

ROYAL PALM BEACH COMMUNITY HIGH SCHOOL
Standard Operating Procedures SY 17-18





“LIVING THE WILDCAT BEST IS THE KEY TO OUR SUCCESS”

July 25, 2017

Please refer to the following district websites for policies not included herein:

- **School Registration:**
 - <https://www.palmbeachschools.org/students/studentreginfo/>
- **Student Progression Plan:**
 - <https://www.palmbeachschools.org/studentprogression/>
- **Code of Conduct:**
 - <https://www.palmbeachschools.org/students/studenthandbooks/>
- **Complete Version of Student and Family Handbook:**
 - <https://www.palmbeachschools.org/students/studenthandbooks/>

Royal Palm Beach High School



We are:
Inquirers
know **L**edgeable
principle **D**
Communicators
c**A**ring
reflec**T**ive

Balanced
op**E**n-minded
risk-taker **S**
Thinkers

ROYAL PALM BEACH HIGH SCHOOL

VISION

Royal Palm Beach Community High School is dedicated to meeting the holistic needs of students. This will be achieved by ensuring:

- A safe, respectful, culturally conscious environment.
- Rigorous academics with personalized learning.
- A variety of extracurricular activities.

This will all be accomplished while building parent and community involvement and maintaining open communication among all stakeholders.

Students will graduate with pride and confidence, prepared to succeed in their post-secondary endeavors and become inquiring, lifelong learners and productive, global citizens.

MISSION

“Living the Wildcat Best is the key to our success.”

MASCOT

Wildcat

SCHOOL COLORS

Teal, Black, and Silver

ALMA MATER

The vision became reality at Royal Palm Beach High
The Silver, Black, and Teal entwined beneath the western skies
Every heart beats with a fervor
Proves the worth of royal birth
The memories we hold dear
We pledge our honor first
Our strong bonds can ne'er be broken
Though years may pass us by
Our faith, pride, and loyalty to you
Oh, Royal Palm Beach High!

Royal Palm Beach Community High School
"Home of the Wildcats"

ADMINISTRATION

Principal

Mr. Jesús Armas

Assistant Principals (753-4008)

Mrs. Crystal Amado Kucharski- *Principal's Designee*

Ms. Lisa Jones- *Curriculum*

Mr. Neil Hagans-*Student Services*

Mr. Adrian Seepersaud- *Student Services*

Mrs. Alexandra Vetter-*Community School Director*

Telephone Numbers

Main Office.....	753-4000
Anonymous Reporting Hotline (Bullying).....	792-8673
Attendance.....	753-4089
Guidance Office.....	753-4020
Ms. Pluta (A-Dh).....	753-4028
Ms. Rosado (Di-Je)	792-8604
Ms. Lanier (Ji-Mc).....	792-8605
Mr. Harmon (Me-R)	792-8679
Ms. Kushel (S-Z).....	753-4009
Ms. Murphy (ESE).....	753-4032
Mr. Ortolaza (ESOL).....	753-4033
Athletic Office- Mr. Patterson.....	753-4053
Choice Academies- Mrs. Houck	792-8659
IB Coordinator- Mrs. Cotton.....	753-4014
Clinic.....	753-4010
Adult Education / Community School.....	753-4070
ESE Office- Ms. Alba.....	753-4074
ESOL Office- Ms. Paramore.....	333-4344
Media Center- Mrs. Von Werne.....	753-4060
Media Center Circulation Desk.....	753-4018
School Police -Officer Lyles	753-4017
School Police -Officer Wilkerson.....	792-8637

