

Roy High School – 2016-2017

Policies & Procedures for Students

Activity Card / Student I.D. Card

For student identification and safety purposes, Roy High requires that students wear photo identification badges during school hours. Student ID cards MUST be worn visibly above the waist on the front of the body from the time of arrival to school to the time of departure. The student ID card is also utilized for participation in the many activities sponsored by Roy High School. Upon payment for the activity fees, students receive an I.D./activity card. This card entitles the student to attend many of the school functions held during the year at free or reduced rates. The picture I.D. card is also used for checking in and out of school, checking out library books, identification and payment for the school lunch program, admittance to school dances, and paying the bookkeeper. *If, for some reason, your activity card is lost, a duplicate must be purchased in the main office at a cost of \$5.00. If subsequent cards must be replaced, the cost increases. A 3rd ID will cost \$8, and the 4th (or more) will cost \$10.* Cards damaged by normal wear and tear will be replaced to no cost to the student. The first student ID card's cost is covered in registration fees, but replacement cards must be additionally purchased. Replacement card fees are not covered by fee waivers. Students found using another student's activity card may be charged with theft and/or banned from participating in all school activities for a period of time.

Advertisements / Flyers

Distribution of any advertisements or flyers must be pre-approved by the administration.

After School Math Tutoring

Students should take advantage of the after school math tutoring program offered daily at Roy High. Three teachers are available to students for one hour to offer instruction, remediation and support with math concepts. See the main office for the tutoring schedule and details.

Assemblies

Assemblies are planned to be educational, informative, and entertaining. Students are required to attend assemblies, be promptly seated, and remain seated throughout the performance. Proper conduct includes being respectful, not talking or whistling during the performances, not leaving during performances, turning off and putting away all electronic devices, and not putting your feet on the chairs in the auditorium. Students who leave school during assemblies without checking out properly may be marked truant.

Awards / Pins

At Roy High, hard work and achievement are promoted and celebrated. The following unique Roy High awards are available to students:

- **Academic/Athletic Letters** in English, Social Studies, Business, Mathematics (and other areas), as well as UHSAA awards for athletics, music, drama, and debate. Each department/program has established its own criteria for earning the letter.
- **RHS Pin** – Three (3) terms of a 3.8 GPA or higher in the same school year; Royal of the Month recipient; Sterling Scholars; 2nd or 3rd place in school sanctioned state or national competition.

- **“R” Pin** (small) – Being named to an All-Area or All-Region First Team (athletically or academically).
- **“R” Pin** (big) – Most prestigious pin award – Given to students taking 1st place at a school sanctioned state or national competition.
- **“R” Pin w/ Stone** – Given to the parents of a student earning 1st place at a school sanctioned state or national competition, or being named All-State First Team (athletically or academically).
- **Crown Pin** – Pin awarded to students or staff members of Roy High who demonstrate exemplary and/or inspirational behavior or leadership abilities. Students and staff members must be nominated by a fellow Royal and the reason specified, in writing, to the Awards Committee Chair.
- **Lion Pin** – All students participating on a region championship team or receiving a superior rating (or equivalent) in a school sponsored state or national competition.
- **RESPECT Pin** – Students who are nominated by teachers or students can earn this pin (and the four affiliated “paw” pins) by attending school events, providing service, achieving academic excellence, and/or dressing in Royal attire.

Attendance / Attendance Credit Loss

(Attendance Office: 801-476-3607)

Consistent attendance is pertinent to a student’s educational success. Parents, we ask for your help in monitoring and encouraging the attendance of your child. Please call the attendance office within 3 days of the absence at 801-476-3607 (24 hours/day) to verify a student’s absence for illness, appointments, or emergencies. No written excuses will be accepted. **Parents must CALL the attendance office within three days of the absence/tardy in order for the student to be allowed to make up missed work. All absences, including parent excused absences, and excluding pre-arranged absences, count toward a student’s attendance credit limit.** Special arrangements need to be made in the case of prolonged or pre-arranged absences. If a student’s illness causes him/her to be absent more than three consecutive days, please provide a doctor’s note to prevent the absences from counting against his/her attendance credit. Students who are late to class are marked tardy, if less than 15 minutes late. Students who are 15 minutes late or longer will be marked absent. In extreme cases wherein students are forced to miss school due to prolonged or serious illness, injury or other circumstances beyond their control, the administration reserves the right to fairly and properly address these circumstances on a case-by-case basis. **A complete copy of the Weber County School District attendance/citizenship policy is on-line: www.wsd.net. A summary of important items follows:**

Attendance credit loss is generated when a student accumulates **more than** four tardies or four absences in a class or more than one administrative truancy in a quarter. If a student loses attendance credit in one class, the loss amounts to .25 attendance credit loss. **A “cushion” of 4 absences/tardies or less is afforded each student, each class, each quarter. This cushion enables students to occasionally miss school (for illness, injury, appointments, family activities, etc.) and still stay current in all classes.** Realize that 4 absences during a quarter amounts to a student missing almost 20% of instructional time. Attendance credit loss greater than .75 must be made up through community service efforts and payment of fees to be eligible for extracurricular participation and graduation.

Absence

To excuse an absence, which allows the student to make-up missed work, a parent must call the attendance office at 801-476-3607 (24 hr. number) within 3 days of the absence. Absences not excused by a parent may result in the issuance of truancy. Students who arrive late or leave early for appointments or emergencies must check in/out at the attendance office. More than four absences in any class during any term will result in a loss of .25 units of attendance credit in each class affected. Allowance may be made for pre-arranged absences for

three or more days. Students who are “school-excused” to participate in school-sponsored activities shall not have the absence(s) count toward the attendance loss limit for the class missed.

Truancies

Truancy is an unexcused absence without parent or teacher/advisor permission. Leaving class or campus during the school day without checking out is considered truancy, other than during lunch time. (Prior permission to the student’s absence must be obtained and proper checkout through our attendance secretary must occur; otherwise truancy could be issued.) Two truancies during any term will result in a loss of .25 units of credit in each class affected and a suspension could result. Truancy may result in a zero for any assignments missed that day.

Tardy

More than four tardies in any class during any term will result in a loss of .25 units of credit in each class affected.

Pre-Arranged Absences

If parents request to have their student excused from school for a reason other than illness or family emergencies, arrangements may be made in advance. Students pick up and complete a Pre-Arranged Absence Form from the attendance office to have all of their teachers sign. It must be returned to the attendance office **prior** to the absence. **Pre-arranged absences must be a minimum of three days in duration and will not count against attendance credit.**

Check-In

Check-in at the attendance office is required for all students who enter the school after 7:45 a.m. The student will be issued a check-in slip and this slip must be presented to the teacher upon arrival to class.

Check-Out

Check-out at the attendance office is required for all students leaving school before 2:30 p.m. Students will be allowed to check-out only with parent permission. Students are not to be excused except for family emergencies, medical appointments, or illness. Students are not allowed to be checked out during *Royal R&R* unless the student is experiencing one of these situations.

Compulsory Education Requirements

A parent or legal guardian having custody over a school-age minor is required under State law to enroll and send a school-age minor to a public or established private school during the school year in the district in which the minor resides. The process of education requires continuity of instruction, class participation, and study. Frequent absences from class disrupt the educational process. Parents/guardians are encouraged to work with the school in promoting regular attendance of all students.

