

Royal High School



Student Handbook

2023-2024

THE KNIGHT'S SHIELD:

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

Principal: Ms. Courtney McCoy

Assistant Principal/CTE Director: Mr. Randy Miller

Athletic & Activities Director: Mr. Cody Miller

955 Ahlers Rd. • PO Box 486
Royal City, Washington 99357
Telephone: (509) 346-2256
FAX Number: (509) 346-9739

Office Support Staff

Ms. Vanessa Rodriguez, Secretary
Ms. Katia Marmolejo, Attendance/Parent Liaison
Mrs. Sandra Sanchez-Garcia, Counselors Secretary

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 ethic necessary to be responsible and productive citizens, effective communicators, creative problem solvers and life-long learners.”

Table of Contents

Bell Schedules.....	3
Calendar.....	4
Parent Involvement Plan.....	5
Students' Rights and Responsibilities.....	6
Mental Health Resources.....	7
General Attendance Philosophy.....	8
Policies and Procedures.....	9
Absences.....	9
Truancy Process.....	11
Tardies.....	12
Check-in/Check-out.....	12
Appropriate Dress.....	13-14-15
ASB Cards.....	16
Parking.....	16
Emergency Procedures.....	16
Student Contact/Deliveries.....	17
Disruptive Devices/Valuables.....	17
School Dances.....	17
Search and Seizure.....	18
Safety Concerns.....	18
Student Conduct/Discipline.....	19
Philosophy.....	19
SHIELD (PBIS).....	20
Code of Conduct.....	20
Supporting and Celebrating the Code of Conduct.....	20
Response to Behavioral Violations.....	21
Flowchart.....	22
Classroom Exclusions and Due Process.....	23
Behavioral Violations.....	24
Weapons.....	24
Fighting/Threats.....	24
Extortion/Assault/Causing Physical Injury.....	25
Bullying/Harassment/Intimidation.....	25
Vulgar or Lewd Conduct and Controlled Substances.....	24-25
Gang Activity.....	26
Disruptive Acts and Academic Dishonesty.....	27
Dress Code and Other Disciplinary Infractions.....	27-28
Discrimination and Sexual Harassment.....	28-29-30
Royal High School Staff.....	31-32
Directory Information.....	33

ROYAL HIGH SCHOOL

BELL SCHEDULES 2023-2024



ROYAL HIGH SCHOOL

BELL SCHEDULES 2023-2024

DAILY SCHEDULE

(Assembly Schedule - There would be no LANCE)

WARNING 8:19

PERIOD 1 8:24 - 9:09

PERIOD 2 9:13 - 9:58

LANCE 3 10:02 - 10:32

Assembly time, No LANCE

PERIOD 4 10:36 - 11:21

PERIOD 5 11:25 - 12:10

LUNCH 12:10 - 12:40

PERIOD 6 12:45 - 1:30

PERIOD 7 1:34 - 2:19

PERIOD 8 2:23 - 3:08

1 HOUR LATE START

WARNING 9:25

PERIOD 1 9:30 - 10:10

PERIOD 2 10:14 - 10:54

PERIOD 4 10:58 - 11:38

PERIOD 5 11:42 - 12:22

LUNCH 12:22 - 12:52

PERIOD 6 12:56 - 1:36

PERIOD 7 1:40 - 2:20

PERIOD 8 2:24 - 3:08

EARLY RELEASE / CONFERENCE

WARNING 8:19

PERIOD 1 8:24 - 8:51

PERIOD 2 8:55 - 9:22

PERIOD 4 9:26 - 9:53

PERIOD 5 9:57 - 10:24

PERIOD 6 10:28 - 10:55

PERIOD 7 10:59 - 11:26

PERIOD 8 11:30 - 11:57

LUNCH 11:57 - 12:27

2 HOUR LATE START

WARNING 10:25

PERIOD 1 10:30 - 11:02

PERIOD 2 11:06 - 11:38

PERIOD 4 11:42 - 12:14

LUNCH 12:14 - 12:43

PERIOD 5 12:48 - 1:20

PERIOD 6 1:24 - 1:56

PERIOD 7 2:00 - 2:32

PERIOD 8 2:36 - 3:08

3 HOUR LATE START

WARNING 11:15

PERIOD 1 11:19-11:46

LUNCH 11:46-12:13

PERIOD 2 12:16 - 12:43

PERIOD 4 12:45 - 1:12

PERIOD 5 1:14 - 1:41

PERIOD 6 1:43 - 2:10

PERIOD 7 2:12 - 2:39

PERIOD 8 2:41 - 3:08

8/10/2023

School Calendar

ROYAL SCHOOL DISTRICT STUDENT INFORMATION

2023

AUGUST

MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER

MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

FEBRUARY

MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

MAY

MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

1st day of new qtr.

