

**ROYAL PALM BEACH COMMUNITY HIGH SCHOOL
SY 15-16 STUDENT HANDBOOK**



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

*If you would like the information in this handbook translated, please call 561-333-4344.
Si usted quiere la informacion en esta carta traducida, por favor llame al numero 561-792-8672.
Si out a renmen efomasyon ki nan let sa a tradius silvouple rele nan nimewo sa a 561-792-8604.*

August 2015

The purpose of the student handbook is to communicate the expectations, policies, procedures, and practices for the school year to the students and families of Royal Palm Beach High School.

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

- **School Board Policies:**
 - www.palmbeachschools.org/policies

- **Student Progression Plan:**
 - <http://www.palmbeachschools.org/sc/StudentProgressionPlans.asp>

- **Code of Conduct:**
 - <http://www.palmbeachschools.org/ssci/StudentCodeofConduct.asp>

- **Complete Version of Student and Family Handbook:**
 - <http://www.palmbeachschools.org/Students/StudentHandbooks.asp>

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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. Jesus Armas

Assistant Principals (753-4008)

Ms. Lisa Jones, *Principal’s Designee*

Ms. Jennifer Murphy, *Curriculum*

Mrs. Crystal Amado-Kucharski, *Textbooks, AVID, Graduation*

Mr. Neil Hagans, *Attendance, ESE Concerns, Transportation*

Ms. Alexandra Deveroux, *Community School Director*

Deans

Ms. Vicki Burton, *Discipline*

Mr. Terrance Johnson, *Discipline*

Telephone Numbers

Main Office.....	753-4000
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. K. Murphy (ESE).....	753-4032
Mr. Ortolaza (ESOL)	753-4033
Athletic Director, Mr. Patterson	753-4053
Choice Academies, Mrs. Cotton.....	792-8659
Clinic.....	753-4010
Adult Education / Community School.....	753-4070
ESE Office, Ms. Alba	753-4074
ESOL Office, Mrs. Higley.....	333-4344
Media Specialist	753-4060
School Police – Officer Lyles	753-4017
School Police – Officer Wilkerson	792-8637

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.

AFTER SCHOOL ACTIVITIES

Supervision of students participating in an approved school activity will be provided for 30 minutes prior to the activity and 30 minutes after the activity. Parents must drop off and pick up students within this time frame. Casual contact between district personnel and students shall not result in a legal duty to supervise outside the 'reasonable' times set forth in this policy. Supervision only extends to students attending school and those authorized to participate in activities. *See Student & Family Handbook, Florida Statute § 1003.31*

ASSAULT UPON INSTRUCTIONAL PERSONNEL

Any parent or other person not subject to the discipline of the school who assaults any person employed in an instructional capacity on school property shall be guilty of a misdemeanor of the second degree, punishable by law. *See Florida Statute § 231.06*

ATTENDANCE POLICY

Students who are age six on or before February 1st of that school year must attend school every school day of the 180-day school year until their 16th birthday unless an exception exists *{Florida Statute § 1003.21(1)}*. Florida Statute § 1003.24 establishes that the parent of the child of compulsory age is responsible for the child's daily school attendance. (SBER 6A-1.09513) School staff, parents, students, and appropriate state agencies are expected to work together to ensure that all applicable school attendance laws are obeyed, including, but not limited to, referral to the state-designated agency for possible court action for truancy. Schools keep student attendance records per SBER 6A-1.044. Family vacations are not excused absences (P-5.09). Students having, suspected of having or not being immunized from a communicable disease or infestation as described by *{Florida Statute § 1003.22(9)}* are not allowed to attend school, absent a specified exemption. In order to return to school, parents must obtain a doctor's note stating that the student is no longer contagious or proof of immunization, as applicable (P-5.06).

Time of School Arrival and Pick-Up

For student safety, parents must ensure their children do not arrive at school until the official starting time and do not remain on school grounds after official closing time, since supervision is not provided.

Student Rights

Students have the right to:

- know how School Policy defines and handles excused absences, unexcused absences, and tardiness;
- ask that a penalty for an unexcused absence be reviewed;
- make up work missed during an excused absence; and
- be protected from exposure to communicable diseases and infestations when in school.

Student Responsibilities

Students have a responsibility to:

- attend classes and be on time;
- ask their parents to notify the school when they are absent; and
- ask teachers for, and to complete, makeup assignments.

Make-Up Work

For excused and unexcused absences, including suspensions, the student will be afforded the opportunity to make up work without academic penalty. In accordance with School Board Policy 5.09, high school students are expected to attend school regularly and be on time for classes. When a student will be out of school for an extended period of time, parents may request assignments directly from teachers. Teacher email addresses may be found online at www.rpbhs.org and www.edline.net.

Mastery – High School Credit Course(s)

Students who are absent from class for more than ten days (five days for block period classes) of a semester must pass at least one nine week marking period and the semester exam in order to demonstrate their knowledge of the subject and receive credit. This does not apply to virtual or performance-based instructional settings.

- NOTE: Absences policy for students with 504, ESE, Home/Hospital Bound Education Plans can be located in the Student Progression Plans.

Driver’s License (P-5.185)

Students under 18 years of age who drop out of school or who have fifteen (15) unexcused absences within 90 calendar days, and have a driver’s license, may have their driver’s license suspended by the Department of Highway Safety and Motor Vehicles or may not be issued a license if they apply for one. Additional information about procedures and waivers is available from school administration or guidance offices. {Florida Statute § 322.091; 1003.27(2)}

Absent Notes

When absent from school, it is the responsibility of the student to bring a note within two (2) days of the absence. Notes are to be submitted in the main office before school. Notes are not to be given to teachers.

Absenteeism, excused or unexcused, regardless of the reason, negatively affects the continuity of the learning process.

Excused Absences: The following qualify as “excused” absences:

- Student illness- If a student is continually sick and repeatedly absent from school, he/she must be under the supervision of a physician in order to receive an excuse from attendance.
- Medical appointment
- Death in the family
- Observance of a religious holiday or service that is recognized as such by all members of the faith (School Board Policy 5.095)
- Subpoena by a law enforcement agency or mandatory court appearance

TLE Policy

Students participating in school-approved activities (TLEs), which require their absence from school, shall be considered present. Students shall be given the opportunity to make up any missed assignments and assessments.

College Visits

Students are permitted a total of three full days of absences for college visits when requested, in writing, by a parent/guardian. The main office must receive the written request in at least five days prior to the college visit.

Senior Skip Day

Royal Palm Beach High School neither condones nor allows "Senior Skip Day."

