Welcome/Principal's Message

Dear Parents and Students:

On behalf of our faculty and staff, we would like to welcome you to the 2026-2027 school year at Royal Palm Middle School.

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

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

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

Respectfully,

Darcy Estrada and the Royal Palm Middle School Staff

General Information

School Address: 8520 N. 19th Avenue

School Web Site: royalpalm.wesdschools.org

Like us at www.facebook.com/RoyalPalmMiddleSchool/

Important Telephone Numbers:
Office – 602-347-3200
Health Office – 602-347-3210
Attendance – 602-347-3222

School Hours:
8:15 a.m. to 3:15 p.m.
Dismissal is 1:45 p.m. on Early Release Wednesdays

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

Wednesdays from 7:45 a.m. – 3:15 p.m.

Royal Palm Vision Statement

Our school community is committed to:

Working together

Achievement for all

Valuing character

Excellence in everything

#ridethewave

Royal Palm Mission Statement

In order to Ride the Wave...

- We will work together to enrich our school and community
- We will establish and maintain high expectations
- We will welcome and value diversity in our school and community
- We will empower our school and community to be respectful, responsible and safe

Communication

Communication among parents, students and school is a shared responsibility. A *Royal Palm Newsletter* will be published monthly and posted on ParentSquare. The marquee will highlight school activities and events. Royal Palm staff will communicate with parents regarding positive behaviors and achievement, as well as concerns.

Midterms and report cards will be sent home eight times during the school year. Parent/Teacher Conferences will be held in the Fall and Spring.

E-mail, dial-outs, the Royal Palm Web site, and Royal Palm Facebook and Instagram will be utilized to communicate upcoming events. All staff can be reached by phone and e-mail.

Promotion Requirements

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

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

SportTeams/Extracurricular Activities/Clubs Eligibility

The Washington Elementary School District Sports Council arranges activities for Interscholastic Athletics. The Council arranges for the officials, sets the standards, and arranges the schedule for athletic events. Interscholastic Athletics provided at Royal Palm include:

- Co-ed teams – Cross Country, Track and Field
- Girls teams – Volleyball, Basketball, Soccer, Softball
- Boys teams – Volleyball, Basketball, Soccer

All team members pay a $25 participation fee per sport. Inability to pay the fee does not exclude a student from participating. (Please contact school administration). Students must be eligible to participate in after-school athletics. Please refer to the WESD Sports Council Student/Parent/Coach Contract. Additional eligibility requirements may be added as deemed appropriate by Royal Palm administration.

All Student Council officers who earn a "D" or "F", or a "U" for unsatisfactory conduct, in any subject will be removed from their position.

ATTENDANCE

ATTENDANCE IS CRITICAL TO YOUR CHILD'S EDUCATIONAL SUCCESS!

Procedure for Reporting Absences

Parents must report any absence to the attendance office by calling the 24-hour attendance phone line (**602-347-3222**). Parents/guardians must report absences on or before the day of the absence for the absence to be considered excused. Doctor notes are also requested.

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

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

Special consideration will be made for students with long-term illnesses (i.e., hospitalization/doctor's care). School staff is available to meet with you to discuss any of these special considerations.

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

Truancies

In order to ensure students are successful and meet current state legislation, which requires all students to attend 90% of the school year, WESD has an Attendance Unit (AU). The AU will work in conjunction with the City Justice Courts to identify students and parents of students who are chronically absent or are truant.

When a student reaches five total absences (excused, unexcused and/or unverified), families will receive an attendance notification letter. When a student reaches 10 **unverified, unexcused, and excused absences**, families will receive an attendance warning letter and a referral to the AU for appropriate actions (see District guidelines). In order to avoid this eventuality, there are several precautions to take: (1) reinforce being on time and good attendance; (2) call the school each time a student will be late or absent; (3) present any medical documentation to the health technician and/or attendance clerk if illness will be a consistent issue.

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

After 10 absences, students may be required to complete four educational intervention classes to be held during the lunch period and/or an after-school tutoring class.

Tardies

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

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

Individual interventions may be provided to promote success with students who are chronically tardy.

Please be advised that students will not be permitted to be signed out by parent/guardian the last 30 minutes of the school day. Early sign out is recorded as a tardy on student attendance.

Consequences for Tardies

Tardy #1: Warning/documentation by teacher/admin.
Tardy #2: Documentation by teacher/administration and parent notification
Tardy #3 or more: Discipline referral, detention.
Consequences will increase with persistent tardies. Chronic tardies may result in an attendance referral to the AU Department.
ALL TARDIES START OVER with EACH QUARTER

Health Office

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

Social Worker

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

Multi-Tiered System of Support

Our school uses a Multi-Tiered System of Support (MTSS) to make sure all students have what they need to learn and grow. MTSS helps us support students in their academics as well as their social-emotional well-being. All students receive strong, school-wide support, but some may benefit from more targeted help. This might include additional instruction, small group time to practice skills, or more individualized plans. Teachers and staff adjust supports as needed. Our goal is to work as a team with families to help all students do their best by using data to provide the right kind of support for both academic success and social-emotional growth.

STUDENT BEHAVIOR CODE

Core beliefs of discipline policy:

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

Specific expectations for respect, responsibility, and safety are posted throughout our entire campus. These common area expectations serve as a consistent reminder to students.

Behavior Expectations

"The Raider Way every day; academic and behavioral success for all." guides our school-wide expectations in all areas.

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

Raider Way Behavioral Procedures

Behavior Flow Chart

Its purpose is to determine the classification of a student's behavior as a Classroom Managed Behavior or Office Managed Behavior.