SEPTEMBER

MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER

MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MARCH

MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE

MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

OCTOBER

MON	TUE	WED	THU	FRI
	2	3	4	5
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

2024

JANUARY

MON	TUE	WED	THU	FRI
	1	2	3	4
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL

MON	TUE	WED	THU	FRI
	1	2	3	4
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

2023-2024 CALENDAR

NO SCHOOL DAYS

Ext. Labor day	Sept. 1
Labor Day	Sept. 4
Teacher In- Service	Oct. 6
Veterans Day	Nov. 10
Thanksgiving	Nov. 23-24
Winter Break	Dec. 18 - Jan. 1
MLK Day	Jan. 15
Presidents' Day	Feb. 19
Teacher In- Service	Mar. 1
Spring Break	Apr. 1-5
Ext. Memorial day	May 24
Memorial Day	May 27

* 2 HR LATE START-PLC

Sept. 11, 18, 25
Oct. 9, 16, 23
Nov. 13, 27
Dec. 4, 11
Jan. 8, 29
Feb. 5, 12
Mar. 4, 11, 18, 25
Apr. 15, 22, 29
May 6, 13

GRADE PREP 2 hour late start

Oct. 30
Jan. 22
Feb. 26
Apr. 8

12:15 pm - EARLY RELEASE

Conferences Nov. 6-9
Thanksgiving Nov. 22
Conferences Feb. 29

SCHOOL STARTS 29-Aug
HS GRADUATION 7-Jun
SCHOOL ENDS 12-Jun

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.

Mental Health Resources

Safety comes first in our school, and we believe that only through healthy levels of physical, social, and emotional safety can our students learn at high levels.

Counseling services are available for any student that is seeking additional support or mental health services. School counselors visit classrooms regularly to promote and inform students that they are readily available. Grant County Mental Health Services is also available for students who are seeking services outside of school or needing additional counseling services during the school week. There is also a school psychologist that is readily available for students as well. Please see your school counselor for further assistance.

The Counseling Department aims at promoting a positive level of awareness among our student population when it comes to educating and creating awareness on mental health illnesses throughout the school year. Students are also encouraged to talk to their counselors about any concerns they might have about themselves or about another classmate or friend. No student or person is ever alone. As a school, we are here for our students.

This school year, we also have a Behavior Interventionist at our school who will help assist with SHIELD by providing another layer of support for students in need.

If a staff member is concerned about a student, he or she may, in addition to discussing concerns with the student, refer that student to one of our school counselors for further assistance. If a parent is concerned about his or her child or another student, please contact the high school to discuss your concerns with one of our school counselors. See phone numbers for outside resources.

Grant Integrated Services: 1.509.765.1582

Grant Integrated Services 24-hour crisis line: 1.509.765.1717 or 1.800.852.2923

National Suicide Prevention Hotline: 1.703.527.4077 or 1.800.273.TALK

Suicide Prevention Text Line: Text HOPE to 741741

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 two main types: EXCUSED or UNEXCUSED.

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 (per 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. 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 absence.
- C. The truancy process graphic demonstrates RSD's responses to unexcused absences.



Washington State Truancy (BECCA Bill) and Compulsory Attendance Laws Royal School District

*IN COMPLIANCE WITH 11.27.10 OSPI UPDATES

STEP 1

In response to one (1) unexcused absence.
Inform parent by phone or by letter

STEP 2

In response to three (3) unexcused absences.
The school **will schedule** a parent conference to improve the student's attendance.
For students who are in middle and high school, the school must apply WARNs,
and take data-informing steps to eliminate or
reduce student's absences (**parent permission not required**).

STEP 3

In response to five (5) unexcused absences in a month.
Parent and school **must enter** into a contract to improve the student's attendance.
If contract is not followed or student and/or parent refuses to enter a contract, see
Step 4.

STEP 4

In response to seven (7) unexcused absences in a month or ten (10)
unexcused absences in a school year.
School **will file** a truancy petition as a **STAY** to Grant County Juvenile Court and
refer to Community Truancy Board (CTB).
If agreement is not followed or student and /or parent refuses to attend CTB, see
Step 5.