Long Term Assignments

Long-term assignments are required to be turned in on their due date regardless of absence. A long-term assignment is defined as an assignment given by a teacher two weeks prior to the due date.

Attendance on Block Days

A student will receive two absences in each missed class on block-schedule days.

Athletics and Activities

Any student absent from school will not be allowed to participate in extracurricular or co-curricular activities for that day.

AUTHORITY AND RESPONSIBILITY OF THE PRINCIPAL

The principal shall be the administrator and supervisory head of the school and shall be responsible for the enforcement of the policies of the board as directed by the superintendent.

Subject to law and to the rules of the state board and the district school board, the principal in charge of the school or designated representative shall develop policies which may be delegated to any teacher or other member of the instructional staff or any bus driver transporting students of the school such responsibility for the control and direction of students as may be considered desirable. *See District Policy 1.014*

BELL SCHEDULE

Alternating Block Schedule			
Period		Start Time	End Time
1		7:30 AM	8:43 AM
	Class	7:30 AM	8:20 AM
	Announcements	8:20 AM	8:28 AM
	#PROWL Time	8:28 AM	8:43 AM
2/3		8:48 AM	10:33 AM
4/5		10:38 AM	12:58 PM
Lunch A	Lunch A	10:33 AM	11:08 AM
	Class	11:13 AM	12:58 PM
Lunch B	Class	10:38 AM	11:28 AM
	Lunch B	11:28 AM	12:03 PM
Lunch C	Class	12:08 PM	12:58 PM
	Class	10:38 AM	12:23 PM
	Lunch C	12:23 PM	12:58 PM
6/7		1:03 PM	2:48 PM

Lunch A:
Your teacher will tell you.

Lunch B:
Your teacher will tell you.

Lunch C:
Your teacher will tell you.

BEHAVIOR EXPECTATION MATRIX

Living the Wildcat Best is the key to our success!

	BE RESPONSIBLE To Be Responsible I will:	BE RESPECTFUL To Be Respectful I will:	BE SAFE To Be Safe I will:
All Settings	<ul style="list-style-type: none"> * Follow dress code and ID policies * Be accountable for my physical movements and gestures * Maintain volume level that is appropriate for area * Report any problems needing intervention to an authority figure 	<ul style="list-style-type: none"> * Use appropriate vocabulary and gestures * Help others * Respect diversity of others * Follow hands off policy * Pick up anything that needs to be picked up * Acknowledge everyone in a positive manner * Have my cell phone off and away during school hours * Respect all adults on campus 	<ul style="list-style-type: none"> * Report any possession of illegal substances and items to an authority figure * Keep hands, feet, and unkind words to myself * Refrain from loitering * Refrain from the use or possession of any illegal substances
Classroom/ Areas of Instruction	<ul style="list-style-type: none"> * Be an active participant in my own learning * Bring all supplies: books, paper, writing utensils, notebooks, homework, etc. * Focus on directions the first time given (verbal and/or written) * Ask for help when needed * Attend all classes everyday * Attend to personal needs (water, grooming, restroom) before class 	<ul style="list-style-type: none"> * Use school and personal property appropriately * Leave others' belongings alone * Use appropriate vocabulary and gestures * Maintain a positive and open attitude * Listen when others speak * Maintain integrity and honesty * Raise hand during class discussions 	<ul style="list-style-type: none"> * Know emergency procedures and take drills seriously * Follow teacher's safety guidelines * Be seated after entering the classroom * Keep traffic areas clear * Abide by the 15-15 minute rule * Remain in the classroom until dismissal
Courtyard/ Hallway	<ul style="list-style-type: none"> * Refrain from public displays of affection * Keep track of time * Apologize if I bump into someone * Pick up anything I drop * Plan scheduled locker stops to get needed supplies 	<ul style="list-style-type: none"> * Keep moving to keep traffic flowing * Respect artwork, posters, advertisements, etc., on walls * Use appropriate non offensive language and gestures * Help anyone who drops something 	<ul style="list-style-type: none"> * Have visible hall pass, except during class change * Use only my locker and keep it locked * Keep comments about myself and others positive * Keep the hall floors clear * Walk on the right-side to avoid blocking the hallway and to keep traffic moving
Bus	<ul style="list-style-type: none"> * Stay in assigned areas * Wait on sidewalk areas in an orderly fashion * Get on and off bus in an orderly fashion * Keep bus clean * Notify the driver of any problems 	<ul style="list-style-type: none"> * Use appropriate non-offensive language or gestures 	<ul style="list-style-type: none"> * Follow the bus rules * Be on time * Know my bus number, stop, and slot * Follow bus driver's instructions * Remain on side walk if until bus arrives * Remain seated at all times
Field Trips/TLEs	<ul style="list-style-type: none"> * Represent school with Pride * Follow rules and regulations * Have a method of contact with a chaperone in case of separation * Refrain from loitering in and around campus * Make sure TLEs are completed and submitted to sponsor by the deadline 	<ul style="list-style-type: none"> * Keep noise to a reasonable level * Listen to chaperones * Respect my surroundings * Show gratitude to guides/chaperones 	<ul style="list-style-type: none"> * Place trash in proper receptacles * Stay seated when traveling on bus for field trips * Be aware of safety protocols at the field trip destination * When away from school, stay in our designated groups * If I arrive on a bus I must return on a bus
Media Center	<ul style="list-style-type: none"> * Sit at tables assigned to my class * Obey the only 4 students per table * Return books on time * Pay all late fees before the end of each nine weeks * Refrain from conversations with students from other classes * Stay on task- no off topic web surfing 	<ul style="list-style-type: none"> * Enter and exit quietly through the main entrances * Keep voice level to a whisper * Follow directions of Media Center staff and student aides 	<ul style="list-style-type: none"> * Have hall pass to go to Media Center and submit in basket at the main desk * Deposit all food, drink (including water) and gum in trash before entering * Leave all book bags and coats in the area provided * Have my ID ready when checking out books
Restroom	<ul style="list-style-type: none"> * Use facilities as intended * Report any problems to staff * Use before school, between classes and at breaks * Keep it clean * Keep it graffiti free 	<ul style="list-style-type: none"> * Flush * Use appropriate trash receptacles * Honor privacy 	<ul style="list-style-type: none"> * Go directly to and from the nearest restroom * Use during class change or lunch * Have a hall pass if going during class * Report safety/problem issues * Wash my hands
Clinic	<ul style="list-style-type: none"> * Use facilities as intended * Report all medical conditions, including medicines prescribed, illnesses and injuries to the nurses 	<ul style="list-style-type: none"> * Honor confidentiality * Use the clinic properly when you are sick or injured * Follow directions of the nursing staff 	<ul style="list-style-type: none"> * Have a pass to go to the clinic * Report changes in medical conditions, including medicines prescribed, illnesses and injuries to the nurses

BIKE RACK

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.