Attendance Credit Make-Up Policy, Make-Up Options & Procedures

All attendance credit loss over .75 must be made up before graduation and to meet eligibility requirements for athletics, team events, student government, and all other activities in which students represent Roy High.

Students needing to make up attendance credit loss (student has more than .75 overall credit loss) are required to accomplish community service requirements. Every 10 hours of community service (off campus) worked will reinstate .25 attendance credit. Community service credit will be awarded **after** necessary fees are paid to the bookkeeper. A \$15 fee is charged per .25 attendance credit loss, with a maximum limit of \$90 for a student's high school career. The receipt for payment of these fees must be attached to the community service credit sheet/contract obtained from the school attendance secretary. **Community service hours can only be made up at pre-approved sites** (see attendance secretary for complete list). Community service hours worked at a non-approved site will not count toward attendance credit make-up. All community service must be selected from Roy High's list of approved community service sites. Off-campus community service requires clearance through the attendance secretary. Hours worked on campus, supervised by custodial staff, are doubled (1 hour worked = 2 hours make-up) to encourage students with attendance issues to "give back" and be present at RHS. However, students are limited to 15 hours of make-up per year at Roy High School, which will be doubled. If no school service hours are available, the student must look outside of the school for opportunities for make-up work. They may also take advantage of attendance incentives provided by the school (i.e., 10 consecutive school days with no absence or tardy = .25 attendance credit restored. One past quarter of attendance credit loss can be restored with one current quarter of no attendance credit loss—"clean quarter"). If you are a SENIOR, the clean quarter does not apply during 4th quarter. There is no limit to the amount of "clean quarters" that can be earned! However, clean quarters must be earned during the year in which they are used to restore attendance credit loss. For example, a senior can only use clean quarters earned during their senior year to restore any previous quarters of loss; they cannot use a clean quarter from their sophomore or junior year during their senior year to restore lost attendance credit.

The criteria for the selection of community service are:

- All hours must be pre-approved through the attendance coordinator (Vicki Carver).
- Students may not miss any class time to make up hours. If this is the case, the hours worked while the student was missing class will not be counted.
- Hours worked must be documented on the school's community service form.
- Organizations must be non-profit.
- Students may not receive pay or other benefits for hours worked.
- Students may not work for their employer, relative, or friend.

Awards Assemblies / Programs

Two to three times per year, the school sponsors awards assemblies/programs aimed at recognizing student achievement and improvement. Students are encouraged to dress up for the event to add class and prestige to the overall experience. Parents are invited to attend and celebrate the achievements of their great Royal! These assemblies are held in the Little Theater.

Building Use by Students

Students or student groups are not allowed in the building before or after school hours without a faculty advisor or supervisor. All athletic facilities, club activities, and extra-curricular activities must be supervised by an adult advisor. Overnight activities in the school building or on school grounds are prohibited. No open flames are allowed in the building. This includes the use of candles for any reason.

Buses

Buses are provided for students who live two or more miles from school, according to district regulations. Riding a bus is a privilege. The driver is in charge and must have full cooperation from all students. Disorderly conduct will result in withdrawal of bus privileges. Repeated failure to observe the rules stipulated by the driver and/or disorderly conduct will result in a referral to the administration and possible loss of bus privileges.

Cell Phones and Digital Media Device Policy

The use of digital media devices (cell phones, pagers, computers, cameras, audio recorders, video recorders, PDA's, radios, CD/DVD players, MP3 players, game devices (or any other device which disrupts the educational process) have increased in our community and in the schools. While digital media devices are beneficial, their misuse may be disruptive to a positive learning environment and may infringe on the privacy and rights of others. In order to maximize a positive learning environment at Roy High School the following procedures apply:

- ❖ We encourage students to bring their own digital media device(s) to school, if it/they is/are secured throughout the school day. However, they do this at their own risk. Roy High School is not responsible for lost, stolen, damaged, or misplaced devices. School officials will do their best to guard and protect confiscated phones or other digital media devices but are not responsible for loss, damage, or theft. **At times, and always under the direction/supervision of the teacher, digital media devices may be utilized in the classroom for instructional purposes. Students inappropriately using the device during teacher-directed usage will be held to the same consequences outlined below.**
- ❖ Student cell phones and music devices may only be used before and after school, during lunch, and during pass time. They are not to be seen, heard, or used during class time, either in the classroom or in the hallways. Cell phone, video camera, and audio recorder use is strictly prohibited in the restrooms, locker rooms, and private dressing areas of the school.
- ❖ The office phone is available for students and parents to communicate in case of a school issue or emergency.
- ❖ Game devices and cameras may only be brought according to the specific guidelines of a teacher. This policy does not apply to the sanctioned use of digital media devices by students under the direct supervision of their teachers for educational purposes, medical, or emergency situations.
- ❖ Violations of this policy shall result in the confiscation of the digital media device.

Any violation of the digital media devices policy will follow the due process tiered disciplinary actions/consequences listed below:

- **First offense:** Digital media device is taken from the student and kept in the office until the end of the school day at which time the student may retrieve the device upon presentation of their school ID card. The violation is recorded on the student discipline tracker by the secretary and the teacher.
- **Second offense:** Digital media device is taken from the student and kept in the office until the end of the school day at which time the parent/guardian of the student may retrieve the device. The digital media device will not be returned to the student. The incident is recorded by the secretary or administrator and the teacher.
- **Third offense:** The digital media device is taken from the student and kept in the office until the end of the school day at which time the parent/guardian is notified and the student is suspended for one day. The incident is recorded by the secretary or administrator and the teacher. Any subsequent

violation of the digital media device policy will result in extended periods of suspension from school.

- ❖ Students bring digital media devices on school property or to school activities at their own risk. The school is not responsible for lost, stolen or damaged electronic equipment. School officials will do their best to guard and protect confiscated cell phones or other digital media devices but are not responsible for loss, damage, or theft.
- ❖ Students are strictly responsible for their own digital media devices. If devices are borrowed or taken and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

Violations of the *Roy High School Digital Media Devices Policy* gives the school administrator or designee your consent to search the contents of the device based on reasonable suspicion that it contains evidence of a violation of school rules or policy. Video cameras, picture cameras, and camera phones, while permitted on campus during school hours, are to be utilized appropriately. Filming/taking pictures on school campus during school hours must be under the direction of the multimedia teacher. Violation of the camera policy will result in the same consequences as other electronic devices. In addition, pictures and/or film may also be viewed and deleted and/or given to the proper authorities if deemed inappropriate by school administrators. The taking or sharing of obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs will not be tolerated. Violations will be referred to law enforcement.

Wireless Access @ Roy High

Every student and teacher will have access to wireless internet at Roy High School, via their smartphones, and other digital media devices. To access the wireless capabilities, all students/teachers will be required to log-in, using their assigned log-in and password. All activities/sites visited will be documented daily and **students who violate the *Acceptable Use Policy* may lose the privilege of utilizing school internet wireless, computer labs and/or related technology. Students who share their log-in/password information with other students will be held accountable for potential *Acceptable Use Policy* violations.**

Cheating / Plagiarism

Royal students are expected to be honest and honorable in all academic endeavors. Consequences for academic fraud will be determined at the discretion of the teacher. Repeated violations will result in a referral to the administration.

