

Welcome/Principal's Message

Dear Parents and Students:

On behalf of our faculty and staff, we would like to welcome you to the 2019-20 school year at Royal Palm Middle School.

Our staff invites you to become an active participant in your child's education. Your support is essential in providing your child with a quality education. We believe that it is our responsibility, as educators, to stimulate, challenge and instill confidence, create a desire for lifelong learning, and teach the responsibilities of good citizenship to all students. Middle school provides opportunity for individual independence and personal responsibility.

The purpose of this handbook is to acquaint you with information pertaining to the general organization, operation, and policies of our school. You are encouraged to review this information with your child. If you have any questions or concerns, please call (602-347-3200), email (darcy.estrada@wesdschools.org), or come by. I look forward to meeting you and assisting in any way possible.

When families and Royal Palm staff work cooperatively, student success is the ultimate result. We are delighted to have you share in this educational partnership!

Respectfully,

Darcy Estrada and the Royal Palm Middle School Staff

General Information

School Address: 8520 N. 19th Avenue

School Web Site: royalpalm.wesdschools.org

Like us at www.facebook.com/RoyalPalmMiddleSchool/

Important Telephone Numbers:

Office – 602-347-3200

Health Office – 602-347-3210

Attendance – 602-347-3222

School Hours:

8:15 a.m. to 3:15 p.m.,

Dismissal is 1:45 p.m. on Early Release Wednesdays

Office Hours:

7:45 a.m. to 4:15 p.m.

Wednesdays from 7:45 a.m. – 3:15 p.m.

Royal Palm Mission Statement

Every day, the Royal Palm community will use the Raider Way to impact student growth both academically and behaviorally. Together, we will guide students to realize their potential of becoming responsible, respectful, and safe, lifelong learners.

Royal Palm Vision Statement

Royal Palm Middle School is committed to providing a safe environment for all students to achieve to the best of their ability.

Communication

Communication among parents, school, and students is a shared responsibility. A *Raider Reader Newsletter* will be sent home with every student and the marquee will highlight school activities weekly. Royal Palm staff will make contact with parents regarding positive behaviors and achievement, as well as concerns.

Midterms and report cards will be sent home eight times during the school year. Parent/Teacher Conferences will be held at the end of the first and midterm of the third grading periods.

E-mail blasts and dial-outs will be utilized to communicate upcoming events.

All staff can be reached by phone and e-mail.

Promotion Requirements

Students must achieve a 1.0 or D average in each academic class to qualify for the Promotion Ceremony. If a student earns an "F" in the last quarter or a "U" in any class, it will impact the privilege(s) of attending the promotion activities but will not impact the Promotion Ceremony if all other criteria is met. If a student is suspended at the time of the Promotion Ceremony, he or she will not earn the right to participate in the ceremony. Students who have received multiple disciplinary actions for significant behavior concerns resulting in suspension(s), will be in jeopardy of not participating in the promotion activities. All students participating in promotion must follow school-wide dress code.

Royal Palm offers support for any student struggling in any subject.

Athletic/Student Council Eligibility

The Washington Elementary School District Sports Council arranges activities for Interscholastic Athletics. The Council arranges for the officials, sets the standards and arranges the schedule for athletic events. Interscholastic Athletics provided at Royal Palm include: cross country for boys and girls, girls and boys volleyball, basketball for boys and girls, wrestling, girls softball, soccer for boys and girls and track and field for boys and girls. All team members pay a \$25 participation fee per sport. Students must be eligible to participate in after-school athletics. Please refer to the WESD Sports Council Student/Parent/Coach Contract. Additional eligibility requirements may be added as deemed appropriate by Royal Palm administration. All Student Council officers who earn a "D" or "F" in any subject will be removed from their position.

ATTENDANCE

ATTENDANCE IS CRITICAL TO YOUR CHILD'S EDUCATIONAL SUCCESS!

Procedure for Reporting Absences

Parents must report any absence by telephone (602-347-3222) 24 hours per day to the attendance office. Parents/guardians must report absences on or before the day of the absence in order for the absence to be considered excused.

If a student is absent from school and no call has been received by 8:30 a.m., every effort will be made by the attendance office to contact parents/guardians by phone.

The attendance office staff is limited; please help by calling in your child's absence as early as possible. In addition, assist us by notifying the office of any phone number/address changes.

Parents will be required to provide a doctor's note when a student has more than 10 excused absences. Special consideration will be made for students with long-term illnesses (i.e., hospitalization/doctor's care). School staff is available to meet with you to discuss any of these special considerations.