STEP 5

File a CTB return-of-case and a case declaration with GCJC.
Parents and student will attend a truancy hearing at GCJC
School will receive a notice for court requirements.
If non-compliant with court's requirements, see step 6.

STEP 6

File **IN CONTEMPT** with Grant County Juvenile Court. New hearing date will be set.
Sanctions will be imposed.

Tardy Procedure

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

3rd tardy=Automated or in-person call home informing parents of third tardy

4th and 5th 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

6th tardy and beyond=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. Students will be given a tardy slip. If a student does not show up to class in a timely manner, the teacher needs to mark them as absent.

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 and submit parent/guardian permission to office staff.

- A. Any student who has an appointment during the school day must submit a note or have a parent/guardian call to the attendance office prior to leaving.
- 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.

If the student/parent follows the pre-approval process, the 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, the 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 prior to the student leaving to excuse the student for not returning for the remainder of the day.

Appropriate Dress “Dress for Success”

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's “Dress for Success” philosophy 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.**

Dress Code: Gang Attire - Royal School District

Purpose:

The dress code policy aims to maintain a safe and inclusive educational environment by prohibiting clothing or accessories associated with gangs as defined by Washington State law.

Definition:

Gang attire refers to clothing, accessories, or symbols that are commonly associated with gangs, as outlined in Washington State law (**RCW 9.94A.030**).

Rules:

1. Prohibited Clothing:

- Clothing displaying gang insignia, emblems, or symbols.
- Clothing associated with known gangs, including specific colors or patterns commonly affiliated with gangs.
- Clothing that promotes or glorifies gang activity or violence.

2. Prohibited Accessories:

- Bandanas, headbands, or any headwear primarily associated with gang culture.
- Excessive or oversized belt buckles, belt tails, or chains that are indicative of gang affiliation.
- Tattoos or body markings associated with gangs visible while in school attire.

3. Prohibited Behavior:

- Engaging in hand signs, gestures, or signals commonly associated with gangs.
- Forming groups or cliques based on gang affiliation.
- Advocating or promoting gang-related activities through speech, written materials, or social media.
- Disrupting the school learning environment and/or intimidation physically or emotionally others

Enforcement:

Students found in violation of the dress code policy will be subject to appropriate disciplinary actions as outlined in the Royal School Districts code of conduct and WA State law (**R.C.W. 28A.600.455**).

Note: This dress code policy is based on the current understanding of gang attire in Washington State and may be revised as necessary to align with any changes in state law or community needs.

Dress for Success Expectation

WAC 28A.320.140

The purpose of dress expectation is to help each student set a standard for his/her personal appearance that is appropriate within the accepted standards of Royal High School. Students are expected to demonstrate pride in their personal appearance for it reflects individually on them and collectively on the school..



Head: No sunglasses. Hats/hood or other head coverings must be removed upon request of classroom teacher or administrator.

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 straps.

Legs: Pants/shorts must be worn at or above the hips. Shorts, skirts, dresses must be no shorter than mid thigh. Holes in clothing that expose undergarments will be prohibited.

Feet: Footwear must be worn at all times appropriate for the activity involved in.

Images: Any article of clothing, jewelry, or tattoos that advertising or depicting firearms, alcohol, tobacco, gang affiliation, inappropriate sexual innuendos, and drugs, are not permitted.

Exceptions to the dress code may be made for special days or special events. These days and events are announced in advance.

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. 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 for Success” expectations are subject to change based upon new trends and information that applies to the safety of all students.

ASB Cards and Student Fees:

ASB cards are FREE. 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 and park in the high school student designated parking areas. 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.
- C. Students **CAN NOT** park in STAFF designated parking areas. **Staff parking is in the first row, closest to the school. Students parking in STAFF parking will be contacted and may lose the right to park on school property. PLEASE BE CONSIDERATE.**

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

- A. Students 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.

Secure and Teach or Lockdown:

Secure and Teach is initiated to isolate students and staff inside the school from potential dangers outside the school. Secure and Teach 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/s 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. The 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.

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.

Reporting Potential Safety Concerns

Safety is our top priority! One way to report a potential safety concern is to report it to SafeSchools. See reporting information below:

safeSCHOOLS
ALERT

Royal School District

Report It

SafeSchools Alert is our district's tip reporting service. If you have information about a threat to our safety, do your part and report it! And remember, you can remain anonymous.