BINDERS

All students receive a free 3" white binder and are expected to use the binder for every class. The binder is worth 10% of student's grade in each class.

BULLYING AND HARASSMENT

The School District of Palm Beach County takes all forms of mistreatment and bullying seriously. Please refer to [School Board P-5.002](#) located at www.palmbeachschools.org/policies for detailed information.

Bullying is defined by inflicting physical or psychological distress on one or more students and may involve: teasing or social exclusion. Repetitive Bullying means systematically and chronically inflicting physical hurt or psychological distress in person-to-person encounters and/or by means of electronic communication or technological devices on one or more students or school employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to: teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial/ethnic harassment, public humiliation, damaging or destruction of property, placing a student in reasonable fear of harm to his or her person or property, and cyber-bullying, and cyber-stalking as defined in P-5.002.

Royal Palm Beach Community High School will act to investigate all complaints of bullying or harassment and will take action against any student, teacher, administrator, volunteer, or visitor who is found to have violated this policy.

BULLYING HOTLINE

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

BUS TRANSPORTATION INFORMATION

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

Transportation Hotline: (561) 242-6565

Students must adhere to Palm Beach School District and Royal Palm Beach High School's Student Code of Conduct while riding the school bus and/or at the school bus stop. Failure to comply with rules and regulations will result in disciplinary action(s) which may include suspension from school district transportation.

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 items to the trashcans.

Student IDs must be scanned at the register prior to purchasing a meal. A student/parent/guardian may add funds to their cafeteria account by cash, check, or online at palmbeach.schoolcashionline.com.

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.

IMPORTANT:

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.

Any student who chooses to bring a cellular phone or other wireless communication device to school does so at their own risk and shall be responsible for the security of their cellular phone or other wireless communication device. 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.

CHEATING AND PLAGIARISM

The minimum penalties when a student is caught and reported for cheating are:

- An F grade on the activity, project, or test on which the cheating occurred.
- The teacher will advise the parent of the occurrence and document the occurrence in the student’s discipline file.

CHEATING AND PLAGIARISM WITH REGARD TO MERITORIOUS ORGANIZATIONS

First offenseA one-year suspension from meritorious organizations (i.e. National Honor Society) from the date of the infraction.

Second offense.....Permanent expulsion from the aforementioned organizations.

In the event of suspension or expulsion from a meritorious organization, the student, the sponsor of the meritorious organization, and the instructor will document the incident, in writing, to be kept on file with the organization’s sponsor.

Prompt reporting of student cheating to the sponsors of meritorious organizations is essential.

Student membership in other organizations will not be affected as a result of these measures, unless otherwise indicated in the organization’s constitution or bylaws.

If, due to a grade reduction associated with cheating and/or plagiarism, a student’s Grade Point Average (GPA) falls below the level required for participation in a sport or activity, the student shall be subject to the procedures and penalties associated therein.

CLINIC

Students who become ill after reaching school or who are injured during school hours on school property will report to the clinic, located inside Student Services.

In the event of illness, parents will be contacted. Student drivers will be permitted to drive home with the consent of a parent/guardian. In emergencies, paramedics may assist in evaluating the situation and recommending appropriate action. Royal Palm Beach High School and The School District of Palm Beach County are not responsible for expenses incurred due to emergency medical treatment.

Except in an emergency, students may not come to the clinic to report illness between classes or without a pass from their teacher. If a student feels ill, he/she should report to class for a clinic pass from the teacher. This will prevent the student being marked absent.

The school nurse, provided by The Health Care District of Palm Beach County, is on duty for student conferences regarding any aspect of physical or mental health. Referrals to appropriate agencies can also be made through the school nurse. Any prescription medication belonging to students must be kept by the school nurse and dispensed by the nurse (see 'Medication').

Medication, Authorization Of

Students are not to have any form of medication, prescription or nonprescription, in their possession. Request from a parent or guardian for their child to receive medication during school hours must be made by submitting a completed "Physician's Authorization of Medication/Treatment" form (available from your doctor) to the school nurse. This form details the name of the drug, dosage, and time interval for the medication which the student is to receive. The medication must be in a prescription bottle, which indicates the same medication as on the medication authorization form. A separate Physician's Authorization of Medication/Treatment for a Student at School form must be submitted for each medication a student is to receive.

School personnel shall not be responsible for the administration of medication that is not prescribed by a physician.

CLOSED CAMPUS

Royal Palm Beach Community High School is a closed campus in order to satisfy state and school board requirements for supervision of students. *See Florida Statute § 230.22(2)*

Students are not permitted to leave the campus after arrival without parent/guardian permission and permission from administration.

Students are not permitted to leave campus for lunch. During lunch, students must remain in the cafeteria or designated courtyard area until released by administration. The second floor and stairs of the school are off-limits during lunch.

Being on campus without following proper check-in procedures, or leaving campus without following proper early release procedure will result in disciplinary action. If you are 18, you may not sign yourself out of school.

COMMENCEMENT (GRADUATION) CEREMONY

Participating in Royal Palm Beach High School's Commencement Ceremony is a privilege. Students who, through their actions, demonstrate disregard for the rules, policies, or guidelines of Royal Palm Beach High School and the School District of Palm Beach County may lose the privilege of participating in the Commencement Ceremony.

When determining if the actions of a student warrant the loss of participation in the Commencement Ceremony, administration will consider the severity, setting, and timing of the infraction, in totality and on an individual basis.

DAMAGE TO SCHOOL PROPERTY

Florida law places responsibility on the parent/guardian of any child who willfully destroys any property, real or personal, belonging to the school district. Florida statutes authorize full recovery of civil damages from the parents/guardians of students who damage school property. Additionally, school administrators may assign out-of-school suspension or community service.

DELIVERIES AND MESSAGE 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.

Royal Palm Beach High School
2015-2016 Dress Code
Updated: June 18, 2015

General Guidelines:

These general guidelines are designed as an “at a glance” review. The General Guidelines are not designed to substitute and at no time override the General and Specific Restrictions below.