Child Study Team

For students who are severely struggling academically, attendance-wise, and/or emotionally at Roy High, a child study team may be assembled in an effort to offer interventions and support for the student. The team is comprised of concerned and trained staff members. The team will collect information and discuss options. Following district/state guidelines, the team may decide that a student be referred for special education testing, and/or an intervention plan may be formulated to offer more intensive help to the student. Parents, teachers, counselors and/or administrators may refer students to the Child Study Team.

Citizenship

The following citizenship rubric is utilized by the faculty to assign students a citizenship grade each quarter:

	H: (Key Word-- “Always”)	S: (Key Word— “Consistently”)	N: (Key Word— “Sometimes”)	U: (Key Word— “Seldom”)
Work Habits in Class	Always: <ul style="list-style-type: none"> • Stays on task • Contributes to the classroom learning environment • Follows directions • Supports classroom routine and procedures 	Usually: <ul style="list-style-type: none"> • Stays on task • Contributes to the classroom learning environment • Follows directions • Supports classroom routine and procedures 	Sometimes: <ul style="list-style-type: none"> • Stays on task • Contributes to the classroom learning environment • Follows directions • Supports classroom routine and procedure 	Seldom: <ul style="list-style-type: none"> • Stays on task • Contributes to the classroom learning environment • Follows directions • Supports classroom routine and procedures
Respect	Always: <ul style="list-style-type: none"> • is respectful in class • Is thoughtful in their treatment of others 	Usually: <ul style="list-style-type: none"> • Is respectful in class • Is thoughtful in their treatment of others 	Sometimes: <ul style="list-style-type: none"> • Is respectful in class • Is thoughtful in their treatment of others 	Seldom: <ul style="list-style-type: none"> • Is respectful in class • Is thoughtful in their treatment of others
Accountability	Always: <ul style="list-style-type: none"> • Shows integrity in class work, i.e. no plagiarism or cheating • Comes to class prepared • Takes ownership of their own education 	Always: <ul style="list-style-type: none"> • Shows integrity in class work, i.e. no plagiarism or cheating Usually: <ul style="list-style-type: none"> • Comes to class prepared • Takes ownership of their own education 	Sometimes: <ul style="list-style-type: none"> • Shows integrity in class work, i.e. no plagiarism or cheating • Comes to class prepared • Takes ownership of their own education 	Seldom: <ul style="list-style-type: none"> • Shows integrity in class work, i.e. no plagiarism or cheating • Comes to class prepared • Takes ownership of their own education
Attendance	<ul style="list-style-type: none"> • Goes above and beyond Roy High attendance policy criteria • 0 - 2 tardies per quarter • Minimal use of the hall pass 	<ul style="list-style-type: none"> • Meets Roy High Attendance policy criteria • 3 – 4 tardies per quarter • Appropriate use of the hall pass 	<ul style="list-style-type: none"> • Has lost attendance credit • 5 – 6 tardies per quarter • Inappropriate use of the hall pass 	<ul style="list-style-type: none"> • Has lost attendance credit • More than 6 tardies • Inappropriate use of the hall pass (excessive requests) • Truancy

Conduct Policy / Royal Pride

Royal students should take pride in their dress, language, and how they treat others. They are expected to be polite to other students and staff members, and avoid unruly or confrontational behavior. These expectations should be adhered to while a guest at other schools. Abusive or verbal conduct toward students and staff members such as verbal or physical threats, harassment, profanity, intimidation, gestures, or physical contact such as pushing, physically assaulting or fighting, or inappropriate displays of affection, will not be tolerated and could lead to suspension/removal from Roy High School. The following district “Code of Conduct” policy outlines the expectations for behavior for all extracurricular participants at Roy High:

Weber School District

Code of Conduct Contract (53A-11-908)

Students

The Utah State Legislature recognizes that participation in student government and extracurricular activities may confer important education and lifetime benefits upon students. Weber School District encourages a variety of opportunities for all students to participate in such activities in meaningful ways; there is no constitutional right to participate in these types of activities and does not create such a right. The Legislature and District further note that those who participate in student government and extracurricular activities including coaches and advisors become role models for others in the school and community.

It is of the utmost importance that those involved in student government, whether as officers or advisors, and those involved in competitive athletics and related activities, whether students or staff, comply with all state laws and school rules of behavior and conduct themselves at all times in a manner befitting their positions and responsibilities. Extracurricular participants who do not abide by established community and school rules, laws and standards may lose their opportunity to represent their school in extracurricular activities.

In addition, the State Legislation, State Board of Education, and Weber School Board prohibit the following:

1. The use of foul, abusive or profane language;
2. The use, possession or distribution of controlled substances or drug paraphernalia, and the use, possession or distribution of tobacco or alcoholic beverages contrary to law; and
3. Hazing, demeaning or assaultive behavior.

This piece of legislation (53A-11-908) makes clear that its prohibitions relate not only to students and District employees, but also all adult coaches, advisors and assistants. It also requires all school employees who reasonably believe that there has been a violation of the above prohibitions to report the violation to the principal or District Athletic Director. Failure to report by a person who holds a professional certificate constitutes an unprofessional practice under the statute.

Please take time to review with all of your advisors and coaches the requirements of the statute and pay particular attention to make sure the requirements are communicated to students and any volunteers or para-professionals who are not regular employees of the District. The District will vigorously enforce the provisions of statute and Board policies adopted to enforce the statute.

Controlled Substances

The use or possession of tobacco, intoxicants or any other controlled substance or paraphernalia of any kind is prohibited on school property, or in any building owned or operated by the Board of Education. The use or

possession of any controlled substances is prohibited at all times on campus. Infraction of rules will lead to mandatory Juvenile Court citations being issued or referral to proper authorities. Suspension from school and/or referral to Weber County Drug and Alcohol Assessment may also occur. (Refer to Weber School District Safe School Policy: www.wsd.net)

Counseling and Guidance

(Counseling Office: 801-476-3619)

Counseling and Guidance services are available to every student. These services include, but are not limited to, the College and Career Ready Plan and help with home, school and social concerns a student wishes to discuss with a counselor. Students wanting to meet with a counselor should come to the counseling center to schedule an appointment.

Credit Make-Up (Academic Credit)

In order to be eligible to graduate from Roy High School, a student must earn 27 academic credits and meet all related academic requirements.