In order to participate in an afternoon or evening activity, students must be in school the day of the activity. (This includes team sports, dances, etc.)

Truancies

In order to assure students are successful and meet current state legislation, which requires all students to attend 90% of the school year, WESD has an Attendance Unit (AU). The AU will work in

conjunction with the City Justice Courts to identify students and parents of students who are chronically absent or are truant.

When a student reaches five unexcused/unverified trancies or 10 total absences, the school may make a referral to the AU for appropriate actions (see District guidelines). In order to avoid this eventuality, there are several precautions to take: (1) reinforce being on time and good attendance, (2) call the school each time a student will be late or absent, (3) present any medical documentation to the nurse and/or attendance clerk if illness will be a consistent, foreseeable issue.

A letter will be sent by the school to the parents/guardians of students who are approaching or past the midway point for unexcused absences, excused absences, and tardies. Parent cooperation is of the utmost importance in assuring student success.

After 10 absences, students are required to complete four educational intervention classes to be held during the lunch period.

Tardies

Tardy students must immediately report to the attendance office upon arrival at school. Excused tardies may be approved with proper notification. Tardiness will not be a problem for students who use their time wisely, have a positive attitude toward being on time, and make being on time a habit.

Students are responsible for being on time to each class. Students have three minutes to walk from one class to another. A tardy bell will ring, and any student entering a room after that bell will be considered tardy. A tardy will be considered unauthorized unless the student has been detained for a reason approved by a pass from a staff member.

Consequences for Tardies

Tardy #1: Warning/documentation by teacher/admin.

Tardy #2: Documentation by teacher/administration and parent notification

Tardy #3 or more: Discipline referral, detention.

Consequences will increase with persistent tardies.

ALL TARDIES START OVER with EACH QUARTER

Health Office

It is imperative that parents update all phone numbers (cell, home and work) throughout the year, in order for the health office to reach parents when there is an emergency. All prescription and over-the-counter medication must be administered through the health office. To do so, a request for giving medication form must be signed by a parent/guardian and the physician ordering the medication. Students who purposefully misuse or distribute medication to other students are subject to disciplinary actions.

Social Worker

Royal Palm offers services to students who are in crisis or who have personal, sensitive or private issues that they wish to discuss. Parents can request services as needed

STUDENT BEHAVIOR CODE

Core beliefs of discipline policy:

1. No one has the right to interfere with the learning, wellbeing and/or safety of others.
2. Students are expected to comply with all behavioral and academic guidelines.
3. Students will be expected to observe the "Good Neighbor Policy" as they move through the community on their way to and from school.

Specific expectations for respect, responsibility, and safety are posted throughout our entire campus and vary among locations. These posted expectations serve as a friendly way to remind students of the behaviors we expect them to exhibit each day. Each classroom will develop a set of classroom agreements with students at the beginning of the year. These agreements will set the expectations for behaviors within the classroom and focus on respect, responsibility and safety.

Behavior Expectations

"The Raider Way" guides our school-wide expectations in all areas.

Royal Palm Raiders are **Respectful, Responsible and Safe**

Raider Way Behavioral Procedures

Behavior Flow Chart

Its purpose is to determine the classification of a student's behavior as a Minor Offense or a Major Offense.

- Minor behavior offenses are staff managed.

They consist of a 3-intervention process:

1. Redirect and reteach expectations. Teacher logs written documentation and parent contact is optional.
2. Redirect and reteach expectations. Student completes written reflection in buddy room. Parent contact is required.
3. A repeated third infraction of a minor offense results in WESD referral and is submitted to the office with documentation of interventions and parent contact.

- Major behavior offenses are office managed.

1. Staff completes a WESD Referral form and submits it to the office.
2. Administrator completes Due Process. Parent contacted.
3. Data entry is completed and staff is notified.

Raider Way Discipline Preventions

The staff at Royal Palm believes that preventing discipline problems is the first step involved in behavior modification. Communication among students, parents, and staff is vital. A committee meets on a regular basis to discuss ways to keep Royal Palm safe. Programs such as Olweus (bullying prevention) are in place to address bullying at Royal Palm. In addition, our Social Services department works together to prevent discipline problems (individual counseling and group sessions). Suspected drug use by students manifested by aberrant behavior will result in an immediate suspension from school.

Bullying/Cyberbullying

Within the Olweus Bullying Prevention Program, Homerooms meet weekly to discuss topics related to bullying. Students at Royal Palm also have the opportunity to report bullying, including cyberbullying, incidents anonymously through the following process:

- Students may fill out an incident report in the student center. The reports are reviewed by the social worker who either intervenes or forwards the information to the student center.
- Classroom teachers may, at any time, refer specific student behaviors related to bullying directly to the student center.
- Administration deals seriously with all bullying reports, including cyberbullying, (according to WESD Parent/Student Handbook discipline guidelines).

