent Conference**
- D. Detention**
- E. In-school Suspension**

### **Procedure for Gang Dress**

**1<sup>st</sup> Offense:** Warning, mandatory student and parent conference, parent and student Review and sign dress code policy.

**2<sup>nd</sup> Offense:** Short term suspension 1-5 days, mandatory reentry conference with parent.

**3<sup>rd</sup> Offense:** Short term suspension 5-10 days, mandatory reentry conference with parent. Possible police notification.



## **11. Other Disciplinary Infractions**

Verbal abuse, malicious mischief, profanity, computer misuse, unauthorized access, false statements, alteration of records, trespass, entering another's locker or desk, willful disobedience, burning, disruptive devices, possession of inappropriate materials, accumulation of referrals, bus misconduct, theft, burglary, coercion, robbery, damaging school or personal property, arson, violation of school rules or policies not listed, are all subject to disciplinary action based on severity of the incident, previous disciplinary record, academic progress, and conduct of the student.

**Disciplinary action may include the following:**

- A. Parent Contact**
- B. Conference**
- C. Detention**
- D. Short Term Suspension**
- E. Long Term Suspension**
- F. Emergency Expulsion**
- G. Police Notification**
- H. Referral to an Outside Agency**

## RHS STAFF

Teacher	Department	Room #
<b><u>Mathematics Department</u></b>		
Mrs. Skoor	Algebra II, Pre-Calculus, AP Calculas	B111
Ms. Guadarrama	Math I, Math II	B105
Mr. Smith	Algebra, Geometry, Leadership	B114
Mr. Stanberry	Algebra, Geometry	B106
<b><u>English Department</u></b>		
Mrs. Eilers	English 11, Applied Communications, Advanced Writing, College in the Classroom	B103
Mrs. Knight	English 9, English 10	B 109
Mr. Melum	English 9, English 11	B123
Ms. Barrett	ELA Support, Reading, English 9	B113
<b><u>Science Department</u></b>		
Dr. Carlson	Physics, Chemistry, Physical Science	B118
Mr. Trepanier	Physical Science, Advanced Biology	B121
Mr. Elliot	Physical Science, Biology	B155
<b><u>Foreign Language</u></b>		
Mr. Albertson	Spanish I, II	B152
Mr. Hurdus	ELL, Spanish I	Shop
<b><u>CTE Department</u></b>		
Mr. Kannely	Agriculture, Woods, Environmental Science, Horticulture	Shop
Mrs. Henson	Health, Foods, Clothing Textile, Interior Design, Family Living, Child Development	B116
Mr. Christensen	Digital Communication, Office User, Accounting	B112
Mr. Sandberg	Engineering, Computers	B158
<b><u>Physical Education Department</u></b>		
Mr. Pirie	Strength and Conditioning Health, PE	Weight Rm Gym, Portable
<b><u>History Department</u></b>		
Mr. P. Mitchell	AP American Government, U.S. History	B104
Mr. R. Mitchell	U.S. History, World History	B107
<b><u>Fine Arts/Libary</u></b>		
Mr. Mietenkorte	Band, Choir, Music Appreciation	E/F 112
Mr. Holmes	Art, Photography, Art Appreciation	E/F 107
Mrs. Prentice	Library	LIBRARY

**Special Education Department**

Mrs. Perkes	Life Skills	E/F Life Skills
Mrs. Davis	Resource Math, English, Reading	B108

**Office Staff**

Mr. Follett	Principal	Office
Mrs. Lafser	Assistant Principal	Office
Mr. Tait	Athletic/Activities Director	AD Office
Mrs. Jack	Secretary	Office
Mrs. Freeman	Athletic Secretary	Office
Mrs. Freeman	Athletic Department Secretary	AD Office
Ms. Delgado	Counselor	B124
Ms. McCoy	Counselor	B124
Ms. Rice	Gear Up	Cafe. Office
Mrs. Fajardo	Gear Up	Cafe. Office
Mrs. Solis	Special Programs	Office, Portable

**Para-Professionals**

Ms. Ortega	Bilingual Coordinator, Parapro
Mrs. Lasen	Math Parapro
	ELL Parapro
Ms. Carrillo	English Language Arts
Ms. Jaderlund	Life Skills Parapro
Ms. Reyes	Life Skills Parapro
Mrs. Huff	Life Skills Parapro
Mrs. Grimstead	Life Skills Parapro
Mr. Corpus	Math Parapro
Mrs. Ellis	Resource Room Parapro
Mrs. Ascencio	Resource Room Parapro

## **DISCRIMINATION POLICY**

Royal School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. Questions and complaints of alleged discrimination may be directed to Andrew Perkins, Executive Director of Student Services; 901 Ahlers Road, Royal City, WA 99357; Phone: 509-346-2222, Ext. 4003.