Credit Recovery

In order to help students failing classes make up credit in a timely manner, Roy High School has instituted the *Credit Recovery Program*. Here's how it works. If a student fails a class, the teacher may give the student the opportunity to make up the class during the NEXT QUARTER. The student must pick up the "Credit Recovery Form" in the Counseling Office, pay the \$30 make-up fee at the bookkeeper's office, take the receipt/form to the teacher, and then the teacher will outline the work that needs to be done to earn a passing grade and credit. In some cases, it may only be a few important tasks the student missed that resulted in the failing grade. Other students may have to make up a large amount of class work if they were dramatically below standard in the class. In either case, the teachers direct the student to learn what they missed during the quarter. If a student is within 15% of passing a class, the credit recovery option should be taken advantage of. If the student performed far below passing standards in the class, the teacher/counselor should direct the student to another option for credit make-up. If the student satisfactorily completes the work the teacher directs him/her to do, in the time allotted, a "P" (Pass) will be issued and credit granted. The original "F" grade earned remains on the student's transcript. The student must take the credit recovery form/receipt to the teacher no later than two (2) weeks after receiving the final grade. The student will also have a deadline of two (2) weeks from the time they receive the work from the teacher to complete it. Teachers may work with individual students in regard to this deadline, but that teacher must inform the assigned counselor of the extension of time. Credit recovery will not be available to make up 4th quarter failing grades due to summer vacation. If the make-up work is not done satisfactorily or not done on time, no credit will be given and the credit recovery registration fee will be forfeited. The school-wide message is...Students: ***Why not pass the class the first time around?***

Apex Online Courses

Another credit make up option is APEX. Roy High provides APEX online courses (in addition to other make-up credit options) in various subjects for students to complete for make-up credit. Seats in the APEX online courses are very limited and students must meet with their counselor for possible placement in an APEX online make-up course. Students who have failed a class could possibly take an APEX online course for make-up credit with the same grade and credit stipulations as the credit recovery program, with the exception that they will have 4 weeks from the time they start the APEX online course to complete it. The APEX online course fee will be \$40.00 per quarter (0.25) credit. All APEX online courses will require that students take and pass unit

tests to receive credit. If a student is not working regularly in an APEX online course, they will be dropped from the course and the registration fee will be forfeited.

Other Academic Make-Up Credit Options

There are various other options available to Roy High students for earning credit. For more information on credit options or to take advantage of any of these options, see your counselor.

Civil Rights and Federal Discrimination Law

Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 prohibit discrimination in federally funded programs on the basis of gender, age, race, color, religion, political beliefs, sexual orientation, disability, national origin, veteran status, or marital or family status. Inquiries or complaints regarding the non-discrimination policies may be directed to the principal and/or the District Compliance Officer.

Accommodations for Individuals with Disabilities

The Individuals with Disabilities Act (IDEA) requires Weber School District to find and serve qualified students with disabilities residing in the district. In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), Weber School District and Roy High School will provide reasonable accommodations to qualified students with disabilities. Students, parents, or employees needing accommodations should contact the school principal.

Freedom of Expression

Students are protected in the exercise of their First Amendment rights at Roy High. The exercise of such rights, however, must be conducted in a manner which does not disrupt the educational process. Remarks, graffiti, clothing or actions that degrade any nationality or culture will not be tolerated.

Clubs (Organizations)/Groups

Roy High School promotes both clubs and groups for student participation in activities associated with organizations. Clubs are organizations directly related to the school curriculum. All clubs and groups must have a school advisor, approved by the principal. With groups, the advisor will monitor all meetings held on school premises but does not participate in any activity or discussion of the group. Groups are not directly related to the curriculum and are initiated by students enrolled at Roy. Groups are not sponsored or supported by the school or district but are recognized for purposes of granting a place within Roy High School to meet during non-instructional time. *Groups will not be represented in the yearbook nor can they represent the school in any school functions such as homecoming parades. Groups are not permitted to make announcements.* Rules and regulations for both clubs and groups are available in the office. Each club or group must have a charter and a parental agreement signature giving permission for their student to be in that particular club or group. Students in clubs/organizations must meet school eligibility standards (2.0 GPA for quarter prior to event, no more than 1 "F" grade, no more than .75 accrued attendance credit loss) in order to participate in region/state/nationally sanctioned events. It is the club/organization's advisor's responsibility to convey eligibility standards to students, conduct eligibility checks, and inform students (and parent/guardian) of eligibility issues.

Dances

Dress standards for dances will be in compliance with school dress code policy. Strapless dresses are not allowed, and dresses must be appropriate in length. All students, as well as candidates for dance royalty, shall abide by the dress standards of the dance. Appropriate behavior is also enforced. Inappropriate behavior and/or dress could result in: students being turned away from attending the dance, students being asked to leave the dance, suspension, and/or students denied participation in other future dances and extracurricular activities as deemed by administration. **Students must show student body ID cards to be admitted to the dance.** Students from other schools who attend Roy High School dances must have a guest participation form filled out completely with an appropriate signature from their school principal prior to entrance of the dance. Those who are participating in the dance; excluding chaperones, must be in high school (10th-12th grade) or, if not in high school, must be no older than 19 years of age. Junior high students (7th -9th graders) and younger are not permitted to attend Roy High school dances.

Daytime Curfew

It is unlawful for any student whom is subject to compulsory education to leave the school campus without a valid school issued off campus permit other than during lunch time. It is unlawful for the parent of any student to knowingly permit them to violate the daytime curfew.

Disciplinary Interventions / Due Process Checklist for Student Misconduct

(For Level 1 Disciplinary Infractions: disruption (talking out, throwing objects, playing with objects, interfering with the learning process); Digital Media Devices Policy violations; Dress Code violations; excessive tardies and/or truancy; harassment of teachers, staff, substitute teachers; harassment of/bullying other students; insubordination, defiance, not following directions; lying or cheating; profanity, obscene gestures &/or materials) -

- Teacher states class rules, expectations and consequences in class **Disclosure**. Teacher collects and files **Disclosure** signed by student and parent/guardian.
- Teacher confronts student at the time of each incident. **Disclosure** reviewed. Teacher documents all disciplinary interventions on **Discipline Tracker**.
- Teacher **reports** incidents to parent/guardian by phone or in writing. Teacher documents contacts on **Discipline Tracker**. *Teacher may give a “N” citizenship grade to student. A teacher/parent/student conference may be held.
- Teacher places student on strict **classroom behavior contract**. Teacher informs parent/guardian of said contract and provides a copy of signed contract to student’s parent and administrator. Teacher documents all disciplinary interventions on **Discipline Tracker**.
- Teacher documents further violations on **Discipline Tracker**, informs parent/guardian, **meets** with parent and student, reviews contract, gives **final warning**. *Teacher may give “U” Citizenship grade to student.
- On next incident student **temporarily** removed from class and **referred to administration**.
- Administrative due process:** suspension of student, notification of parent/guardian, meeting with student and parent at reinstatement hearing; school level behavior/performance contract signed by student and parent; student returns to class under a school level behavior/performance contract; administrator documents school level contract on **Discipline Tracker**.
- Teacher documents next violation(s) on **Discipline Tracker**, student referred to administration.
- Administrative due process:** suspension of student, notification of parent/guardian, meeting with student and parent at reinstatement hearing and/or referral to Weber School District Student Services

Coordinator for facilitation of district level behavior/performance contract; student returns to class under a district level behavior/performance contract; district coordinator documents district level contract on *Discipline Tracker*.

(For Level 2 Disciplinary Infractions: Safe School Policy violations: controlled/illegal substances; damaging property/ vandalism; fighting/assault; theft; threatening behavior; extreme insubordination/disruption to learning process; weapons/dangerous objects; endangering safety; harassment/bullying: continued, serious) -

- Immediate referral to school administration for **administrative due process**.

