

# APPENDIX ROYALS Canton MCCALL (revised August 2018)

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### **STUDENT GUIDELINES**

As there are several ROYALS programs housed at McCall School, the rules and guidelines for the programs may vary.

**Arrival Time** Only students riding the bus should arrive at school before 8:00 a.m. Students should enter the school each morning through the **south** doors. **Students are expected to arrive before 8:20 a.m. each day and the doors will be locked at that time. If students are late, parental/guardian contact must be made before the student may enter the building. School day hours are 8:20 a.m. to 2:30 p.m.**

**Bus Transportation** All home schools provide bus transportation to those students who are entitled. Students are expected to follow the bus rules and obey the driver at all times. Students who misbehave on the bus will be disciplined or removed from the bus. Riding the bus is a privilege and the safety of all students must be considered when dealing with unruly students. A bus pass is required for students needing to ride a bus to which they are not assigned. Students may obtain permission from the staff when they present a note giving written permission from a parent. Bus passes must be arranged before the end of the school day and cannot be obtained from the bus driver. Once a student gets on the bus, they are at school and must follow all school rules. If a student rides a bus to school, they are required to ride the bus home unless parents have made other arrangements in advance.

**Grading** Grades are an evaluation of what students have learned and become a part of the student's permanent record. Institutions of higher learning, potential employers, and the various military services are all interested in these school records. The Academy and Safe School will record the percentage grades earned by students. A 70% score is considered to be the lowest passing score. Letter grades will not be assigned, percentage scores will be reported to the high school of residency for the student's official transcript. The local high school may assign a letter grade to the student based upon the percentage reported. Conferences and progress checks will be used to keep students and parents informed of student progress. Some courses may warrant a pass/fail grade approach. Families will receive written notification of all courses completed.

**Lockers** School lockers are the property of McCall School and are provided for the convenience of students. The search of such is inherent in the authority granted to school staff. The school allows all students the free use of an assigned locker. Students who abuse their locker privileges may lose them. Students should always keep their lockers locked and should not share combination with others.

**Lunch Period** Leaving the school building during lunch period is prohibited. Additionally, students are not allowed to have food brought to them during the lunch hour. Students have the option of either ordering off the school cafeteria menu or bringing a sack lunch with them in the morning.

**Telephone** The school telephone is a business phone and is to be used by students only with the permission of a staff member.

**Textbooks** McCall Academy and Safe Schools furnish books to all students without charge. Reasonable wear is expected as a result of daily use. Unreasonable damage to textbooks will result in fines and/or the cost of book replacement.

**Valuables** Students are cautioned not to bring large amounts of money, electronic devices, or other valuables to school. The school is not responsible for the personal property of students. Students may not bring items such as CD players, tapes, electronic games, etc. without advance permission. SEE BELOW

**Bicycles** Students riding bicycles to school should lock them securely. There is to be no loitering around the bikes.

**Buying, Selling, Trading** ROYALS discourages buying, selling, or trading of personal items at school. Students who repeatedly engage in these activities may be subject to disciplinary action.

## **Cars/Student Drivers**

1. All cars are to be parked in the designated parking area.
2. Students may not park their cars on the street.
3. Student cars are to be locked.
4. Students may not transport another student without the written consent from the parents of both students involved; the driver and passenger.

## **ATTENDANCE PROCEDURES**

**Excused Absence** State law requires all students under the age of **17** to attend school on a daily basis. An absence shall be excused when a student is absent from school because of illness, observance of a religious holiday, death in the immediate family, emergency, situations beyond the control of the student as determined by the Director or such other circumstances which cause reasonable concern to the parent for the safety or health of the student. The guidelines below should be followed for student absences:

1. A parent should call the school as soon as possible.
2. Absences other than illness must be arranged and approved in advance by the staff.
3. A doctor's excuse or court excuse may be requested for extended or repeated absences.

**80% Attendance** Students are expected to be in attendance at least 80% of the time. Failure to maintain at least 80% attendance (excused and unexcused) may result in removal from the educational program. If student attendance is less than 60% the student will be placed on LAST CHANCE status.