Raider Way Behavior Interventions

When students encounter behavioral, social, emotional, or academic difficulties, the staff at Royal Palm offers a variety of intervention programs to help with these difficulties. Staff, parents, and students

are encouraged to communicate regarding necessary interventions. In addition, behavior contracts and tracking sheets are frequently used to attempt to help students change their inappropriate behavior.

Discipline Consequences

Consequences include, but are not limited to: Lunch detention, After-School detention, In-School suspension, and Out-of-School suspension. Lunch detention and After-School detention are served in a designated classroom supervised by an adult. Students assigned in-school suspension will be supervised by an adult during the school day. They will be provided with assignments from their teachers for the duration of the consequence. If a student “strikes out” from in-school suspension, he or she will be suspended off-campus for a minimum of one day. Students have two opportunities to make appropriate behavior choices before being “struck out.”

Raider Way Incentives

Royal Palm has a school-wide motivation program that involves students earning “Small Raiders” for making good choices and “Grand Raiders” for academic achievement. Students may use “Grand Raiders” to attend various activities during the school year. In order to participate in these activities, students must remain in good academic and behavioral standing during the specific grading period(s). Grades, In School Suspension and Out of School Suspension may preclude individuals from these incentive activities. These “Raiders” can also be used to purchase small items from the Raider Store during lunch. Teachers and teams are encouraged to use other methods to motivate their students to be academically, behaviorally and socially successful. There are many other opportunities for students to earn incentives for positive behavior and academics including weekly drawing for a variety of campus privileges.

Gang-related Behavior

Gang activity is not tolerated at Royal Palm Middle School. Students who choose to participate in gang activity will face consequences for disrupting the safety and educational process of school. Gang activity includes, but is not limited to, “gang-type writing/graffiti, written, verbal, or physical gestures, physical or violent acts associated with gangs (i.e. “jump-ins,” harassment, or intimidation), clothing that is associated with gangs or gang-like activity, and any other behavior that is associated with gangs, as determined by Royal Palm administration.

Dress Code

Royal Palm’s standard of dress is instituted to establish an atmosphere conducive to learning and to be a constant reminder to the students that their purpose in coming to school is their education. Students are expected to dress in a neat, respectful fashion reflecting pride in themselves and their school. It is governed by Washington School Board Policy and is based on the **“Killer Bs” (cover your back, belly, behind, bust, boxers, and no baggy pants or backpacks)**. The decision as to whether or not a “student’s dress or personal appearance distracts from or interferes with the normal learning process” or “regarding the course of action to be taken shall be left to the reasonable discretion of the administration.” By following the “Killer Bs,” you will be conforming to the following guidelines:

- Head coverings are not allowed anywhere on campus unless for religious or medical reasons.
Head coverings include hoodies, beanies, hats, caps, etc.
- Pants/shorts must fit appropriately, and have a 3” inseam or longer. If pants/shorts have holes or rips above the knee, leggings or tights must be worn underneath. There should be no

skin exposed. Pants/shorts with manufactured holes that are “patched” meet the dress code, but are subject to administrative approval.

- “Sagging” is not permitted. “Sagging” is defined as pants worn low enough where undergarments come in contact with the chair or having to hold up the pants with at least one hand while walking. In addition, you cannot waddle when walking to keep the pants on or up. Gym shorts may not be worn under sagging pants to make them “appropriate.”
- Leggings or tights must be covered by a shirt, skirt or dress that is fingertip length or longer.
- Belts must fit appropriately and not hang from the waist.
- Shoes must be worn at all times. Flip-flops, slippers and shower shoes are not allowed.
- Shirts/blouses must have sleeves that cover the entire shoulder. Shirts must be long enough so that when your arms are raised, no skin can be visible. No cleavage may be exposed. No undergarments or straps should show.
- Pajamas, sleepwear, loungewear, etc. are not allowed.
- Clothing may not contain profane symbols or vulgar language or contain language or symbols relating to sex, drugs, tobacco, alcohol, gang affiliation (see gang-related behavior section), gambling, or violent behavior in any language. The language or pictures cannot interfere with the normal learning process, create disorder, or disrupt the educational program. Whether this condition exists shall be left to the reasonable discretion of the administration.
- Bandannas not allowed (either worn or dangling from pockets)
- Hair style should not be a distraction in class. Parent conference may be requested to discuss concerns to the educational process.
- Jewelry/accessories may not display profanity, provocative or suggestive statements, obscenities, advertising for drugs, alcohol, or gang identifications. **Jewelry may not be a distraction or disruptive (teacher/administration discretion)**. Spikes or studs on bracelets, belts, rings, or necklaces are not allowed. Wallet chains are not allowed.
- Sunglasses may only be worn outdoors and must be worn appropriately.
- There may be exceptions to the rules during school-sponsored events/activities. **(Administrative discretion)**