SUBMIT USING OUR APP

Available on the iPhone **App Store** | Available on Google play

FOR EMERGENCIES, PLEASE CALL 911

EASY WAYS TO REPORT	REPORT ON:
Visit the website http://1233.alert1.us	- BULLYING
Email your Tip to 1233@alert1.us	- INTIMIDATION
Call to report your tip 509.776.0386	- HARASSMENT
Text your Tip to 509.776.0386	- WEAPONS
	- DRUGS
	- OTHER

Our District Code is: 1233

All tips submitted are taken seriously and will be acted upon. Please be responsible with your submissions.

Concerns about potential harassment, intimidation, or bullying can also be reported to any staff member, who also has access to a hard copy Incident Report Form.

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”.

“‘Discipline’ means any action taken by the school district in response to behavioral violations. Discipline is not necessarily punitive, but can take positive and supportive forms. Data show that a supportive response to behavioral violation is more effective and increases equitable educational opportunities. The purposes of this policy and accompanying procedure include the following:

- Engaging with families and the community and striving to understand and be responsive to cultural context
- Supporting students in meeting behavioral expectations, including providing for early involvement of parents
- Administering discipline in ways that respond to the needs and strengths of students and keep students in the classroom to the maximum extent possible
- Providing educational services that students need during suspension and expulsion
- Facilitating collaboration between school personnel, students, and parents, and thereby supporting successful reentry into the classroom following a suspension or expulsion
- Ensuring fairness, equity, and due process in the administration of discipline
- Providing every student with the opportunity to achieve personal and academic success
- Providing a safe environment for all students and for district employees” (Policy 3241).

SHIELD (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 call it SHIELD, and its three main expectations are to 1) Be respectful, 2) Be responsible, and 3) Be safe. The Code of Conduct below lists RHS's expectations.

Royal High School's Code of Conduct

The Knights' SHIELD-Service, Honor, Integrity, Excellence, Leadership, and Determination

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

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

How RHS Helps Students Follow the Code of Conduct:

1. Students are taught and have a chance to practice all of the expectations at the beginning of the school year and other times of the year on an as-needed basis.
2. Expectations are posted in classrooms and throughout the school.
3. SHIELD remains a focus throughout the school year in the bulletin, on District Facebook, and in a multitude of other ways.

How RHS Encourages/Celebrates Students Who Follow the Code of Conduct:

1. Students will earn Knight Time tickets and cards for following the Code of Conduct and/or exhibiting SHIELD characteristics.
 - a. Tickets will be white.
 - b. Cards will be black/gray and gold.
2. Classroom drawings for white tickets will be held about every two weeks; monthly schoolwide drawings will occur for black cards and quarterly drawings for gold cards.
 - a. Incentives will vary.
3. Tickets and cards can also be used to purchase items from the school store.
 - a. They are only valid when stamped on the back with an official school staff stamp, unique to each staff member.
4. Group incentives will also occur at certain times of the school year for recognizing groups of students meeting specific criteria in regard to attendance, grade point average, few to no tardies, and other criteria to be announced.
5. Once a drawing is complete, all other cards will remain in the bin for the semester.
6. At the end of the semester, all cards will be removed, and the process continues!

How RHS Responds When Students Do Not Follow the Code of Conduct:

When a student does not follow the Code of Conduct, this is referred to as a “behavior violation”, which Royal School District defines as “a student’s behavior that violates the district’s discipline’s policies.”

Teachers and staff will utilize the following flowchart in response to a student’s behavioral violation:

Royal High School

Code of Conduct Behavioral Violations' Management

"Be Respectful, Be Responsible, Be Safe"

Step 1

- Apply at least two interventions:
- Verbal re-direct of Code
- (i.e., "Please use school appropriate language")
- Proximity
- Seat change
- Problem solve with student (i.e., "What do you need right now?")

Step 2

• If interventions are unsuccessful... Student given a Restorative Form with time for restorative conversations circled on the Form.

- Student reports to his or her LANCE teacher.
- At the time frame circled on the Form, student will bring the Restorative Form to the teacher and participate in a private restorative conversation.

*For behaviors reaching Step 2, teacher will contact/request parent contact the same day and document behaviors, interventions, and parent contact information in a classroom referral.

Step 3

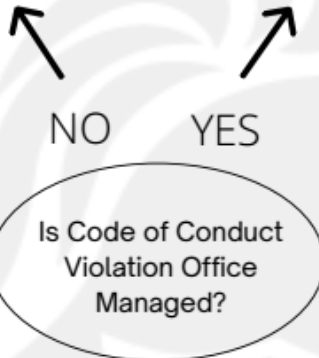
a) The same behavioral violations continues after both Step 1 and Step 2 have been completed, OR.

b) The Step 2 interventions results in student escalations and/ or refusal to leave the class: *parent contact/requested contact made the same day.*

-Teacher will write an office referral.

