Royal High School

STUDENT HANDBOOK

2013-2014

Everyone Achieves – Everyone Accountable

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Vice Principal: Mr. Rick Follett
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Administration
Mr. Matthew Ellis, Principal
Mr. Rick Follett, Vice Principal
Office Support Staff
Mrs. Janet Jack, Secretary
Mrs. Arendra Deras, Attendance/Parent Liaison

Royal High School Mission Statement
Everyone Achieves, Everyone Accountable

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 Family Link. Every student and parent has a unique username and password. Family Link 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, me, or Mr. Follett 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 which will prepare them for college, work and life.

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

Matthew Ellis
Principal
### BELL SCHEDULES

#### Regular Daily Schedule:
- **Period 1**: 8:24 - 9:09
- **Period 2**: 9:13 - 9:58
- **STAT**: 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

#### 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**: 2:23 - 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 - 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
### 2013-2014 SCHOOL CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 28</td>
<td>First Day of School</td>
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<tr>
<td>September 2</td>
<td>NO SCHOOL (Labor Day)</td>
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<tr>
<td>September 11</td>
<td>1 Hour Late Start</td>
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<tr>
<td>September 25</td>
<td>1 Hour Late Start</td>
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<tr>
<td>October 4</td>
<td>NO SCHOOL (Teachers In-Service Day)</td>
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<tr>
<td>October 9</td>
<td>1 Hour Late Start</td>
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<tr>
<td>October 23</td>
<td>1 Hour Late Start</td>
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<tr>
<td>November 1</td>
<td>2 Hour Late Start (2\textsuperscript{nd} QTR. Begins)</td>
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<tr>
<td>November 11</td>
<td>NO SCHOOL (Veterans’ Day, Observed)</td>
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<tr>
<td>November 12-13</td>
<td>Conferences (Early Release 12:30)</td>
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<tr>
<td>November 27</td>
<td>Early Release for Students 12:30</td>
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<tr>
<td>November 28 &amp; 29</td>
<td>NO SCHOOL (Thanksgiving Break)</td>
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<tr>
<td>December 4</td>
<td>1 Hour Late Start</td>
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<tr>
<td>December 6</td>
<td>NO SCHOOL (Teacher -Contracted)</td>
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<tr>
<td>Dec. 21-Jan. 5</td>
<td>NO SCHOOL (Winter Break)</td>
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<tr>
<td>January 8</td>
<td>1 Hour Late Start</td>
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<tr>
<td>January 20</td>
<td>NO SCHOOL (Martin Luther King, Jr. Day)</td>
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<tr>
<td>January 29</td>
<td>1 Hour Late Start</td>
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<tr>
<td>January 24</td>
<td>2 Hour Late Start (3\textsuperscript{rd} QTR. Begins)</td>
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<tr>
<td>January 29</td>
<td>1 Hour Late Start</td>
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<tr>
<td>February 14</td>
<td>NO SCHOOL (Mid-Winter Break)</td>
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<tr>
<td>February 17</td>
<td>NO SCHOOL (Presidents’ Day)</td>
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<tr>
<td>February 19</td>
<td>1 Hour Late Start</td>
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<tr>
<td>February 26</td>
<td>2 Hour Late Start (Conference Prep)</td>
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<tr>
<td>February 27</td>
<td>Conferences (Early Release 12:30)</td>
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<tr>
<td>March 14</td>
<td>NO SCHOOL (Teacher In-Service)</td>
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<tr>
<td>March 26</td>
<td>1 Hour Late Start</td>
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<tr>
<td>April 2</td>
<td>2 Hour Late Start (4\textsuperscript{th} QTR. Begins)</td>
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<tr>
<td>April 7-11</td>
<td>NO SCHOOL (Spring Break)</td>
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<tr>
<td>April 23</td>
<td>1 Hour Late Start</td>
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<tr>
<td>May 26</td>
<td>NO SCHOOL (Memorial Day, Observed)</td>
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<td>June 6</td>
<td>Graduation</td>
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<td>June 11</td>
<td>Last Day of School (Early Release 12:30)</td>
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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 life-long 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.