## **WHAT IS DISCRIMINATION?**

Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class.

Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. Harassment (based on protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.

### **What is a protected class?**

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington State Law include:

- Sex
- Race/ Color
- Creed/ Religion
- National Origin
- Disability or the use of a trained dog guide or service animal
- Sexual Orientation
- Gender expression or identity
- honorably discharged veteran or military status

### **What should I do if I believe my child is being discriminated against?**

You should report your concerns to your child's teacher or principal immediately! This will allow the school to respond to the situation as soon as possible.

If you cannot meet with the teacher or principal, you can always contact your school district's main office. Each school district will have someone who is responsible for responding to complaints about discrimination. Sometimes this person is called the Title IX Coordinator or for issues related to disability, the Section 504 Coordinator.

### **What if I can't resolve the problem with the school?**

If you cannot resolve your concern, you may wish to file a complaint with the school district. Anyone can file a complaint with the school district. You can file a formal complaint by writing a letter to your Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

The employee designated by the district to receive complaints will investigate your allegations and provide the superintendent with a written report of the complaint, and the results of the investigation/ you and the district may also agree to resolve your complaint in lieu of an investigation.

The superintendent will send you a written letter within 30 calendar days which will either deny your allegations or describe the reasonable actions the district will take. The letter will include how to file an appeal with your school board if you do not agree with the superintendent's decision. Corrective measures must occur no later than 30 calendar days of the superintendent's letter.

**What if I don't agree with the superintendent's decision or no one responds to my letter?**

Your next step is to appeal to the school board. You can file an appeal by writing a letter to your school board. The letter must include the part of the superintendent's written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the secretary of your school board by the 10<sup>th</sup> calendar day after you received the superintendent's response letter. The school board will schedule a hearing within 20 calendar days after they receive your appeal letter. You may also all agree on a different date.

**What will happen at the hearing?**

You will explain why you disagree with the superintendent's decision. You may bring witnesses or other information that is related to your appeal. The board will send you a copy of their decision within 10 calendar days after the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction if you disagree.

**What if I don't agree with the school board's decision?**

You may appeal the School Board's decision to the Office of Superintendent of Public Instruction (OSPI). You can file an appeal by writing a letter to the Superintendents of Public Instruction. The letter must include the part of the school board's decision that you would like to appeal and what you want the district to do. Your signed letter must be received by OSPI by the 20<sup>th</sup> calendar day of receiving the school board's decision. It can be hand-delivered or mailed to:

OSPI  
Administrative Resources Services  
P.O. Box 47200  
Olympia, WA 98504-7200  
Phone (360) 725-6133

OSPI will schedule a hearing with an Administrative Law Judge through the Office of Administrative Hearings (OAH). During this process you will be provided information about the hearing. At the hearing you will explain why you disagree with the school board's decision. You may bring witnesses or other information that is related to your appeal. After the hearing, you will receive a copy of the judge's decision.

## Directory Information Opt-out Form (Optional)

**Please read carefully and only submit if you wish to opt-out:**

Under state and federal law, information a school district selects as directory information is considered information that can be released to the public without prior written parental consent.

Royal School District considers the following information as directory information:

- Student’s name
- Student’s address
- Dates of attendance
- Participation in officially recognized activities
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- Any photograph, video or recording of a student’s likeness posted on any publications including mailings, website, social media, and others.

**A parent may elect to opt-out of the release of directory information by completing and submitting this form.**

**Please note that opting out of directory information means your child will NOT be included in items such as the yearbook, graduation programs, district website, and district or local media stories.**

I, as the parent/guardian, elect that Royal School District is **NOT** able to disclose directory information related to my child(ren) named below nor display my child’s/children’s images in any public form.

Child’s Name:	School:	Grade:
1.		
2.		
3.		
4.		

Parent/Guardian Printed Name:	Parent/Guardian Signature:	Date:

This form must be received by the end of the second week of a new school year. It may be rescinded at any time by requesting so in writing. Please submit to your child(ren)’s school office.

Please send to the technology department.