ATHLETICS

Athletic Director	Eric Patterson	eric.patterson@palmbeachschools.org
Head Coaches		
1. Head Baseball	Thomas Coates Jr	Thomas.coatesjr@palmbeachschools.org
2. JV Baseball	Jim Reynolds	james.reynolds@palmbeachschools.org
3. Head Boys Basketball	Dion Griffin	Dion.Griffin@palmbeachschools.org
4. JV Boys Basketball	Charles Boothe	Charles.boothe@palmbeachschools.org
5. Head Girls Basketball	Jim Reynolds	james.reynolds@palmbeachschools.org
6. JV Girls Basketball	Amy Collaran	amy.collaran@palmbeachschools.org
7. Cheerleading	Jessica Sleek	jsleek@hotmail.com
8. JV Cheerleading	Tyresha Copper	tyresha.copper@palmbeachschools.org
9. Cross Country (Boys & Girls)	Aaron Wallace	aaron.wallace@palmbeachschools.org
10. Flag Football	Steve Gullo	steve.gullo@palmbeachschools.org
11. Head Football	Willie Bueno	guillermo.bueno@palmbeachschools.org
12. JV Football	Steve Gullo	steve.gullo@palmbeachschools.org
13. Golf (Girls)	Gary Harmon	gary.harmon@palmbeachschools.org
14. Golf (Boys)	Dan Moody	daniel.moody@palmbeachschools.org
15. JV Soccer Girls	Ramos, Alyssa	alyssa.ramos@palmbeachschools.org
16. Tennis (Boys)	Gary Fradkin	gary.fradkin@palmbeachschools.org
17. Head Track (Boys and Girls)	Aaron Wallace	aaron.wallace@palmbeachschools.org
18. Head Volleyball Boys	Tori Ciano	salvatore.ciano2@palmbeachschools.org
19. Head Volleyball Girls	Morgan Hill	morgan.hill@palmbeachschools.org
20. Weightlifting (Girls)	Morgan Hill	morgan.hill@palmbeachschools.org
21. Weightlifting (Boys)	TBD	
22. Wrestling	Dan Moody	daniel.moody@palmbeachschools.org

See Something – Say Something

If you are unable to report a concern to an Assistant Principal or trusted adult, please utilize the **RPBHS App** found in the App Store and Play Store.

To make an anonymous report of bullying, cyber-bullying, or harassment, to an adult on campus please contact the Royal Palm Beach High School Bullying Hotline at **(561) 792-8673**.

HOURS

School Hours

Monday – Friday
7:30 a.m. – 2:48 p.m.

Main Office Hours

Monday – Friday
7:00 a.m. – 3:30 p.m.

Bell Schedule

Alternating Block Schedule			
Period		Start Time	End Time
1/2		7:30 AM	9:12 AM
3/4		9:18 AM	11:00 AM
5		11:06 AM	1:00 PM
Lunch A: Building 1 & Portables	Lunch A	11:00 AM	11:33 AM
	Class	11:38 AM	1:00 PM
Lunch B: Building 4	Class	11:06 AM	11:46 AM
	Lunch B	11:46 AM	12:19 PM
	Class	12:24 PM	1:00 PM
Lunch C Buildings 2 & 3	Class	11:06 AM	12:27 PM
	Lunch C	12:27 PM	1:00 PM
	Announcements (10min) /AVID Time (15min) Embedded in 5 th Period Class		
6/7		1:06 PM	2:48 PM

ARRIVAL /DISMISSAL PROCEDURES

Students are allowed to enter the courtyard area at 7:00 am each school day. Students must enter the campus using one of the **3 entrances** to the school. The 3 entrances to the school are:

1. **The West Entrance near the Bus Loop:** Students must have their IDs visible at all times. Students will be momentarily pulled aside where they will leave collateral such as a backpack and escorted to Student Services to receive a temporary ID.
2. **Building 4 double doors near the Band Room:** Fast Pass entrance for exceptional students with zero dress code and ID issues.
3. **The Gym Entrance near the Main Office:** Students must have their IDs visible at all times. Students will be momentarily pulled aside where they will leave collateral such as a backpack and escorted to Student Services to receive a temporary ID.

Tardy Policy

The first bell of the day rings at 7:23. Students have 7 minutes to get to class. Students who are late must have a TARDY PASS. Tardy passes may be attained by going to any one of the numerous Tardy Kiosks located throughout the school.

Students who arrive on campus after 7:30 must get a tardy pass at the Main Office/ Student Services.