**General Philosophy for Attendance**

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. Absence 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.

According to Washington State law, if a student fails to attend school without valid justification, the public school in which the student is enrolled shall:

- Inform the student’s parent(s) or guardian(s) by a notice in writing or by telephone whenever the student has failed to attend school after one unexcused absence. **The school is not responsible for contacting parents/guardians when phone numbers**
have been changed or disconnected without notice to the school or if false information has been given.

- School officials shall inform the parent or guardian of the potential consequences of additional unexcused absences.

- School officials shall schedule a convenient conference or conferences with the parent(s) or guardian(s) for the purpose of analyzing the causes of the child’s absences after five unexcused absences.

**Excused Absences**
Assignments and/or activities not completed or late because of an excused absence may be submitted when arrangements have been made with the teacher.

**The following are valid excuses for absences and lateness:**
1. Participation in a school-approved activity.
2. Illness, health conditions, family emergency, or religious event. Must have notice within 24 hours of the last day of the absence.
3. Parent-approved activities.
4. Disciplinary actions.

**Unexcused Absences**
Unexcused absences fall into two categories:
1. Submitting a signed excuse which does not fall into one of the above categories or is determined to be inappropriate by an administrator.
2. Failing to contact the school or submit any type of excuse statement signed by the parent(s) or guardian(s) or adult student. This type of absence is also defined as truancy. The student is truant when absent from school without parent and school permission.

After the first unexcused absence, parent(s) or guardian(s) shall be notified by the attendance office.

After five unexcused absences within any calendar month, a conference shall be held with the parent(s)/guardian(s), the student, the counselor, and an administrator. At the conference, the group shall consider:
- Counselor meetings, attendance plan, and/or an attendance contract;
- Parent(s) or guardian(s) attendance at school with the student;
- Adjustment of the student’s program, school, or course assignment;
- Referral to a Student Achievement Specialist;
- Re-evaluation of individualized instruction; and/or
- Referral of the family to supplemental community services to help alleviate the problem.

After ten (10) unexcused absences during any semester, the school district will petition the juvenile court to assume jurisdiction.
**Attendance Procedure**

1st Unexcused Absence= Office personnel will make contact to parent/guardian (teachers are encouraged to address it with student upon their return).

2nd Unexcused Absence= Office personnel will send letter home to request a conference (BECCA Truancy Information in the letter).

3rd Unexcused Absence= Office personnel will make contact with parent/guardian and set up a teacher conference upon the teachers or administrators request.

4th Unexcused Absence= Required conference with Parent-Attendance Contract signed by parent/guardian, student, and school official.

5th Unexcused Absence= Conference with counselor, teachers, administrator.

If 5th Unexcused Absence occurs in 30 days - Truancy Petition will be filed with Grant County.

6th Unexcused Absence= Classroom teacher will make contact with parent/guardian.

7th, 9th Unexcused Absence= Options may include: adjusting the child's school program, providing more individualized or remedial instruction, providing appropriate vocational courses or work experience, requiring the child to attend an alternative school or program... (RCW 28A.225.020)

10th Unexcused Absence= Truancy Petition filed with Grant County. Student and parent will be notified of the loss of credit.

*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**

1st Tardy through 10th Tardy= Teacher Interventions must be attempted and logged (at least two must be a phone contact/attempt)

- Teacher/Student Conference
- Teacher/Parent Communication
- Before/After School Makeup Arrangement (30 min. before/after)
- Assignment Makeup Plan

11th Tardy and above= In-school suspension until required parent conference (up to two days (RCW 28A.600.010) in which a plan will be created and followed. (Referrals and students will be sent back to the teacher if nothing in log entries)

**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. Then the attendance office will issue a new note to show to the classroom teacher prior to class beginning to obtain permission to leave from the teacher.
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 3:20pm to excuse the student for not returning for the remainder of the day.