1. **Shirts:** Any style, any color, with sleeves. Must cover entire midriff.
2. **Pants:** Any style any color. No holes or tears in pants. No leggings.
3. **Shorts, Skirts, Dresses:** Any style, any color. Length is to mid-thigh with no midriff showing.
4. **Shoes:** Closed toe and closed back shoes of any style, any color.
5. **Jackets/Sweatshirts/Sweaters:** In inclement weather jackets, sweatshirts, and sweaters may be worn. However, standard dress code must be worn under such coverings, which includes hoods not permitted to be worn outside of inclement weather.

General Restrictions:

The following attire is unacceptable.

1. Attire with language or images that are crude, vulgar, profane, or lewd/obscene, sexually explicit or sexually suggestive.
2. Attire with symbols, mottos, words or acronyms that promote illegal or violent conduct, such as gang symbols, the unlawful use of weapons, drugs, alcohol, tobacco or drug paraphernalia, or clothing that contains threats is prohibited.
3. Attire associated with discrimination on the basis of age, color, handicap, national origin, sexual orientation, marital status, race, religion or sex.
4. Clothing traditionally classified as undergarments, such as boxer shorts, bloomers, tights, hosiery, sleepwear, may not be worn as outer garments.
5. Clothing that is sexually suggestive or revealing (examples include, but are not limited to muscle tops, backless clothing, and clothing that exposes the midriff, exposes one's undergarments, have plunging necklines, and are constructed of see-through materials).
6. Attire that may be used as a weapon, including but not limited to, steel-toed shoes, large, long or heavy belts or other chains, studded or chained accessories, items with spikes and any other items deemed inappropriate by an individual school site.
7. Articles of clothing that cause excessive maintenance problems for school property, for example: shoe cleats that scratch floors or tear rugs, trousers with metal rivets that scratch furniture, etc.
8. Clothing which, because of fit, design, color, texture, inadequate coverage, or some other factor, creates classroom or school disorder or distracts the attention of another student or students in any class that is in session from the lesson being presented or from any other assigned school activity, or which creates a safety or health hazard for any student in the school.
9. Jewelry worn in a manner that presents a safety health hazard or causes a major disruption to the educational process (examples include, but are not limited to chains hanging from the belt or pocket or chains attached to the wallet).
10. A student who fails to maintain personal cleanliness, grooming or neatness of dress to the extent that their presence in the classroom creates classroom or school disorder or distracts the attention of others from assigned classroom activity will be required to maintain a level of personal cleanliness, grooming, or neatness of dress that eliminates said disorder.

Specific Restrictions:

1. Shirts:
 - a) No sleeveless shirts.
 - b) No midriff shirts.
 - c) No see-through blouses or dress shirts.
 - d) No wearing blouses and dress shirts open – only the top button may be unbuttoned.
 - e) Shirts must be appropriate for school at all times.

2. Pants:
 - a) No pants are to be tucked in to socks.
 - b) No sagging pants - pants must be worn at the waist.
 - c) No excessively tight pants, including but not limited to leggings, stretch pants, and yoga/exercise pants.
 - d) No pants with holes, rips, tears, frays, or extra zippers.
 - e) Pants must be appropriate for school at all times.

3. Shorts, Skirts, and Dresses:
 - a) No shorts, skirts and dresses are to be worn above mid-thigh.
 - b) No skirts and dresses may show midriff.
 - c) No excessively tight shorts, including but not limited to leggings, stretch, and exercise style garments.
 - d) No excessively tight skirts or dresses. Midriff may not be exposed.
 - e) No shorts with holes, rips, tears, or frays.
 - f) No sleeveless dresses.
 - g) Shorts, Skirts, and Dresses must be appropriate for school at all times.

4. Shoes:
 - a) No flip-flops, open toe shoes, open back shoes, sandals, or "slides".
 - b) No bedroom slippers.

5. Miscellaneous:
 - a) No flags or bandanas are to be worn on any part of the body.
 - b) No chains, studs, spikes, oversized belt buckles, or any other accessories are permitted that may cause damage to other students or school property.
 - c) No accessories (earrings, belt buckles, necklaces, bracelets, etc.) may be worn that are offensive in nature, such as illegal drug paraphernalia, guns, alcohol, etc. or that are sexually suggestive.
 - d) No sunglasses are to be worn inside the school building, unless for approved medical reasons.
 - e) No headwear of any kind, including du-rags and scarves, is permitted, other than for religious reasons or approval from administration or approved medical reasons.
 - f) No large headphone devices of any kind. Students may wear ear buds but only in one ear. Student must be able to hear requests and instructions during class changes, lunches, arrival and dismissal, at all times. Failure to comply to requests and instructions due to “not hearing” the request is not acceptable.
 - g) No portable speakers permitted on campus. Such devices will be confiscated and parent/guardian will have to pick up before 3:30 p.m.

EARLY RELEASE PROCEDURE

Early Release with Parent Pickup

Only individuals authorized on a student's A.05 (Contact Information Summary) 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.

Absence due to Early Release

Students who leave school early are to follow the Attendance Policy for missing class. Within two (2) days of the early release, the student will submit a written note in the Main Office (see Attendance Policy).

If a student returns to school the same day after early release, he/she must check in with the main office.

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 permit 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 to the school for assemblies, activities, or bus transportation.
3. Students participating in athletics and auxiliary teams must have a 7-period schedule.
4. On exam or alternative-schedule days, students are expected to attend his/her classes.
5. The student's SY16 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.

ELEVATORS

The use of school elevators is restricted to faculty, staff, and students with restricted mobility. Any use of the elevators by unauthorized students will be grounds for disciplinary action.

EXPULSION

The principal or designated representative may recommend to the superintendent the expulsion of any student who has committed a serious breach of conduct including, but not limited to, willful disobedience, open defiance of authority of a member of the staff, violence against any persons or property, or any other act which substantially disrupts the orderly conduct of the school. Any recommendation of expulsion shall include a detailed report by the principal or designated representative listing the alternative measures taken prior to the recommendation of expulsion.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) AND FLORIDA STUDENT EDUCATION RECORDS LAW RELATING TO STUDENT EDUCATION RECORDS FOR ELEMENTARY AND SECONDARY SCHOOLS, ANNUAL NOTICE

Please refer to 2015-2016 Student and Family Handbook for more information about your privacy rights as a student at Royal Palm Beach High School.

FEES AND CHARGES TO STUDENTS

No fee or charges may be required of any student as a condition of attendance and/or participation in any class. Principals are permitted to request that students voluntarily purchase prescribed consumable items, which might aid in their learning. No penalty may be imposed upon any student who fails to purchase a requested item. Provision for equal learning opportunity must be made for any student who fails to purchase a requested item.

Students will normally pay for materials used in the production of a major project, which is to be kept by the student. If the school furnishes materials that are consumed or used in the learning process, the student is not necessarily entitled to the finished product.