Tardy Progression Plan

Tardy 1 -7	Warning and Parent Contact
Tardy 8, 9	Administrative Detention 3:00pm – 5:30pm, Parent Contact
Tardy 10,11,12	Administrative Detention 3:00pm – 5:30pm Loss of extracurricular and co-curricular privileges and Parent Contact
Tardy 13+	Pass Restriction, Administrative Detentions 3:00pm – 5:30pm / Conference with Administration and Parent Contact

Early Release Procedures

Early Release with Parent Pickup

Only individuals authorized on a student's contact information screen, with proper identification, may request a student for early release. Students are to remain in class until called to the main office.

Early Release for Student Drivers

Students who drive and will be leaving school prior to dismissal are to submit a note to the main office prior to first period. The note must include the following:

- Student Name & ID Number.
- Reason for early release.
- Contact information for parent/guardian authorized to request early release.

Students 18+ years of age MAY NOT sign themselves out of school.

If the parents cannot be contacted, the student will be notified and he/she must remain on campus/in class.

Exam Days and Holidays

On an exam day, or the day prior to a school holiday, parents/guardians must request early release of their son/daughter in person – phone calls will not be accepted.

Early Release Programs for Students

The OJT, Dual Enrollment, and Senior Privilege programs allow students to leave campus prior to the end of the school day. Students enrolled in these courses are to abide by the following requirements:

1. The student must leave campus immediately upon completion of his/her course work. Students may not remain on campus. Students cannot remain on campus until dismissal to ride a bus. Early release programs will be removed from schedule and student will be assigned a class if student cannot leave campus immediately.
2. Once a student leaves, he/she may not come back during school hours or for bus transportation.
3. Students participating in extracurricular activities may return to campus for scheduled activities.
4. On exam or alternative-schedule days, students are expected to attend their classes.
5. Student's SY17-18 school ID must indicate the early release program in which they are enrolled.

Failure to follow these procedures could result in absences being classified as unexcused as well as other disciplinary action.

CAFETERIA

All students, during their scheduled lunch period, must proceed directly to the cafeteria/courtyard. Students out of their assigned area will be disciplined accordingly. Students are to remain in the cafeteria or courtyard until the end of their assigned lunch period. Each student is responsible for taking their trash to the trashcans.

Student IDs must be scanned at the register prior to purchasing a meal. Students/parents/guardians may add funds to their cafeteria account by cash, check, or online at palmbeach.schoolcashonline.com.

DRESS CODE

Students will follow the district dress code policy found in the Student and Family Handbook. However, students must also adhere to the following school specific policies

1. Special Group Affiliated Colors or Flags

Students should not wear specific colors or carry specific flags associated with non-school related groups. This policy is in place to maintain a safe learning environment throughout the campus. Students who not adhere to this policy will be asked to remove the colors or flags. Repetitive non-compliance will result in the items being confiscated and parents/guardians contacted.

2. Hats/Headwear

Students are not allowed to wear hats at any time throughout the day. Hoodies and skull caps are only allowed during cold weather.

EMERGENCY DRILLS

Emergency code drills will be conducted throughout the school year. Students must follow their teacher to the designated area. Once the drill has ended students should promptly return to their class. Any students going to the restroom or lingering in the halls will be considered to be out of their assigned area.

Fire Drills

Fire drill evacuation routes are posted in classrooms. The signal to evacuate will be an intermittent bell ringing or an announcement over the PA system. All students are required to evacuate quietly and as quickly as possible to the designated area. During Fire drills students must be 100 feet away from any school building.

Teachers will check rolls at their designated area. Students and teachers are to return to classrooms and buildings when the all clear signal is given. In the event of evacuation for other emergencies, the same procedure as for fire drills will be used.

Setting off, damaging, defacing, or in any way disturbing fire alarms or fire-fighting equipment, except during emergencies, will result in the maximum allowable out of school suspension and legal action.

Tornado Drill

A tornado safety plan is in place for Royal Palm Beach Community High School, and in case of a tornado, students will report to designated safe rooms or areas. Tornado drills will be held to prepare students for an emergency and to familiarize them with their designated safe area.

GUIDANCE SERVICES

Guidance Services include:

- Guiding students and parents through the registration process.
- Counseling individuals and student groups.
- Assisting in the planning and scheduling of educational programs.
- Coordinating of parent conferences.
- Making referrals to outside agencies for assistance when appropriate.
- Assisting students with personal social, physical, and emotional concerns.
- Inform students about post-high school educational techniques and opportunities.