**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:**
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:**
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**

**Student Discipline Procedures**
Disciplinary action will be taken when students choose to be irresponsible for their behavior.

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-Referral to Administrative Team
4. Administrator-Written Referral
   A. Short-term Suspension
   B. Long-term Suspension
   C. Emergency Expulsion
   D. Expulsion from School

Students who are placed on any form of 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.

**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 will be confiscated for evidentiary purposes.
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.

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**RHS Dress Code**

*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 which applies to the safety of all students.*

**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.

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**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.

- **Prohibited Brands**
  - Players 69
  - G-Unit
  - Nor-Cal
  - SoCal
  - 8ball
  - Clothing or jewelry with 13, 14, or 18.

- Inappropriate or gang tattoos must be covered.
**Dress Code Discipline Procedure**

**First offense:** The student will make the appropriate corrections at school or may be sent home if necessary to make the corrections. The student will receive an infraction letter. They will be required to read and sign the RHS dress code.

**Second offense:** The student will make the appropriate corrections at school or may be sent home if necessary to make the corrections. The student will receive an infraction letter. Parents are required to come in and review and sign the RHS dress code before the student can return to school.

**Third offense:** The student will be required to check in at the office each morning prior to the beginning of the school day. Time period subject to administrative discretion.

**Subsequent offense(s):** Student will receive discipline subject to administrative discretion such as in-school suspension, short term suspension, or long term suspension.

**Procedure for Gang Dress**

1st Offense: Warning, mandatory student and parent conference, parent and student review and sign dress code policy.

2nd Offense: Short term suspension 1-5 days, mandatory reentry conference with parent.

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

4th Offense: Long Term Suspension. Possible police notification

**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.

**Disciplinary Violations**

1. **Weapons and Firearms (RCW 9.41.280, 28A.600.230, 9.41.010, 9.41.270)**

   It is the policy of the Royal School District that there be no tolerance for the possession or use of weapons or firearms by students. Students may not possess or use weapons 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.

   Possession or use of a firearm in violation of this policy shall result in a minimum one (1) year 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, 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 year. 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. Expulsion  
H. Criminal Prosecution

3. Assault

Actual or attempted infliction of physical harm to another person; using unwarranted physical force toward another person.

**Disciplinary action may include the following:**

A. Parent Contact  
B. Short Term Suspension  
C. Long Term Suspension  
D. Emergency Expulsion  
E. Expulsion  
F. Criminal Prosecution

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. Criminal Prosecution

5. 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. Criminal Prosecution
   G. Drug and Alcohol assessment, screening, and counseling as recommended by
      treatment provider and/or school district hearing outcome.

6. 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. Criminal Prosecution

7. 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

8. Other Disciplinary Infractions
Verbal abuse, malicious mischief, profanity, disruptive acts, computer misuse, inappropriate dress, unauthorized access, false statements, alteration of records, trespass, entering another’s locker or desk, willful disobedience, truancy, tardies, burning, disruptive devices, possession of inappropriate materials, obscene or lewd conduct, accumulation of referrals, bus misconduct, theft, burglary, extortion, coercion, robbery, 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. Expulsion
H. Criminal Prosecution
I. Referral to an Outside Agency

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
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<tr>
<td>A-</td>
<td>90-92%</td>
</tr>
<tr>
<td>B+</td>
<td>87-89%</td>
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<tr>
<td>B</td>
<td>83-86%</td>
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<tr>
<td>B-</td>
<td>80-82%</td>
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<tr>
<td>C+</td>
<td>77-79%</td>
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<tr>
<td>C</td>
<td>73-76%</td>
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<tr>
<td>C-</td>
<td>70-72%</td>
</tr>
<tr>
<td>D+</td>
<td>67-69%</td>
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<tr>
<td>D</td>
<td>60-66%</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
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</table>

* Student participation in the communication with parent/guardian is encouraged.