Consequences for Apparel Infractions

Consequences for infractions will be handled on a case-by-case basis, and may include:

- A. Student must wear school-provided clothing.
- B. Parent(s) bring in change of clothing.
- C. Parent(s) pick up child.
- D. In-school suspension.
- E. Out-of-school suspension.
- F. Parent/guardian must pick up confiscated items.

Prohibited Items and Activities

- Headphones, video games, laser pens, earbuds, MP3 players, and iPods, etc., are not allowed. E-books and earbuds will be permitted for academic use.
- Use of cell phones is prohibited on campus during the school day. If seen being used or heard, they will be confiscated. Parent/guardian will be required to pick them up from the student center or front office.
- Permanent markers of any kind, including Sharpies are not to be in a student’s possession. Markers being issued by a teacher and used for a classroom project are permitted in the classroom only.
- **Gum is not permitted on campus.**

- *Drinks are permitted on campus if purchased at Royal Palm. Bottled water may be brought on the campus and will be permitted in classrooms.*
- Any other item as deemed inappropriate by the administration is not permitted.
- Inappropriate student contact (i.e. holding hands, embracing, kissing, and hickies), as determined by Royal Palm staff, is not permitted and will result in a discipline referral.

Any prohibited item confiscated by Royal Palm staff must be claimed by a parent/guardian. Any confiscated item not claimed within nine weeks will be donated or be disposed of appropriately. Royal Palm assumes no responsibility for replacing lost, damaged, stolen, or confiscated items.

Electronic Devices/Cell Phones (Off & Away)

Royal Palm has an “Off and Away” policy regarding electronic devices. Royal Palm does not recommend bringing electronic devices to school and is not responsible for any lost or stolen electronic devices on campus (including cell phones, iPods, MP3 players, cameras, earbuds, etc.). Students are not allowed to use these items on campus at any time; therefore, they will be confiscated if seen on campus. A parent or guardian may pick up any confiscated item in the front office before school or between 3:15 – 4:00 p.m.

Backpacks

Royal Palm is a NO BACKPACK/BAG CAMPUS. Backpacks, book bags, shoebags, sacks and purses used as book bags are **not** to be carried by students on the Royal Palm Middle School campus. The rationale for this action includes improvement of student organization, improvement of student achievement and improvement of campus safety and security. Purses carried by students may be no larger than 8”x 11” in size (Notebook size). If a backpack or anything used as a backpack is brought onto campus, it will be confiscated and returned to a parent or guardian. Students who need to bring gym clothes to school are required to bring them in a plastic bag. Students participating in a sport will be issued a sport bag from the athletic department/coach for the duration of that sport. These bags must be stored daily with the coach, in homeroom, or in the locker room. Students may not carry it throughout the day.

Student IDs and Z-Passes (Student Safety)

All Royal Palm students are required to wear IDs and Z-Passes on a lanyard around the neck while on campus. Students will be provided a picture ID, Z-Pass and lanyard at the beginning of the school year at no cost. Students will be checked for compliance during homeroom and throughout the school day. **Students who do not wear their IDs on a lanyard around the neck may be subject to disciplinary action.** Students will be issued a temporary pass to board the bus at the end of the school day. Z-Passes will be utilized when students are transported in one of our school buses at any time during the school year. If students deface, destroy and/or render their ID/Z-Passes unreadable or lose their ID, they will be required to purchase a replacement ID for \$5. Lanyards and plastic pouches for the IDs are 50 cents each.

Student Bus

Student safety on the way to and from school is of vital importance to all members of the Royal Palm community. Riding the bus to school is a privilege, not a right. Bus referrals may result in suspension of bus privileges. **Students are only allowed to ride their assigned bus. All students riding a bus must have their bus ID. If a student has lost his or her ID, he or she must get a temporary ID from the front office before the end of the day.**

This ID must be returned the next day. If the original ID cannot be found, the replacement must be purchased. If a student misses the bus, he or she may not walk home, District policy does not allow students to walk or ride their bike across major roads going to and from school.