The guidance department processes all transcript requests. Requests should be made on the appropriate transcript request form.

The transcript fees are as follows:

- One transcript request at graduation- free.
- Scholarship transcript- free.
- All other transcripts- \$3.00.
- Parchment transcript- 5:00.

For an appointment with your guidance counselor:

- Students are able to come to Guidance Services to see their counselor any day during their lunch time.
- Students should not 'drop in' to see their counselor during classes.

Schedule Changes

The only valid reasons for a schedule change are:

- Missing a graduation requirement.
- Student lacks a prerequisite.
- Teacher recommended level change (honors, regular).
- Student previously passed course.
- Documented medical reasons.

HALL PASSES

Students who are found out of class during class time must have an official hall pass, which designates the issuing teacher, building, date, and time. Hall Passes are invalid if the student is found in a different area or the time has exceeded the normal amount of time required for the task. Students with hall passes that exceed 10 minutes may be subject to disciplinary action. Students without a pass are subject to disciplinary consequences. Teachers will limit the number of hall passes issued to each student per nine weeks and use one hall pass per student. Hall passes will not be given during the first or last fifteen minutes of class (15/15 Rule).

Elevators

The use of school elevators is strictly limited to faculty, staff, and students with restricted mobility. Any use of the elevators by unauthorized students will be grounds for disciplinary action. Any student using the elevator MUST carry a SPECIFIC ELEVATOR PASS. Students can receive an elevator pass from the Clinic.

LOCKS AND LOCKERS

Each student will receive a locker at no cost. School locks must be used; all other locks will be removed. Royal Palm Beach High School is not responsible for items stolen from lockers. Students are prohibited from 'sharing' lockers or combinations with other students.

All student lockers are subject to search without warning pursuant to Florida Statute 2321.250. Book bags are subject to search without warning with reasonable suspicion.

Physical Education lockers are available for rental for \$5.00 per semester or \$10.00 per year. Royal Palm Beach High School is not responsible for items stored in Physical Education lockers. Students are prohibited from 'sharing' Physical Education lockers or combinations with other students.

MEDIA CENTER

The Media center will be open from 7:00 am to 3:30pm.

Media Center: Fines

Students will be assessed the full cost of books not returned in a timely manner and placed on the obligation list until payment is received. If the book is returned the fine will be deleted immediately. If the book is returned subsequent to payment, a full refund will be provided to the student.

The Media Specialist has the right to assess damaged library materials and determine fines based on damage up to the cost of replacement.

Media Center: Circulation of Books and Materials

- Books may be checked out for two weeks, but may be renewed until another request for the book is made.
- Students may not check out books for other students.
- Students may not check out audiovisual materials or equipment.
- Students must have a Royal Palm Beach Community High School picture ID in order to check out books and materials.

Media Center: Services

Printing of documents from School District computers is available to Royal Palm Beach High School students at no cost.

Media Center: Technology Services

Student access to district technology resources anywhere on school campus is authorized exclusively for academic purposes. Such resources include email, Internet access, electronic records and databases, and computer software and hardware.

Students shall not use any such resource for private business, personal use or gain, non-curricular-related computer gaming, and/or non-curricular related Internet browsing. The district has established guidelines, which detail the accepted standards of behavior for students while using district technology. Violation of these guidelines may result in disciplinary action.

PARENT-TEACHER CONFERENCES

Call Guidance at (561) 753-4020 to make an appointment.

Parent-Teacher conferences are held weekly on Thursdays at 3:00 p.m. in the Media Center. Available staff will attend conferences.

STUDENT ID CARDS

A current student identification card must be worn by all students attending Royal Palm Beach High School. Since the safety of our students, faculty, and staff is paramount, students must surrender their ID to any school personnel upon request.

Replacement student ID cards will be issued at a cost of \$3.00 from Student Services. Student ID cards will be checked daily upon entering school; students not in possession of a current student ID card will be subject to disciplinary action.

TEACHER DETENTIONS

A teacher may assign before or after school detentions for behavioral problems. Students and parents will be given at least 24-hour's notice. The teacher will determine the time frame for the detention. Failure to serve will result in a discipline referral.