Teacher Managed

Academic Dishonesty
Disruption
Defiance
Disrespect
Dress Code Violation
Inappropriate Language
Property Misuse
Physical Contact
Lack of Preparedness
Inappropriate Displays of Affection
Electronic Devices



Tardiness

-Robo-calls will go out at 3; office referrals written out at 6+ tardies and every tardy thereafter

*Remember to document behaviors on what you saw and or heard...keep them fact-based.

Step 1

If safety-related, send student to the office and call the office immediately to inform OR call the office to have an administrator report to the classroom.

Step 2

Write an office referral (NO checking the "Classroom Referral" box).

Step 3

If safety-related, administrator will promptly address the offense.

OR

If not safety-related, administrator will address the offense in a timely manner.

STEP 4

In a timely-manner, administrator will provide the teacher with the offense's action.

STEP 5

Administrator will follow through on the offense's action.

Office Managed

Drug/Alcohol/Tobacco/Weapons
Fighting/Threats
Extortion/Assault/Physical Injury
Vulgar or Lewd Conduct
Gang Activity
Harassment/
Bullying/Intimidations
Vulgar Language Directed at Another Person
Truancy
Property Damage
Forgery/Theft
Vandalism
Bomb Threat/False Alarm
Arson
Chronic Teacher-Managed Behaviors
-Two Step 2's in a week for the same violation and/or previous office referrals for same violations

Classroom exclusions are defined as “the exclusion of a student from a classroom or instructional or activity area for behavioral violations...[but] does not include action that results in missed instruction for a brief period of time when a) a teacher attempts other forms of discipline to support the student in meeting behavioral expectations; and b) the student remains under the supervision of the teacher or other school personnel during such brief duration” (Procedure 3241).

If the removal from the classroom does NOT meet the above criteria, office personnel will inform parents or guardians of the classroom exclusion.

Due process: In the event of a behavioral violation, students and parents have the right to an informal conference for the purpose of resolving the matter. Students, parents, administrators, and staff members may all be included in the informal conference to be able to voice issues and concerns related to the violation as well as ask questions.

The school is here to support students so will provide a variety of possible responses to behavioral violations. Discipline actions include--but are not limited to--the following:

- Behavior monitoring
- Mentoring
- SafeSchools for Students online training
- Referral to Behavior Interventionist
- Social skills’ instruction
- De-escalation
- Restorative practices
- Parent communication
- Lunch detention
- After school detention
- In-school suspension
- Short-term suspension
- Long-term suspension
- Expulsion
- Emergency expulsion

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.

For further details about student discipline, please see School Board Policy and Procedure 3241.

Behavioral Violations

Again a behavioral violation is defined as “a student’s behavior that violates the district’s discipline policies”.

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. Exceptions 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 (RCW 28A.635.030) (Gang Intimidation RCW 9A46.120)

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 (RCW 28A.635.100)

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. Lunch Detention**
- C. In-school Suspension**
- D. Short Term Suspension**
- E. Long Term Suspension**
- F. Emergency Expulsion**
- G. Expulsion**
- H. Police Notification**

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

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. In-School Suspension**
- E. Short Term Suspension**
- F. Long Term Suspension**
- G. Emergency Expulsion**
- H. Expulsion**
- I. Police Notification**

***See additional information about Sexual Harassment and Discrimination on pages 27-29.**

5. Vulgar or Lewd Conduct WAC 148-120-110

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. Detention**
- C. In-school Suspension**
- D. Short Term Suspension**
- E. Long Term Suspension**
- F. Emergency Expulsion**
- G. Expulsion**
- H. 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 (RCW 28A.632.030)

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. Lunch Detention**
- C. In-school Suspension**
- D. Short Term Suspension**
- E. Long Term Suspension**
- F. Emergency Expulsion**

9. Academic Dishonesty WAC 132Q-10-210

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 (RCW 28A.320.140)

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 (RCW 28A.600.455)

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.

11. Other Disciplinary Infraction (RCW 28A.635.060)

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**

DISCRIMINATION WAC 392-400-020

The Royal School District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog to guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities.