Dress Code Policy

The Board of Education of the Weber School District recognizes that standards of proper dress and grooming affect the behavior of students attending school. Roy High School is committed to preparing students for the world of work. This includes teaching proper etiquette. The dress code at Roy High School (and throughout the Roy Cone) has been adopted by student, parent, and community councils to promote safety, personal hygiene, and a proper academic environment. Students are expected to maintain a type of dress that is clean, modest, and not distracting to teachers or other students and not detrimental or disruptive to the educational process. Emphasis is placed on neatness, cleanliness, safety, and modesty in personal appearance. Therefore, the following standards for dress and appearance:

1. Clothing not ordinarily worn in the workplace may not be worn at school (i.e., robes, pajamas, house slippers, mutilated clothing, etc.).
2. Shoes (including sandals and flip flops) must be worn at all times. (More restrictive shoe requirements may be required for safety reasons in some classrooms).
3. Shorts, skirts, and dresses must be mid-thigh length or longer. No mini-skirts, mini-dresses, or short shorts at school are allowed. Leggings can be worn but must not be sheer; items worn over leggings must meet the proper length requirements as stated above. Clothing cannot present an actual distraction or disruption to the educational process or in the classroom.
4. Shirts and tops may not have bare midriffs or be revealing at the neck, stomach and/or arm holes. The ball of the shoulder must be covered. Tank tops, athletic undershirts, halter tops, spaghetti strap shirts, and bare midriff shirts are not allowed at school.
5. Underwear must be worn underneath clothing and may not be worn outside of or on top of other clothing, or where it is exposed or can be seen. Sagging pants must not reveal underwear.
6. Clothing with designs, printed words, or slogans that are suggestive, obscene, in poor taste, promote violence, weapons, or that refer to a substance or activity which is illegal for a minor will not be allowed—clothing which refers to ale, beer, or other alcoholic beverages, smoked or smokeless tobacco, breweries, or illegal drugs may not be worn.
7. For security purposes, hats or other types of head covering such as scarves, sweatbands, hoodies, bandanas, etc. may not be worn in the building. Hats will be confiscated if worn in the building. Head bands which cover any part of the face or forehead will not be allowed. Head bands worn in the scalp/hair area will be permitted, as long as they are no more than two inches in width.
8. Sunglasses may not be worn in the building except for under doctor's note.
9. Educationally distracting hair color or makeup will not be allowed. Hair or makeup which is so conspicuous, extreme, odd in color or style that it draws undue attention, disrupts, or tends to disrupt or interfere with the learning atmosphere at school will not be allowed.
10. Clothing attachments, jewelry, or accessories which could be considered weapons, which could pose a potential risk of injury to the wearer or other, or which could be considered to be disruptive to the educational process may not be worn. Chains longer than 8 inches may not be worn.

11. Inappropriate and distracting tattoos may not be displayed. Tattoos with designs, printed words, or slogans that are suggestive, obscene, in poor taste, or that refer to a substance or activity which is illegal for a minor will not be allowed—tattoos which refer to ale, beer, or other alcoholic beverages, smoked or smokeless tobacco, breweries, illegal drugs, or promote violence may not be displayed.
12. Performance attire and/or team uniforms should reflect good taste and modesty even though they may not meet the above dress code. They may NOT be worn in the classroom during the school day.
13. Costumes are not to be worn at school. For security purposes, masks are also prohibited on campus.
14. Roy High School reserves the right to prohibit any items of clothing or appearance which may cause a disturbance or distraction to an orderly school environment, i.e., bandannas, jewelry, chains, etc. that are disruptive or might be a safety concern.
15. Gang related clothing, attire, and fashion is prohibited. Gang apparel and fashion changes, and new trends will be enforced as we receive information from our local gang task force and local law enforcement.

❖ **Any violation of the dress code policy will follow the due process tiered disciplinary actions/consequences listed below:**

- **First offense:** The student will be warned and the incident will be recorded on the discipline tracker by the teacher and secretary. If the violation involves a hat, the hat will be confiscated and taken to the office. The student may pick up the hat after school after showing student ID. If the violation involves another type of dress code violation, the student may be asked to have a parent bring alternative clothing and/or wear Royal Wear for the rest of the day.
- **Second offense:** A parent will be contacted and/or the student will be required to change inappropriate clothing. If the violation involves a 2nd hat violation, the hat will be confiscated, taken to the office, and returned to a parent after school. The incident will be recorded on the discipline tracker by the teacher and secretary.
- **Third offense:** The student will be suspended for one day and a parent will be contacted. The incident will be recorded on the discipline tracker. Any subsequent violation(s) of the dress code policy will result in extended periods of suspension from school.

Drug & Alcohol Testing of Students Participating in Extracurricular Activities

Purpose and Objectives:

The district finds that education drug awareness and testing program for all students in grades nine (9) through twelve (12) who participate in extracurricular activities at the high school is advisable for the following reasons:

1. **Health and safety of the individual and others:** Any student participation in an activity under the influence of an illegal drug or alcohol may create a risk of death or serious bodily injury, not only to the student, but to other participants and spectators.

2. Prevention: Students will have an additional reason (i.e., participation in student activity programs) to avoid the use of drugs.
3. Intervention: Identifies individuals participating in activities who have a problem with alcohol or drugs and encourages early intervention.

Roy High School does participate in this random, prevention based drug testing program based upon input by administrators, coaches, community councils, and others involved in student activity programs. Before any student participates in any UHSAA extracurricular or school program, the student and the student's custodial parent or lawful guardian shall sign a written consent form for random drug testing. All participants must have the drug and alcohol forms signed and turned in prior to participating. Random drug testing will be conducted during the season on a weekly basis or any other frequency determined by the school. If the participant has already been initially tested as a result of his or her participation in a prior activity, he/she will continue to have his/her name in the pool consisting of all students participating in programs at the time of the drawing. Selection for testing will be by lottery drawing being established on a team/group basis. Reasonable steps will be taken to assure the integrity, confidentiality and random nature of the selection process. Names will be drawn for testing by number with at least two employees or designees observing the selection process and the testing process.

For more information on the testing procedures and protocols, please see the "Drug and Alcohol Testing of Students Participating in Extracurricular Activities" procedure sheet available through coaches, advisors, administration, or the office secretaries. (The complete policy and drug testing form can be found on the Weber School District website at www.wsd.net)

Definitions:

- Alcohol: Any beverage as defined under Utah Code 34-38-2.
- Non Punitive: Test results will not be disclosed to law enforcement or juvenile authorities without a valid and binding subpoena.
- Drug: Any controlled substance as defined in Utah Code 34-38-2, except those possessed and/or used pursuant to a valid prescription.
- UHSAA: The Utah High School Activities Association.
- Extracurricular: All activities sponsored by the UHSAA and school organizations involving adjudication or competition or representation of the school in the community as determined at the school level.
- Activity Season: The period beginning on the first day of practice allowed by the UHSAA for any sport and ending the last day of competition for that sport season; for an organization (cheerleading, band, etc.), the time they are enrolled or participating.