- Vocational and Fine Art: students may be requested to purchase materials to be used in any project that the student will own upon its completion. The school must provide materials to be used as the vehicle for learning the skills of the course for any student who does not wish to produce a take-home project.
- Physical Education: secondary school students may choose to shower after heavy physical activity. A towel or other appropriate material is necessary as a reasonable condition of the class. The student may bring his/her own towel or may avail himself/herself of towel service if provided by the school. Students may be required to purchase school physical education uniforms.
- Driver Education: due to the cost of maintaining driving simulators, students are asked to pay a lab fee (Optional).

Extracurricular activities are not considered a part of this policy.

FIELD TRIPS

Students going on a field trip or on Temporary Learning Elsewhere (TLE) must have prior permission from a parent/guardian and complete the TLE request and Field Trip Permission/Release forms. All students must have an approved TLE and Field Trip Permission/Release form must be on file with the trip organizer twenty-four (24) hours prior to the activity.

Students are expected to obtain all assignments in advance of their TLE absence. Students must turn in all work upon returning to class.

Class absences due to an approved TLE do not count under the attendance policy.

The school provides transportation for most field trips, however, in cases where students have been granted permission by administration to drive or ride in privately-owned vehicles, students and volunteer drivers must complete the necessary forms, as provided by the trip sponsor.

IMPORTANT:

Students are never permitted to drive other students to or from school functions.

Students on TLEs or field trips are subject to school rules and discipline as if in class or on campus.

FIGHTING

There is zero tolerance for fighting on campus or at any school-sponsored function. Any student who instigates, initiates, runs towards, or participates in a fight will be subject to the maximum allowable out of school suspension, loss of after school privileges, criminal charges and arrest, and expulsion.

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.

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.

FUNDRAISING:

Fundraising of any kind on school campus, including the sale of candy or other items, is forbidden without the authorization of administration. In the event of an unauthorized sale, all items will be confiscated and the student subject to disciplinary action. (SB 2.13 and 2.14). It is illegal to sell your privately purchased candy and sell on campus.

Fund-raising drives seeking funds from students, initiated by outside organizations such as the Salvation Army, United Way, Girl Scouts, etc., are not permitted in school during the school day.

GANG CONTROL POLICY (SB 5.0921)

For information about the School District of Palm Beach County's Gang Control Policy (P-5.0921), see <http://www.schoolboardpolicies.com/p/5.0921>

GOLF CARTS

Golf carts are for the exclusive use of administrative, athletic, custodial, and security staff. Student use of golf carts is prohibited and is subject to disciplinary action.

GRADES

Progress reports: students will receive a progress report in the fourth week of each quarter. As required by the district Student Progression Plan, students will be given an alpha or numeric grade indicating current grade average or progress to date in each class. Teachers may issue individual progress reports at any time if they feel that parents need to be informed of changes in a student's progress.

Report cards: grades will be issued each nine weeks (D 8.05, 3). Students are advised to retain their report cards throughout their high school years for reference purposes and occasional crosschecking with permanent transcript records.

A Student's class grade shall be based on a combination of test grades, home assignments, and class work, not on a single project. There shall be sufficient marks recorded in each teacher's roll book to justify the grade received as the nine-week grade. (D-8.05, 2) A standard grading policy is used to calculate semester grades.

The semester grade for a NON-EOC COURSE is based on grades from the two nine week periods in one semester, and on the semester final exam. Each semester is worth one-half credit. The semester grade point average for each course is calculated by:

- Converting the nine-week letter grade to a point value using Table A
- Converting the exam letter grade to a point value using Table B
- Adding the point values
- Dividing that sum by 5
- Finding the result of step 4 on Table C to determine the semester grade

TABLE A

A = 8 POINTS
B = 6 POINTS
C = 4 POINTS
D = 2 POINTS
F = 0 POINTS

TABLE B

A = 4 POINTS
B = 3 POINTS
C = 2 POINTS
D = 1 POINTS
F = 0 POINTS

TABLE C

A = 3.6 OR ABOVE
B = 2.6 THROUGH 3.59
C = 1.6 THROUGH 2.59
D = 0.6 THROUGH 1.59
F = BELOW 0.6

All EOC Courses are year-long courses. Therefore, a semester grade is not calculated. Each of the 4 quarters will count as 22% of a student's grade while the first semester exam will be 12%. These 5 grades (100% of students' in school work) will total 70% of a student's final grade. The other 30% will come from the EOC exam.

GRADES: MAJORITY 'F' RULE

Each semester contains three grades (two nine week periods and an exam). A student must pass at least two of those three grades to receive semester credit.

GRADES: STANDARD GRADING SCALE IN PALM BEACH COUNTY SCHOOLS

A	100- 90
B	89- 80
C	79- 70
D	69- 60
F	0 -59
I	Incomplete

Student academic grades cannot be lowered as a disciplinary measure (D 8.05, 6).

For excused and unexcused absences, including suspensions, the student will be afforded the opportunity to make up work without academic penalty.

GRADES: WEIGHTING

Grades for basic, honors/gifted and advanced placement courses shall be the same as for regular classes; only difficulty in curriculum shall be different in these courses (D 8.05, 2, 8). When courses and grades are recorded in the student cumulative record, regular (R), honor/gifted (H), and advanced placement (AP) courses are so labeled.

Honor point computations and class rank are determined by using a weighted point value based on the difficulty of the course, as indicated below (D 8.05, b):

- Advanced Placement 1.50 weighting
- Honors/gifted courses 1.125
- Regular courses 1.00

Grades in repeated classes:

- No credit second attempt (unless no credit first attempt)
- Second grade is given on GPA and HPA

GRADES: ALTERNATIVE PROGRAM CREDITS

Students enrolled in Royal Palm Beach Community High School may earn a maximum of one credit through an alternative program such as the adult/community school credit program during the school year. These programs may not be used for acceleration.

GRADE CLASSIFICATION FOR PROMOTION AND RETENTION (SDPBC Student Progression Plan 2014-2015)

The following requirements are used to determine grade classification to the next grade level. At the end of the school year, students will be promoted as follows:

- 9th grade students will be promoted to 10th grade;
- 10th grade students will be promoted to 11th grade;
- 11th grade students will be promoted to 12th grade; and
- 12th grade students who do not meet graduation requirements will be retained in 12th grade.