Modifications for IEP/504, AP Courses and ELL students are to be made for any of the grading policies according to the specific plan or requirements for identified students.

If work is turned in late and the quality of work is not acceptable for grading, the teacher may choose to have the student re-do the assignment until the work is at the standard necessary to earn a passing grade. (60%)

Work turned in late shall be penalized no less the 5% and no more then 30% of the earned grade. Work can be handed in up to one week before.
<table>
<thead>
<tr>
<th>Teacher</th>
<th>Department</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Skoor</td>
<td>Math Department</td>
<td>B111</td>
</tr>
<tr>
<td>Mr. Carter</td>
<td>Math Skills, Algebra</td>
<td>B105</td>
</tr>
<tr>
<td>Mr. Smith</td>
<td>Algebra, Geometry</td>
<td>B114</td>
</tr>
<tr>
<td>Mr. Thompson</td>
<td>Advanced Algebra, Geometry</td>
<td>B106</td>
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<tr>
<td>Mrs. Eilers</td>
<td>English Literature, Applied Communications</td>
<td>B103</td>
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<tr>
<td>Mrs. Lafser</td>
<td>English 10, PACE</td>
<td>B 109</td>
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<tr>
<td>Mr. Melum</td>
<td>English 9, American Literature</td>
<td>B123</td>
</tr>
<tr>
<td>Dr. Carlson</td>
<td>Science Department</td>
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</tr>
<tr>
<td>Mr. Trepanier</td>
<td>Biology</td>
<td>B121</td>
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<tr>
<td>Mr. Miller</td>
<td>Physical Science, Biology, Advanced Biology</td>
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<tr>
<td>Ms. Barrett</td>
<td>Spanish I, II, and III</td>
<td>B113</td>
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<tr>
<td>Mr. Godoy</td>
<td>ELL, Spanish I</td>
<td>Shop</td>
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<tr>
<td>Mr. Kannely</td>
<td>Agriculture, Woods, Environmental Science</td>
<td>Shop</td>
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<tr>
<td>Ms. Perryman</td>
<td>Health, Foods, Clothing Textile, Interior Design</td>
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<tr>
<td>Mr. Christensen</td>
<td>Digital Communication, Office User, Accounting</td>
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<tr>
<td>Mr. Olsufka</td>
<td>Weights, Psychology, Sociology, Health</td>
<td>Weight Rm.</td>
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<tr>
<td>Mr. Perkins</td>
<td>AP American Government, U.S. History</td>
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<td>Mr. Mitchell</td>
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<tr>
<td>Mr. Daubel</td>
<td>World History, PE</td>
<td>Gym, B104</td>
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<tr>
<td>Mr. Mietenkorte</td>
<td>Band, Choir, Music Appreciation</td>
<td>E/F 112</td>
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<tr>
<td>Mr. Holmes</td>
<td>Art, Photography, Art Appreciation</td>
<td>E/F 107</td>
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<tr>
<td>Mrs. Piercy</td>
<td>Library, Leadership</td>
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<tr>
<td>Mrs. Davis</td>
<td>Life Skills</td>
<td>E/F Life Skills</td>
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<tr>
<td>Mrs. Lamb</td>
<td>Resource Math, English, Reading</td>
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<tr>
<td>Mr. Ellis</td>
<td>Principal</td>
<td>Office</td>
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<tr>
<td>Mr. Follett</td>
<td>Assistant Principal/Athletic Director</td>
<td>Office</td>
</tr>
<tr>
<td>Mrs. Jack</td>
<td>Secretary</td>
<td>Office</td>
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<tr>
<td>Mrs. Deras</td>
<td>Parent Liaison/ Attendance</td>
<td>Office</td>
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<tr>
<td></td>
<td>Counselor</td>
<td>B124</td>
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</table>
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 Carolyn Bunch, Federal Programs Director; 901 Ahlers Road, Royal City, WA 99357; Phone: 509-346-2222, Ext. 503.