Eligibility for Extra Curricular Activities

Roy High School is concerned about the academic success of all Royal students. It is important that our students are moving forward toward graduation. **Athletics and extra-curricular activities should be a means to encourage students to take care of their academic and attendance requirements.** Roy High School

provides students with many opportunities to participate in extra-curricular activities. Research shows that students perform better in school when they are involved in extra-curricular activities. In compliance with the Utah High School Activities Association (UHSAA) standards and those of Roy High School, the following minimum standards have been set for participation in any and all Roy High School extra-curricular activities.

Non-compliance with these standards is cause to declare a student ineligible to represent Roy High School. Individual advisors/coaches may impose higher standards provided they are fully explained and provided in a separate disclosure statement to each student / parent. Transfer students are responsible for meeting the academic standards upon admittance to Roy High. Transfer students from other Weber County Schools must also meet the attendance standard of Roy High in order to be eligible for participation. **Students must meet eligibility requirements set forth by the clubs and organizations advisory board in order to participate in any related activity or competition wherein they represent Roy High School.** Students who are ineligible cannot be with, participate with, or travel with any team or group.

Academic Eligibility Standard

1. The grade point average (GPA) of the student for the quarter preceding participation and/or the quarter of participation, if participation overlaps quarters, must be 2.0 or better. This is the current GPA only and does not refer to any cumulative GPA. If the student receives an I, NC, or NM grade, the I, NC, or NM grade will be considered an F for the purpose of calculating GPA.
2. There shall be no more than one F, I (incomplete), NC (no credit), or NM (no mark or grade) on the report card for the quarter preceding, and/or the quarter of participation if participation overlaps quarters (student must earn credit in all classes). Eligibility under this rule is determined when grades are posted. Grades are “posted” when the school registrar enters all grades electronically and they are available to students, parents, and teachers. In no case may the posting date be more than 5 school days following the last day of the grading period. **Grade changes after the posting date cannot restore lost eligibility, except for a documented clerical error made by the teacher.** In this situation, a recalculation of the grade point average will be done with the new grade replacing the error.
3. A recalculation of the grade point average would also need to be done if deficiencies are replaced during the summer grading period. The grade point average must be recalculated once an F, I, NC or NM has been made up, with the new grade replacing the deficiency. In order to replace the deficiency obtained during the final grading period, the new grade must be earned in the same subject area and must come from a school district approved summer program. Deficiencies for purposes of this rule include any letter grade. Summer programs are the only programs wherein students can make up academic eligibility deficiencies. No other make up work is accepted to gain academic eligibility during the school year.

Attendance Eligibility Standard

No student will be allowed to participate unless, and until, attendance credit loss is brought into acceptable limits for graduation, which means a student cannot be deficient by more than .75 credits. If a student loses more than .75 attendance credit, he/she is ineligible until the credit is made up and complete, including the paying of fees. A student who is ineligible because of attendance credit lost may be permitted to practice but cannot represent RHS in any games/competitions. Student-athletes must clear all attendance eligibility problems through the Athletic Directors/Administration. The AD’s will notify coaches when the student/athlete

becomes eligible. Students in music, drama, debate, and any other adjudicated activities must clear attendance eligibility problems with the administrator supervising the specific program/activity. The administrator/eligibility aide will notify advisors when students become eligible.

*****Higher eligibility standards exist for student government/officers, cheerleaders, and drill team/Royalaires. Participants and their parents should be familiar with the constitutions/rules governing these specific groups.***

Appeals/Standards Committee

Roy High students deemed “ineligible” for participation in organizations with a higher eligibility standard than the minimum standards outlined above may be eligible to exercise their due process right to appeal. The student/parent must request an appeal, in writing, to the administrator overseeing the activity within 5 school days from the day the student/parent was informed of ineligibility. Roy High School provides a standards committee, made up of employees of Roy High, which will hear appeals of disciplinary action imposed by advisors/coaches and/or school administration, should the parents/guardians choose to appeal the original disciplinary action. The student will have the opportunity to present his/her case to the committee and the committee will vote on whether to lessen the original disciplinary action, keep it the same, increase the severity, or make any other changes to the original disciplinary action that they see fit. **Students are allowed ONE appeal during their time at Roy High School.** The decision by the standards committee may be appealed to the district standards committee, should the parent/guardian decide an appeal is warranted.

As per the Utah High School Activities Association (UHSAA) rules, appeals are not available for the minimum UHSAA consequences of failure to meet the minimum UHSAA academic eligibility standard listed above. UHSAA also has minimum consequences for other behaviors, such as alcohol use or the use of illegal drugs—infractions not eligible for appeal. Appeals to the standards committee will typically involve the following school programs: cheerleaders, drill team/Royalaires, or student government/officers, as their eligibility standards are higher than state/UHSAA minimum. Athletes or participants in UHSAA sanctioned sports or activities, not meeting the minimum UHSAA academic eligibility standard (listed above), will be denied participation in accordance with the standard, without the right to an appeal.

Evacuation Plan / Emergencies

Every public school is required to annually update and publish an Emergency Evacuation Plan to address potentially dangerous situations. Each classroom has a posted plan of evacuation, emergency items, and drills are conducted according to district guidelines and in accordance with State Law.

Family Educational Rights and Privacy Act (FERPA)

Student Education Records

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student’s educational records. FERPA gives parents certain rights with respect to their children’s records. These specific rights are more fully detailed in documents available in the main office.

Student Directory Information

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may be released at the discretion of school officials, without consent, for appropriate reasons such as: school publications, newspaper articles, and to outside education related organizations. In addition, two federal laws require secondary schools to provide military recruiters, upon request, the names, addresses and telephone listings of their students. If a parent does not want Roy High to disclose directory information from the child's educational records without prior written consent, the parent must notify the school in writing annually.

Fighting / Assault

Fighting or any physical confrontation at school or at any school function will be cause for immediate suspension of both/all participants. Fighting is a safe-school violation. Involvement in subsequent fights will result in a district referral, police referral, and/or possible loss of an opportunity to attend Roy High School. Also, we will not tolerate threats or hazing. District Safe School Policy will be enforced and we will not hesitate to involve the local law enforcement agency. (See Safe School Policy @ www.wsd.net.) A student may be suspended for intentionally or knowingly committing an act that is done for the purpose of placing a school employee or student in fear of physical harm, or harm to property of the school employee or student. A student may be suspended for cyber-bullying--which is the use of e-mail, instant messaging, Facebook, chat rooms, pagers, cell phones/texting, Twitter, or other forms of digital technology--to deliberately harass, threaten, intimidate, or place a school employee or student in fear of physical harm, or harm to property of the school employee or student.

Graduation Ceremony

The graduation ceremony is optional. You may choose to participate in the ceremony to celebrate your accomplishments or you may pick up your diploma at a later date from the high school. The ceremony is an opportunity to reflect on your experience as a Royal and celebrate a significant passage in your life. Thus, it is deserving of respectful behavior and decorum from both participants and their guests. All graduates deserve the courtesy of hearing their names announced without undue noise from the audience. If a student and/or guest distracts from the ceremony, he/she will be removed from the premises. Objects, such as noisemakers/air horns, balloons, signs (any object considered a distraction to the event) are not allowed in the Dee Events Center. Seniors choosing to participate in the graduation ceremony are required to attend the scheduled graduation practice. Every graduate must wear a cap and gown uniform in style and color. Jostens is our provider of the caps and gowns for all students desiring to participate in the graduation ceremony. Graduation caps will remain plain on top, without letters, words, or messages. Please make sure your gown is pressed and fits properly. Girls should wear dresses or skirts and blouses, and boys should be dressed in shirts and slacks. Flip flops will not be allowed. No additional clothing or accessory items may be worn on the outside of the graduation gown or cap.