Students who require less than six credits in order to graduate, may opt to complete all needed credits through the Adult Education Credit Lab (with a limit of two courses per year); the Florida Virtual School Program; Palm Beach Virtual (PBV); and/or Dual Enrollment Program, if eligible. Students are limited to eight college credit hours per semester. These students need not enroll in a full schedule of at least six courses through the high school. However, if a student enrolls in a high school course at the high school campus, the student will be required to enroll in six courses (i.e., eight courses in schools on a four-by-four block schedule).

With the exception of students who have been accepted into an early admission program, Grade 12 students transferring into the SDPBC will be required to enroll in a minimum of six courses (i.e., eight courses in schools on a four-by-four block schedule). At least one-half of these courses must be completed on the campus of the home school in order to receive a diploma from that school.

GRIEVANCES

A grievance is defined as any situation or condition occurring in the course of the school's operation that causes a student to feel aggrieved.

Student Procedures

- Hearing by principal or designated representative. The implementation of disciplinary action shall not be delayed by the appeal process.
- Following the hearing, the principal or designee may cancel, modify or affirm the original action.

Parent Guardian Procedures

- Appointment with principal/designee, who investigates and makes decision consistent with school board policy
- Parent, if not satisfied, may appeal in writing to Area Superintendent, Superintendent, and School Board respectively.

GUIDANCE SERVICES

Guidance Services include:

- Guide students and parents through registration process.
- Individual and group counseling for students.
- Assisting in the planning and scheduling of educational programs.
- Coordination of parent conferences.
- Making referrals to outside agencies for assistance when appropriate.
- Assist students with personal social, physical, and emotional concerns.
- Inform students about post-high school educational techniques and opportunities.

The guidance department processes all transcripts requested. 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

For an appointment with your guidance counselor:

- Counselors are available to see students before school and during the student's lunch period.
- Students should not 'drop in' to see their counselor during classes.
- Students should not wait in the guidance office without a conference pass from the counselor.

HALL PASSES

Every student in the hall during class time must have an official hall pass, which designates the issuing teacher and building. Students without a pass are subject to disciplinary consequences. Teachers will limit the number of hall passes issued to each student per nine weeks. Hall passes will not be given during the first or last fifteen minutes of class (15/15 Rule). Students will face administrative consequences when out of class without an official pass.

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 per semester or 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

Media Center: Passes

Students must have a pass to utilize Media Center services.

Media Center: Behavior

- Seating is limited to one student per chair and four students per table.
- The media center provides an environment for study, research, and pleasure reading. Media privileges will be suspended for unacceptable behavior(s).
- Media privileges will be suspended for malicious acts of vandalism.

IMPORTANT:

Food and drink are never allowed in the Media Center.

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.

Media Center: Circulation of Books and Materials

- Books may be checked out for two weeks and renewed once.
- 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 @ 753-4020 to make an appointment.

Parent-Teacher conferences are held weekly on Thursday at 3:00 p.m. in the Media Center. Teachers and Staff that are available will attend Thursday afternoon conferences.

PUBLIC DISPLAY OF AFFECTION

It is inappropriate for students to show affection for each other through physical contact on campus or at school activities. Continuous inappropriate behavior will be cause for disciplinary action.

RESPONSIBILITIES AND RIGHTS

It is the intent of the statement of student rights and responsibilities which follow to provide students with the greatest amount of freedom possible within the law, commensurate with an effective teaching learning process, and mindful of the school's responsibilities for student health, safety, and welfare. (D-5.351)

RESPONSIBILITIES AND RIGHTS: ASSEMBLY

Opportunities for student groups to meet, observing school rules.

Responsibilities:

- Such meetings must be planned, approved by the school, and consistent with the school's educational objectives.

Rights:

- Peaceful assembly is permitted unless it disrupts the normal school program.

RESPONSIBILITIES AND RIGHTS: FREEDOM FROM DISCRIMINATION

Schools must provide a non-discriminating atmosphere for students to learn.

Responsibilities:

- Students must not discriminate against others based on sex, race, creed, ethnicity, marital status, parental status, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guides or service animals.

Rights:

- Students may expect no discrimination based on sex, race, creed, ethnicity, marital status, parental status, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guides or service animals.

RESPONSIBILITIES AND RIGHTS: PRIVACY

The school must insure students' privacy; students must observe school rules and laws on restricted items.

Responsibilities:

- Students may not possess illegal or disruptive items at school.
- Students are responsible for the contents of their lockers.

Rights:

- Entitlement to privacy unless reasonable suspicion to search for illegal items exists, or the area to be searched is one in which there is no expectation of privacy (i.e., lockers).
- Entitlement to prior notification, except in emergencies.

RESPONSIBILITIES AND RIGHTS: RIGHT TO LEARN

Schools must provide an educational program; students must take advantage of this educational opportunity.

Responsibilities:

- Students must seek clarification from informed school personnel.
- Students must strive for maximum intellectual growth.
- Students must contribute to a positive school atmosphere.
- Students must respect others' rights and varying viewpoints.

Rights:

- Students may expect a clear and concise curriculum guide.
- Students may expect competent instructors, free of bias and prejudice.
- Students may expect to study controversial political, economic, and social issues at their level of maturity.

RESPONSIBILITIES AND RIGHTS: RULES AND CONDUCT

The school must provide written rules of conduct to students and parents, and provide civic education.

Responsibilities:

- Students must know the code of conduct.
- Students must obey state and local laws.

Rights:

- Students may expect clear and concise rules.
- Students may expect rules enforcement without discrimination.

SCHEDULE CHANGES

The only valid reasons for a schedule change are:

- missing a graduation requirement.
- student lacks a prerequisite.
- teacher recommended level change.
- student previously passed course.
- documented medical reasons.

SCHOOL POLICE OFFICER/CANINE PATROL

A school police officer is available to students and staff. Among the duties of the officer are:

- Investigating violations of Florida state statutes.
- Investigating violations of Palm Beach County School Board and Royal Palm Beach High School policies.

All investigations are confidential. In addition to any other authority granted, a principal, assistant principal, school police officer, teacher, librarian, others engaged in an instructional capacity, or agents of the school board hired to detect, locate, and seize contraband, shall be authorized to conduct or assist in conducting canine sniff searches and the use of metal detectors to locate drugs, weapons, or other objects. These items will be confiscated, and law enforcement officers notified for possible criminal charges.

SEMESTER EXAMS

All students are expected to take rigorous semester exams and End-of-Course exams. Only those students who fulfill the exemption policies and have prior approval from administration may be excused from their exam. A student who misses a semester exam must submit a written excuse to Assistant Principal of Curriculum to receive permission to make up the exam. Students who are tardy for class during a semester exam will not be allowed to enter the classroom and must see an administrator.