- Classroom Managed Behavior:
    1. Redirect and reteach expectations. Teacher logs written documentation and parent notification is recommended.
    2. Redirect and reteach expectations. Student completes written reflection in buddy room. Parent notification is required.

3. A repeated third infraction of a classroom managed behavior results in a Office Discipline Referral (ODR) and is submitted to the office with documentation of interventions and parent notification.

- Office Managed Behavior:
  1. Staff completes an Office Discipline Referral (ODR) and submits it to the office.
  2. Administrator or designee completes due process and communicates with all stakeholders.

The Raider Way - PBIS

Royal Palm Middle School is a Positive Behavioral Interventions and Supports (PBIS) school. PBIS is a proactive approach that is implemented to improve school safety and to promote positive behavior. The focus of PBIS is prevention. At its heart, PBIS teaches students positive behavior strategies just as all other subjects are taught.

Bullying/Cyberbullying Prevention

Our Social Services Department provides interventions to support students in making good choices. Homerooms meet weekly to support these topics. Students at Royal Palm are encouraged and empowered to report bullying, including cyberbullying, incidents anonymously through the following process:

- Students may fill out an incident report found in the Student Center. The reports are reviewed and processed by the social worker and/or the student services specialist.
- Classroom teachers may, at any time, refer specific student behaviors related to bullying directly to the Student Center. Students found to be bullying others will be disciplined up to and including suspension or expulsion from school. Law enforcement shall be notified any time there is a reasonable belief that an incident of bullying is in violation of the law.

Progressive Discipline

Interventions include, but are not limited to, student conference, parent conference, loss of privileges, in-school or out-of-school suspensions or other alternatives to change behavior. Chronic or severe violations may result in other disciplinary actions.

Raider Way Incentives

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

Dress Code

Please see the District portion of the handbook for Dress Code information.

Consequences for Apparel Infractions

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

- Parent(s) contacted to drop off a change of clothing.
- Parent(s) pick up child.
- Student to change into school-provided clothing.
- Continued violations may result in further disciplinary action.

Prohibited Items and Activities

- Headphones, video games, laser pens, earbuds, MP3 players, and iPods, etc., are not allowed. E-books and earbuds will be provided, as needed, for academic use.
- Use of cell phones and/or smart watches is prohibited on campus during the school day, including exiting campus. If a cell phone or smart watch is seen or heard, it will be confiscated. Parent/guardian will be required to pick it up from the front office.
- Permanent markers of any kind, including Sharpies, are not to be in a student's possession. Markers being issued by a teacher and used for a classroom project are permitted in the classroom only.
- Any exchange of goods or money is prohibited.
- **Gum is not permitted on campus.**
- Balloons, flowers, stuffed animals, toys, playing cards or other items that distract from the learning environment.
- Drinks are permitted on campus only if purchased at Royal Palm. Water may be brought on campus and will be permitted in classrooms. Water must be in a clear container with a sealable lid.
- Any other item as deemed inappropriate by the administration is not permitted.
- Public Displays of Affection (PDA) (i.e. holding hands, embracing, kissing), as determined by Royal Palm staff, is not permitted and will result in an Office Discipline Referral (ODR).

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

Electronic Devices/Cell Phones (Off & Away)

Royal Palm has an "Off and Away" policy regarding electronic devices. Royal Palm does not recommend bringing electronic devices to school and is not responsible for any lost or stolen electronic devices on campus (including cell phones, smart watches, iPods, MP3 players, cameras, earbuds, etc.). If a cell phone is brought to school it must remain inside the student's binder at all times.Students are not allowed to use these items on campus at any time; therefore, they will be confiscated if seen or heard on campus.**The confiscated item must be picked up by a parent/guardian in the front office.**

Backpacks

Royal Palm is a NO BACKPACK/BAG CAMPUS. Backpacks, book bags, shoe bags, sacks and purses used as book bags are **not** to be carried by students on the Royal Palm Middle School campus. The rationale for this action includes improvement of student organization and achievement while increasing campus safety and security. Purses carried by students may be no larger than 9" x 6" and must be clear.. If a backpack or anything used as a backpack is brought onto campus, it will be confiscated and returned to a parent or guardian. Students who need to bring gym clothes to school are required to bring them in a plastic bag. Students participating in a sport will be issued a sport bag from the athletic department/coach for the duration of that sport. These bags must be stored daily with the coach, in homeroom, or in the locker room. Students may not carry it throughout the day.

Student IDs and Z-Passes (Student Safety)

All Royal Palm students are required to wear IDs and Z-Passes on a lanyard around and visible on the neck while on campus. Students will be provided a picture ID, Z-Pass and lanyard at the beginning of the school year at no cost. **Students who do not wear their IDs on a lanyard around the neck and visible may be subject to disciplinary action**. Students will not be permitted to board a bus at the end of the day without an ID and Z-Pass. Additionally, IDs are required for lunches and to check out books from the library. If students deface, destroy and/or render their ID/Z-Passes unreadable or lose their ID, they will be required to purchase a replacement ID for $2.

Student Bus

Student safety on the way to and from school is of vital importance to all members of the Royal Palm community. Riding the bus to school is a privilege. Bus referrals may result in suspension of bus privileges. **Students are only allowed to ride their assigned bus. All students riding a bus must have their ID/Z-Pass. If a student is a bus rider and misses the bus he/she must report to the front office to make parent contact and arrange for an alternate way home.**

Celebrations

Student birthdays and other achievements are recognized and celebrated during morning announcements. Balloons and flowers are not permitted in school classrooms or on school buses.

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