Hall Passes

Whenever it is necessary for a student to leave a room during a class period, the student must possess a hall pass. If a student is found outside of class without a proper hall pass, he/she may be considered truant. Hall passes should be used sparingly and students are encouraged to be back to class within about 5 minutes. Only one student at a time is allowed to use the hall pass.

Harassment / Bullying / Hazing

Harassment is any unwanted behavior, speech, writing, or pictures directed at any individual or group. If a person's behavior hurts someone, or makes someone feel unsafe, or uncomfortable, it is harassment, regardless of its intent. A person who feels that he/she is being harassed should first inform the individual that the harassing behavior is unwanted and must stop. If the harassment continues, the harassment should be immediately reported to an adult—teacher, counselor, administrator, resource officer, or parent.

Sexual harassment is characterized by unwanted verbal or physical advances exchanged among students and are inappropriate behaviors which violate the Civil Rights Act. Unwelcome sexual gestures or advances can have a negative impact on both genders. **THE DIFFERENCE BETWEEN GOOD-NATURED, HARMLESS FUN AND SEXUAL HARASSMENT IS HOW IT MAKES THE OTHER PERSON FEEL NO MATTER WHAT THE INTENT.**

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Cyberbullying is bullying that takes place using electronic technology. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Hazing is any action or situation, with or without the consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical, or academic health or safety of a student. Hazing and initiation activities are considered to be forms of harassment and will not be tolerated at Roy High School, regardless of where it occurs. Every student has the right to feel safe and accepted. A student shall not cause bodily injury to another student or commit any act that degrades or disgraces any person: On school grounds during, before or after school hours; on school grounds or any school sponsored activity, function, or event; during school provided transportation; on school grounds when he/she intentionally, knowingly, or recklessly commits an act or causes another to commit an act that endangers the mental or physical health or safety of another; or on or off school grounds if the act(s) committed is/are for the purpose of initiation, admission into, affiliation with, holding office in, or as a condition for continued membership in any organization or rank of the school.

Any student who participates in harassment, sexual harassment, bullying, cyber-bullying, hazing or related initiation activities, or conspires to engage in hazing are subject to disciplinary action including immediate suspension, referral to the district office, alternative school placement, and/or referral to the law enforcement agency, if circumstances warrant. These policies are enforced regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in the conduct. Teachers/staff members are held to the same standard as students, and each is responsible to report instances wherein these violations were experienced or witnessed.

Incentive Activities

Incentive activities may be planned for various times of the year to recognize student achievement. Students earning at least a 2.0 G.P.A., with no F's or citizenship issues, and no attendance credit loss at the end of a quarter, are typically eligible for these incentive activities.

Injuries / Accidents

Injuries / accidents are to be reported immediately to the main office so we can attend to the student and provide the assistance necessary to address the injury. Parents will be notified and an accident report will be completed by school personnel.

Locker-Use Policy

Locker use is a privilege, not a right. Violation of the locker use policy could result in loss of locker use privilege. Lockers are public property and are issued to students for the storage of textbooks and school equipment. Students are responsible to keep their lockers neat and clean, both inside and out. They must not write on, scratch, carve, dent, or in any way deface or mutilate their lockers or anyone else's locker. Students who violate these regulations may lose locker privileges and will be required to make payment sufficient to cover damages. Any damage not incurred by the occupant must be reported immediately or fines will be assessed to the occupants. Lockers are subject to periodic locker check. School officials reserve the right to search lockers at any time. Illegal items found in lockers may be confiscated and the student to whom lockers are assigned may be prosecuted. The school is not responsible for stolen or lost items from lockers. Money or other valuables should not be left in lockers. Students should guard the security of their own lockers and refrain from providing access to other students. If a student affords access to his/her locker to another student, he/she is directly responsible for any/all contents of and/or damage to the locker.

Lost and Found

Lost and found items are to be turned into the office. After each term, if unclaimed, they will be donated to a charitable organization.

Lunch and Breakfast Areas

Inappropriate behavior in the cafeteria will not be tolerated and violators will be referred to the office and may lose lunchroom privileges and/or be assigned to clean-up duty. Lunch trays are not to leave the cafeteria and all food and beverages must be kept in the cafeteria or outside on the patio eating area near the cafeteria. The school's bookstore is open during lunch and provides a variety of food/beverage choices.

Media Center / Library

The Roy High School Media Center is open daily from 7:20 a.m. to 3:15 p.m., including during lunch. Students are welcome to use the library and its resources. While in the library, students are expected to conduct themselves in a quiet and orderly manner, demonstrating respect for staff, others using the library, and the materials available (e.g., books, magazines, newspapers). Food and drink (except water) are not allowed into the library. To check out books, students must use their student ID card. Any materials returned late will be assessed a late fee. Students will be charged a replacement cost for any lost/damaged items. Teachers are expected to supervise their classes as they work in the library.

Medication

Students have the ability to carry, on their person, a single day's dosage of either over the counter or prescription medication. Students are not allowed to share or distribute medications to other students. Students who need assistance in administering their medication will need to complete a Health Care Plan through the school nurse. Please contact the main office and talk to a secretary for more details.

Non-Roy High Students / Visitors

Visitors of students are not allowed at Roy High School during school hours. No school-aged visitors include, but are not limited to, siblings, young children, friends or relatives from out of town, or students from other schools. **Parents and other school patrons visiting the school must FIRST check in at the office and obtain a visitor's pass.** Please notify an administrator and/or the school's resource officer if you have a concern about an unidentified visitor. Anyone violating this safe school policy could be detained, cited and/or arrested. Please be advised that we take the safety of our students very seriously.

Parent Teacher Student Conferences

Parent Teacher Student Conferences play a very important role in the success of every student. If more than 15 minutes is needed for the meeting, it is recommended that a future appointment be made with the teacher. PTS conferences will be held approximately one week after midterm grades have been posted. There will be two or three PTS conferences held during the school year. Dates and times will be sent out with the mid-term report cards and posted on the school website. One PTS conference may be substituted by a beginning of year student/parent orientation to Roy High School. School will be dismissed early on the day of conferences.

Parking

In order to provide proper safety and control, student parking regulations have been established. **ALL STUDENT PARKING WILL BE IN THE EAST AND NORTH PARKING LOTS. All student vehicles parked in the Roy High School parking lots MUST display a CURRENT student parking decal in the window.** By completing the parking form (which can be obtained at the main office) and paying \$10.00 to the bookkeeper, you may obtain a parking decal. All vehicles parked in our lots should be locked and not contain items of value. Roy High is not responsible for items that are stolen or vehicles that are damaged. Any vehicle suspected of harboring illegal substances is subject to search by the administration. Vehicles are NOT allowed to park in fire lanes, on sidewalks, on the grass, in No Parking zones, **in the driver's education area after 3:45 p.m.**, in visitor's/handicapped slots, or block any access lanes such as those for emergency vehicles or deliveries. **Numbered parking stalls are reserved for faculty, staff, substitute teachers and visitors. Students are not to park in these areas.** ANY VEHICLE ILLEGALLY PARKED IS SUBJECT TO TICKETING, TOWING or BOOTING AT THE DRIVER'S EXPENSE, WITHOUT WARNING! Students parked in the visitor or handicapped areas marked in front of school will be towed. Parking violations will result in a \$10.00 citation.