Semester exams must be completed within two weeks of the end of each semester unless special arrangements have been made, in advance, with an administrator and/or the teacher. Until the exam is completed, a grade of "I" for the exam and "F" for the semester will be recorded on the student's official transcript. Students on suspensions shall be permitted to take semester exams.

Students who leave school prior to the last two weeks of the term will not be granted credit unless they enroll in another school and complete the course requirements, including examinations. *See School Board Policy 8.04*

Students who are required to leave school during the last two weeks of the term must show evidence that their absence is required, and must successfully complete final examinations in order to receive course credit. Principals are authorized to make appropriate arrangements for examinations. Requests for alternative exam times must be submitted to the Assistant Principal of Curriculum at least ten days before the date of absence.

SENIOR PRANKS

A senior prank is defined as any organized and/or premeditated act involving seniors that is intended to cause, or that ultimately causes, a disruption in normal operation of the school or a school sponsored activity.

Any student participating in a senior prank will be subject to discipline as outlined in the School District of Palm Beach County Discipline Matrix. In addition, a student participating in a senior prank may be denied the privilege of participating in senior activities and commencement exercises.

SEXUAL HARASSMENT

Sexual harassment shall be defined as uninvited sexual advances and other inappropriate oral, written, or physical conduct of a sexual nature when such conduct substantially interferes with a student's academic performance or creates an intimidating, hostile, or offensive school environment.

The Palm Beach County School District prohibits sexual harassment activity by any of its students. This policy shall apply to all official activities of the district as well as all district- sponsored activities and functions. Report sexual harassment immediately to School Police and/or Administration.

SMOKING POLICY

Royal Palm Beach Community High School follows the school board conduct code by not allowing smoking on campus. Students are not allowed to use or possess any tobacco product on campus at any time. This includes at all activities sponsored by the school. Violators will be referred to administration and subject to suspension.

Under the School Board's Tobacco Free Environment Policy 7.19, smoking on School District property is prohibited. The policy provides, with a few limited specified exceptions, that no person is permitted to use tobacco products of any kind or electronic cigarettes at any time in, on, or during the following:

- any building, facility, or vehicle owned, leased, or rented by the District;
- any school grounds and property, including all schools, District offices, athletic fields, practice fields, playgrounds, parking lots, administrative offices, maintenance, transportation areas, etc., owned, leased, rented, or chartered by the District; and/or;
- at any off-campus, District or school-sponsored event.

STATEMENT OF NON-DISCRIMINATION

The School Board of Palm Beach County, Florida, prohibits discrimination in admission to or access to, or employment in its programs and activities, on the basis of race, color, national origin, sex or sexual orientation, marital status, age, religion, disability, genetic information, gender identity or expression, or any other characteristics prohibited by law. The School Board also provides equal access to the Boy Scouts and other designated youth groups.

STUDENT ID CARDS

A current student identification card must be carried by all students attending Royal Palm Beach High School. Since the safety of our students, faculty, and staff is paramount, students must have their ID in their possession at all times while on campus, to be displayed on request.

Replacement student ID cards will be issued for \$2.00 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 (i.e. after school detention).

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 the main office.

- 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 the 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. Cars parked in unauthorized areas will be towed at the owner's expense, the parking permit revoked, and the student subject to disciplinary action. Students with less than seven (7) classes on their schedule will be assigned to park in the east student parking lot. Students with a full load of seven (7) classes will be assigned to park in the west student parking lot.
- Careless, reckless driving, violation of any parking regulation, leaving campus without permission, or transporting a student who does not have permission will result in a confiscation of parking decal and possible disciplinary action.
- Money will not be refunded if one's parking privilege is revoked.
- 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.
- 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.

SUSPENSION

The principal or designated representative may suspend a student only in accordance with the rules of the School District of Palm Beach County. A good faith effort shall be made by the principal to employ parental assistance or other alternative measures prior to suspension, except in the case of emergency or disruptive conditions that require immediate suspension. The principal or designated representative may suspend any student transported to or from school at the public expense from the privilege of riding on a school bus, giving notice in writing to the student's parents or guardian and to the superintendent within 24 hours. School personnel shall not be held legally responsible for suspensions of students made in good faith.

TARDINESS

Tardiness to class will be handled as a disciplinary infraction leading to administrative action. Missing more than 50% percent of a class period due to tardiness will be counted as an absence. Tardy students must have a pass from Student Services to be admitted to class.

TARDY POLICY

Students who are tardy to school during first period must sign-in in the Main Office with a parent or guardian to receive an excused pass to class. Students without a parent or guardian will be considered unexcused-tardy and must receive a pass from student services, which may result in disciplinary action.

Tardiness will result in disciplinary actions.

TELEPHONES

Students are not permitted to use phones located in teacher classrooms/workrooms or department offices without permission.

The student telephone in the Main Office may be used in emergency situations with the permission of office staff.

TEXTBOOKS

The textbooks in core subject areas can be accessed online by students. Students/parents should check with the school to obtain access methods for online textbooks. Our School Board is committed to providing appropriate instructional materials in all core areas of study for each student.

Textbooks are centrally housed in the textbook room, located inside the Media Center. Textbook check-in/check-out is managed through the Destiny Library Management System. Students are responsible for all books that are checked out to them at the beginning of the school year.

Royal Palm Beach High School will conduct two textbook inventory checks each school year.

IMPORTANT:

When a textbook is returned, if it is missing the barcode label, the student is responsible for 100% of the book cost.

When textbooks, library books, or other instructional materials are assigned to a student and materials are lost or damaged, the parent is financially responsible. F.S. § 1006.42 Failure to pay for lost or damaged textbooks may result in the student's suspension from extracurricular activities or a requirement that the student perform community service equal to the value of the lost or damaged materials. F.S. § 1006.28(3)(b) Parental and student responsibility as to instructional materials, debts for loss, damage or destruction, and accountability procedures, including debt collection efforts by the District.

In some other instances, class sets (books not assigned to students but used in class and available to students and parents as needed for use at home) may be assigned when the text is used as a reference. At the beginning of the school year, teachers will advise you in person or by newsletter of the core materials they plan to use and how homework will be assigned. In some instances, there may be no textbook, because other materials are more appropriate or up-to-date for content purposes. Many textbooks are available online through a link to each student's Edline home page. These textbooks can be accessed from any location where an Internet connection is available.

TORNADO DRILLS

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.