TRANSPORTATION

Student Parking

Students desiring permission to park automobiles on campus must obtain a parking permit. A new permit must be purchased each year for \$50.00 in Student Services.

- Parking at Royal Palm Beach Community High School is a privilege, not a right. Failure to display acceptable conduct and academic progress may result in the revocation of parking privileges.
- The parking permit must be hung from the rear-view mirror of the vehicle registered with the school.
- There will be no reduction in the price of parking permits during the course of the school year.
- If students drive their parent/guardian's vehicle to school on a temporary basis, the parking permit may be temporarily moved to the new vehicle. If a new vehicle will be driven to school daily, the new vehicle must be registered in the main office.
- The use of motor vehicles on campus is restricted to coming to school at the beginning of the school day and leaving campus at the end of the student's day. Students are not permitted to be in or near their vehicle during the school day.
- Students must park in their assigned student parking lot. When parking on campus you must utilize the student parking lots located near the West Entrance adjacent to the Bus Loop Or by the Football field near the Gym. If you park elsewhere without the correct parking decal your vehicle will be towed.
- Cars parked in unauthorized areas will be towed at the owner's expense, the parking permit revoked, and the student is subject to disciplinary action. **When your car is towed call Panther Towing at 561-422-9910 to retrieve it.**
- Unauthorized cars will be towed at the owner's expense. **To retrieve your vehicle, call Panther Towing at 561-422-9910.**
- Careless, reckless driving, violation of any parking regulation, leaving campus without permission, or transporting a student who does not have permission to be transported will result in a confiscation of parking decal and possible disciplinary action.
- Money will not be refunded if one's parking privilege is revoked.

- **By entering school parking areas, the person in control of any vehicle consents to the search of the vehicle, which may include passenger compartment, engine compartment, trunk and all containers, locked or unlocked, in or on the vehicle.**

Bike Racks

There is a bike rack for your use at the East Entrance (Main Entrance) by the flag pole to lock and secure your bike. No riding bikes on campus. Additionally, students cannot ride skateboards on campus.

BUS TRANSPORTATION INFORMATION

<http://www.palmbeachschools.org/transportation>

Transportation Hotline: (561) 242-6565

VALUABLES ON CAMPUS

Students should not bring valuables on campus. If they do so, it is at their own risk. The school will not be held responsible for any lost or stolen valuable items.

Electronic Devices

- Permitted at the direction of your teacher for educational purposes during class time.
- Permitted during non-instructional times (lunch, between classes).
- NO Large headphones of any sort are permitted (i.e. Beats).
- Students may wear ear buds BUT only in ONE ear.
- NO portable speakers permitted on campus. Such speakers will be confiscated and a parent/guardian must pick up during school hours.
- Do Not leave your electronic devices unattended at any time, which includes charging your phone anywhere on campus.
- **Students listening to music may use “ear bud” style headphones in ONE EAR ONLY. Students may not wear “ear buds” in both ears unless directed to do so by their teacher in an educational setting.**
- **“Over the Ear” style headphones (i.e. Beats) are prohibited on the RPBHS campus.**

Students who choose to bring a cellular phone or other wireless communication device to school do so at their own risk and shall be responsible for the security of their cellular phone or other wireless communication device. Furthermore, students use and charge their electronic devices at their own risk, regardless of permissions granted or not granted by the faculty.

Neither school personnel nor Board will assume responsibility or liability for loss, theft, damage or vandalism to a cellular phone or wireless communication device brought onto school property, or for the unauthorized use of any such device.

VISITORS ON CAMPUS

All visitors must come through the main office and check in with the office staff. They must have a valid form of identification. Student or teacher visitation is strictly limited and must be approved by administration prior to the visit.

Deliveries and Messages for Students

To avoid disturbances to classrooms, office staff will not accept messages or deliveries for students. Flowers, balloons, and other gifts should be delivered to the student’s home. In the case of an emergency, office staff will make every effort to assist parents in the delivery of emergency messages or items. Please request assistance only in true emergencies, when no other alternative is available.

Additionally, office staff will not accept food deliveries (pizza, fast food, etc.) for students.