Personal Searches of Students

A student's person and/or personal effects (e.g. backpack, purse) may be searched whenever an administrator has reason to believe that the student is in possession of illegal or unauthorized materials. If a pat down of a student or employee is conducted, it will take place in private by an administrator of the same sex and with a witness present. In extreme emergency cases, a police officer may be called upon to assist with the emergency.

Search and Seizure

Students shall be free from unreasonable search or seizure, and the administration shall provide due process protection in all cases. Lockers are school property and school authorities may make reasonable regulations regarding their use. Lockers are subject to inspection and search by school officials if it is determined there is probable and/or reasonable cause. Roy High has installed security cameras for the safety of our students and staff. These cameras will be utilized to investigate violations.

Report Cards / Mid-Term Grade Reports

End of quarter report cards and mid-term reports will be mailed home each quarter. A report card and mid-term can be expected approximately one week after the end of each quarter and each mid-term. Students and parents can access current grading progress reports at any time by logging in to the portal. Teachers should be emailed with concerns.

Royal R & R – School-Wide Program for Student Success

Royal students—your academic success is very important to the teaching staff of Roy High! *The ultimate goal is GRADUATION and college and career readiness!!* We've created a program aimed at encouraging regular attendance, achievement, and responsible citizenship in each class, and expectations are high. Royal students, *stay in the struggle, graduation is worth it!*

Review & Reward: Throughout the week, students may earn the opportunity to leave class early during *review & reward* time. Students with a grade of C+ or higher will be given the option of leaving class, while students with a C grade or below will be required to use the time to review, make-up, or re-learn material. Students with a C+ or higher may choose to remain in class for *review* as well. All students who are tardy to class that day or have lost attendance credit in the class will not be released during the review time. Students are required to use the *review* time effectively, so students who are current on all assignments for the class will be required to bring other course work, a book, or provide help/tutoring to other students reviewing material. Time spent as a “peer tutor” is viewed favorably on college scholarship and job applications!

Grades determining the release of students during *Royal R & R* time will be based on the current grade posted on Friday of the previous week. A great “rule of thumb” is to attend each class regularly and stay current on class work and tests. Furthermore, students should take advantage of the extra time made available with each teacher, especially if they are struggling in the class. Occasionally, students will turn in large assignments such as portfolios and projects. These assignments require a longer period of time for grading and may not be included on the upcoming Friday grades determining a student’s release for *review* time. Late assignments will be used to update students’ grades, however, teachers will determine the timeline for assessing and including late work on the grades. Students should not expect late assignments to be given priority over current classwork.

Enrichment: Departments/teachers will be offering several enrichment options for students on Fridays. Students are expected to take advantage of these *college & career readiness* opportunities, as well as those offered on a school-wide basis. Students who are off-line to graduate due to academic credit deficits and/or accrued attendance credit are required to use enrichment time to make-up credits needed to become online to graduate (via supervised APEX, credit recovery and school/community service projects). Students may also use enrichment time to make up larger assignments or get extra help from one of their teachers. Since most students will be allowed to choose the enrichment activity they attend, students should make sure to choose based on academic needs *and* interest level. Attendance is required for the Friday Enrichment activities. Attendance will be recorded by the student’s homeroom (1st or 5th period) teacher and absences/tardies will count against attendance credit for homeroom classes. Additionally, enrichment time may be used for assemblies, clubs & organizations activities, and a myriad of *college & career readiness* opportunities throughout the year.

Roy High School Class Change Policy

Due to minimized FTE funding for staffing and increased class sizes, class changes will be very limited after the staffing process has been completed for the upcoming year but will be considered under the following guidelines:

1. **Counselors will schedule two schedule change days prior to school starting to assess schedule changes** and highly recommend that students take care of all schedule change request at that time. This minimizes the disruption of schedule changes to the educational process, eliminates the need for teacher signatures, and guarantee's you student the opportunity to sit will a counselor to discuss their request. Counselors will stay after hours during these two days until all students in line have been seen.
2. Changes will be limited to enrollment numbers and space availability in the desired class and will be subject to a \$10.00 fee.
3. Class changes **will not** be considered after the first two A days or two B days (four days) of the first semester. Second semester requests will be reviewed at any time during the first semester up to, but not after the first two A days and two B days (four days)of second semester.
4. Students will have **2 days** from the date of the request to get the required signatures. Failure to return the completed paperwork within that time frame will result in the forfeiture of the class change request. The teacher has the right to question a class change and may request a meeting to discuss the change.
5. In the event that a student/ parent requests a class change after the first four days of each semester, the student will be required to stay in the current class. A student/parent can request a class change intervention form. Successful completion of this form may result in a meeting with parents/teacher/student/administration/ and counselor to discuss the possibility of the class change.
6. **Absolutely no schedule changes will occur after midterm of each quarter.**
7. A student requesting parent release must be on-line for graduation and must follow the same guidelines as above with the exception that you will have the first four days of each term (not semester) to request parent release.
8. Counselors will work with students on a case by case basis

If a class change is approved, all work missed in the new class is required to be made up. It's not excused because a class change is facilitated.

Scholarships/ACT

Applications for scholarships to colleges are usually due in the fall of a student's senior year and in some cases, even sooner. The ACT is required for admission and for scholarships. It is highly recommended that students take this test during the junior year (no later than the April test) and it is offered four times each year. If a student plans to apply for scholarships or financial aid, he/she should take the test no later than April of the junior year. Check with the counseling center for current information. As per legislative mandate/funding, juniors will be required to take the ACT and associated testing fees will be paid for each student.

Skateboards

No skateboards will be allowed to be used inside the school. Upon arriving at school, skateboards must be secured in the student's locker. Loitering/skateboarding on school grounds will not be allowed before or after school.

Student Planners

Student planners are available for purchase from the bookkeeper for \$5.00 each. Each planner is comprised of a year-long calendar and other important school related resources and information.

Student Records

Student records may be examined by those authorized in keeping with the guidelines set forth by the Utah State Board of Education. It is the responsibility of the parent/guardian to provide the school with the information necessary to have records forwarded to a new educational setting. A student's birth certificate, current immunization record, and proof of residency are necessary to register a student. A student's Social Security Number needs to be provided to the school to facilitate registration. Any disabilities or conditions need to be disclosed to an administrator.

Trespassing

Any student caught trespassing at another school during school hours without permission may be suspended or otherwise disciplined. Students other than current daytime Roy High School students should not be on the campus during the hours of 7:15 am-2:30 pm. If a non-Roy High student participates in behavior before or after school or at any extra-curricular activity that would deem disciplinary action, a no trespass will be issued with Roy City Police Department.