TRESPASS UPON GROUNDS OR FACILITIES OF PUBLIC SCHOOL

Any person who is not a student, officer, or employee of a public school; Does not have legitimate business on the campus or any other authorization, license, or invitation to enter or remain upon school property; or is not a parent, guardian, or person who has legal custody of a student enrolled at such, or is currently under suspension or expulsion; is subject to arrest for trespass upon grounds or facilities of a public school. (FSS.228.091)

UNAUTHORIZED RETURN TO CAMPUS

Students who return to campus following dismissal for any reason not related to curricular, extracurricular, or athletic programs are subject to disciplinary action up to and including suspension, loss of extracurricular privileges, and revocation of their parking decals for the remainder of the school year.

VISITORS ON CAMPUS

Royal Palm Beach High School policy is to only accept visitors who have legitimate business at the school. Visitors must report to the Main Office to sign-in and obtain a visitor's pass.

Student visitors are not permitted.

Persons on campus to provide transportation at the close of the day are to remain with their vehicles and are not to interfere with school operations.

WEAPONS OR FIREARMS ON SCHOOL PROPERTY

A weapons bill (SB 228) has been passed by the Florida legislature. Provisions of the bill are as follows and are enforced on Royal Palm Beach Community High School campus:

- A person who exhibits any sword, sword cane, firearm, electric weapon or device, destructive device, or other weapon; in the presence of one or more persons in a rude, careless, angry, or threatening manner and, not in lawful self-defense, on the grounds or facilities of any school, school bus, or school bus stop, or within 1,000 feet of the real property that comprises a public school during school hours or during the time of a sanctioned school activity, commits a felony of the third degree, punishable as provided in S.775.002, S.775.003, S.775.004.
- Senate Bill 228 expands earlier statutes to include the possession or Discharging of a firearm within 1,000 feet of school property during school hours or during a sanctioned school event. This change does not apply to the exhibition of a firearm or weapon on private property within 1,000 feet by the owner of the property or persons invited by the owner.

The possession of a firearm, a knife, a weapon, or an item that can be used as a weapon by any student while the student is on school property or in attendance at a school function is grounds for the most severe disciplinary action and may result in criminal prosecution.

Please note that 'toy' weapons are not allowed on campus. School personnel cannot be expected to determine if a weapon is a toy before taking action. Students with toy weapons endanger themselves, other students, and school personnel and, as a result, are subject to disciplinary action.

FLORIDA HIGH SCHOOL ATHLETIC ASSOCIATION REGULATIONS

Each year the FHSAA sets guidelines to which all coaches and sponsors must adhere. At Royal Palm Beach Community High School, we will abide by the academic requirements as well as residence and age requirements set forth by this association.

General Athletic Eligibility Requirements

Participation requirements:

- completion of all eligibility forms:
 - county athletic insurance enrollment
 - parental and student consent of participation
 - residence affidavit
 - medical release
- participation health examination (valid June 1st of current calendar year)
- copy of birth certificate
- Athletic Insurance: \$75.00 each year

Time and Age Limit for Eligibility

The limit of eligibility for each student shall be four consecutive academic years from the time the student graduates from eighth grade. Students are ineligible once they reach the age of nineteen years, nine months.

Undue Hardship and Transfer Cases

Students who do not meet residency requirements, transfer from private to public schools, or show proof of undue hardship restricting participation, must obtain written approval from the school and the Florida High School Activities Association prior to beginning competition.

Palm Beach County Residence Eligibility

The School District of Palm Beach County assigns students to schools based upon a student's attendance zone or acceptance of a student in a magnet or other special program. The assigned school is the only school where the student has athletic eligibility. A student who transfers from one school to another school during a school year will be ineligible at the school to which he/she transferred for the duration of the school year. The only exceptions to this rule will be:

- if the student's transfer was in conjunction with a bona fide move (FHSAA, June 23, 1997, publication 19.9.1), or
- if the student applies for and is granted a hardship waiver by the superintendent's Transfer Review Committee and by the FHSAA Sectional Appeals Committee (refer to Special Meeting of Membership FHSAA information packet, June 23, 1997).

INTERSCHOLASTIC ATHLETICS

Sport	Head Coach	Room #	Email Address
<i>Athletic Director</i>			
Eric Patterson	N/A	4-102	eric.patterson@palmbeachschools.org
<i>Fall Sports</i>			
Bowling (Boys & Girls)	Erin Morgan	2-219	erin.morgan@palmbeachschools.org
Cheerleading	Jessica Sleek	Off Campus	eric.patterson@palmbeachschools.org
Cross Country (Boys & Girls)	Aaron Wallace	Off Campus	aaron.wallace@palmbeachschools.org
Football	Willie Bueno	2-101	guillermo.bueno@palmbeachschools.org
Boys Golf	Matthew Vaughan	Portable 19	matthew.vaughan@palmbeachschools.org
Girls Golf	Dan Moody	Gym	daniel.moody@palmbeachschools.org
Swimming (Boys)	Torey Ciano	3-214	salvatore.ciano.2@palmbeachschools.org
Swimming (Girls)	Sabrina Higley	2-103	sabrina.higley@palmbeachschools.org
Girls Volleyball	Sal Ciano	2-105	salvatore.ciano@palmbeachschools.org
<i>Winter Sports</i>			
Boys Basketball	Scott Dobbs	Gym	Scott.dobbs@palmbeachschools.org
Girls Basketball	Katherin Johnson	2-216	katherin.johnson@palmbeachschools.org
Competitive Cheerleading	Jessica Sleek	Off Campus	eric.patterson@palmbeachschools.org
Boys Soccer	Malik Hasan	Off Campus	malik.hasan@palmbeachschools.org
Girls Soccer	Ali Munley	Off Campus	eric.patterson@palmbeachschools.org
Girls Weightlifting	Sal Ciano	2-105	salvatore.ciano@palmbeachschools.org
Wrestling	Dan Moody	Gym	daniel.moody@palmbeachschools.org
<i>Spring Sports</i>			
Baseball	Kason Gabbard	Off Campus	kgabbard13@aol.com
Flag Football	Steve Gullo	2-205	steve.gullo@palmbeachschools.org
Softball	Scott Hill	Off Campus	james.hill@palmbeachschools.org
Boys Tennis	Gary Fradkin	3-228	gary.fradkin@palmbeachschools.org
Girls Tennis	Brad Johnson	Portable 2	brad.johnson@palmbeachschools.org
Track (Boys and Girls)	Aaron Wallace	Off Campus	aaron.wallace@palmbeachschools.org
Boys Volleyball	Sal Ciano	2-105	salvatore.ciano@palmbeachschools.org
Boys Weightlifting	Cody Edwards	Gym	cody.edwards@palmbeachschools.org