Cody Miller, Title IX Officer & District Compliance Officer: cmiller@royalsd.org, 955 Ahlers Rd., Royal City, WA 99357, 509.346.2256

Heather Quigley, Section 504 Coordinator: hquigley@royalsd.org, 901 Ahlers Rd., Royal City, WA 99357, 509.346.2206

You can report discrimination and discriminatory harassment to any school staff member or to the District Compliance Officer, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online: **www.royal.wednet.edu**

SEXUAL HARASSMENT WAC 478-121-150

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

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 communications in order to gain something in return, such as a grade, a promotion, a place on a 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 a 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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online:

www.royal.wednet.edu

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or District Compliance Officer, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or

designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](#)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

RHS STAFF

Teacher	Department	Room #
<u>Mathematics Department</u>		
Mrs. J. Christensen	Algebra I & II, AP Calc Ab & STATS, Geometry	B304
Mrs. S. Christensen	Algebra I & II, AP Calculus, Geometry	B311
Mr. Smith	Algebra I & II, Geometry, Leadership	B326
Mrs. M. Christensen	Algebra I & II, Geometry	B313
<u>English Department</u>		
Mrs. Eilers	Applied Communications, Advance Writing College in the Classroom, Var of Amer Literate	B307
Mr. Delgado	English 9 & 10, Junior & Senior Bridges	B308
Mrs. West-Wilson	English 9, Var of Amer Literate	B320
Mrs. Jones	English 9 & 10	B319
Mr. Santiago	ELD Emerge, Interim & ADV	B337
Ms. Barrett	ELD Interim & ADV	B336
<u>Science Department</u>		
Dr. Carlson	Chemistry, Chem Comm, Princ ENGR, Tech Math	B333
Mr. A. Martinez	Biology & Advance Biology	B335
Mr. Elliott	Bio Med & Human Body System	B327
<u>Foreign Language</u>		
Mr. Santiago	Spanish I & II	B337
<u>CTE Department</u>		
Ms. Cate	Ag Mech, Ag LDR & Com, Animal SCI Woods, Wood II	Shop
Ms. Williams	Floriculture, Horticulture, Intro to AG	Shop
Mrs. Henson	Advance Culinary 2, Early CHD ED, Intro to Foods & IND Living	B332
Mr. Christensen	Personal Finance & Career Choices	B302
Mr. Jensen	AP Comp SCI, Comp SCI ESS, Cyber SEC ESPORTS, Multimedia DES, M.A.D.- D.P, Tech Support I & II, Video Prod	B314
<u>Physical Education Department</u>		
Mr. Jenks	Weights & Advance Weights	B212
Ms. Delay	Health, PE, Total Fitness	B102 & B210

History Department

Ms. Janett	AP American Government U.S, Government	B309
Mr. Griffin	U.S. History, AP U.S History, Yearbook	B312
Ms. Schmidt	World History	B316

Fine Arts/Library

Mr. Mietenkorte	Concert Band, Music Appreciation, Perc. ENS.	B447
Mrs. Smith	Art I & II, Art Appreciation, Ceramics	B440
Mrs. Prentice	Library	B430

Special Education Department

Mr. Farver	Func- Voc Sci, Reading, Math, LA Art, History	B446
Mrs. Perkes	RS Fresh & Soph, RS Math I & II, Inclusion	B310
Mrs. Davis	Math III & Bridges, RS Jr & Senior English	B315

Office Staff

Ms. McCoy	Principal	Office
Mr. Miller	Assistant Principal/CTE Director	Office
Mr. Miller	Athletic and Activities Director	AD Office
Ms. Rodriguez	Secretary	Office
Ms. Marmolejo	Secretary	Office
Ms. Freeman	Athletic/Activities Department Secretary	AD Office
Ms. Quigley	Counselor	B107
Mr. Whitmire	Counselor	B106
Mrs. Garcia	Counselors Secretary	B104

Support Staff

Ms. Sanchez	ESD 105 Community Prevention Specialist	Cafe. Office
Ms. Martinez	ESD 105/SEL Counselor	
Mrs. Roldan	Behavior Interventionist/SEL counselor	Office
Mrs. Lafser	EL Instructional Coach 7th-12th	Office
Ms. Romero	Gear Up Coordinator	B105
Officer Bronn	School Resource Officer	B433

Paraprofessional

Lindsey Andersen	Life Skills Para
Josie Cera	Life Skills/Resource Para
McKenzie Guerrero	Resource & Intervention Para
Liliana Luna	Bilingual Para
Andrea Prentice	Librarian
Spencer Sandoval-Holm	Life Skill Para
Grecia Santillan	Math Intervention Para
Esmeralda Solis Garcia	Life Skills Para
Jesus Vazquez	Bilingual Coordinator

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 it to the Royal High School Office.