**Tardiness** Students are considered tardy if they arrive at school or to class after 8:30 a.m. Any student who arrives after that time without a parent or guardian may be refused admittance. **3 Tardies = 1 Unexcused Absence**

**Unexcused Absence** Students receiving an unexcused absence may be informed of the work they have missed but their make-up privileges will be left to the discretion of the teacher. Examples of unexcused absences are leaving school without permission, truancy, cutting classes, and absences not approved by the staff. Any absence without a note or an acceptable excuse is also marked unexcused.

## **CURRICULUM REQUIREMENTS**

**Students are expected to earn at least 1.5 academic credits per two-month period. Failure to earn at least 1.5 credits per two-month period may result in removal from the education program. This requirement allows student to keep pace with number of credits earned at the home district in order to graduate in a timely manner.**

### **Textbook Course Requirements**

1. All work **MUST** be dated.
2. Assignments will be turned into teachers for initialing when a unit is complete. Answers will then be given to the students for self-correcting.
3. When a student is ready to take a unit test, the assignments will be turned in.
4. A student may only take each unit test twice. The average of the two scores will be recorded, and then all unit tests will be averaged together. Their average must be at least 70% in order to take the final exam.
5. Once the units are completed, a student indicates when he/she is ready to take the final. If failed, the student will be given a study guide and may retake the final one additional time. If a student does not reach the 70% level on the second final, the student must retake the entire course. The final will represent 60% of the course grade.

### **On-line Course Requirements**

1. Students will have one month to complete an on-line course.
2. On-line courses may be worked on during the regular school day and outside of school hours.
3. All tests must be taken onsite.
4. Notes may be used for the midterm and final exams.
5. A cumulative average of 70% is required to earn credit for an on-line course. If not achieved, students will be placed in a textbook course.

## **COMPUTER USE**

1. Keep monitors turned so the teachers can always see them.
2. Computers are for academic use **ONLY**.
3. **NO** food or drinks are allowed around the computers.
4. Any violation such as checking email, using social media or other misuse may result in loss of computer privileges.
5. Do not allow others to log in under your user name.
6. Computer course assignments may be worked on outside of school. Tests and quizzes must be completed on site.

## **RULES AND CONDUCT**

**General Student Conduct** Every student should strive to be considerate of others. Rules and regulations are set up to provide for student safety, to foster a positive learning environment, and to encourage students to become increasingly responsible for their own behavior. Examples of misconduct and consequences are listed in our main handbook. These policies are subject to change by the administration throughout the year.

### **Dress Regulations**

The appearance of students should reflect the dignity and seriousness of a learning atmosphere. Dress that is deemed inappropriate by the staff cannot be worn.

Hats and other headwear are to be removed upon entry to the school building and placed inside lockers at the start of the school day. They are to remain inside lockers until students are ready to exit the building. Personal items, such as purses and book bags, are to be left in student lockers.

1. Students may wear non-provocative shirts. We will permit shirts with other kinds of writing or pictures, provided they are appropriate for school and approved by the teacher.
2. Plain pullovers, sweatshirts or cardigan sweaters may be worn. Shirts must cover your mid-section when arms are lifted straight above the head. Tank top straps must be at least three fingers wide. All shirts must not reveal skin below your hand when it is placed on your upper chest.
3. Pants cannot be oversized and a belt, if worn, must be worn at the appropriate waistline. The belt must be properly looped and should not hang down from belt loops. Shorts are permitted IF, when you reach your arms down your sides you cannot touch skin.
4. No jewelry may be worn while on level one/red level.
5. No garments with pocket chains and/or dangling chains are to be worn due to safety concerns of students and potential damage to school property.
6. No slippers or pajamas of any kind.
7. Nothing may be worn on or over the head, including bandanas.
8. The wearing of apparel depicting alcohol, drugs, tobacco, sexual connotations, obscenities, violence, ethnic or racial slurs, and/or superiority is prohibited.

Any student arriving at school not in compliance with dress regulations may be denied admittance to school. **The teacher is the final authority in determining proper student appearance.** If you are not sure that an article of clothing is appropriate, the rule is to ask before you wear the item. If the article of clothing is not described above, it is NOT acceptable as school attire. Any inappropriate individual form of expression that inhibits the learning process will not be tolerated.

**Weapons** Firearms, knives, or any other object that can reasonably be considered, or looks like, a weapon will be considered a weapon and are prohibited. Students who are aware of any student in possession of a gun or weapon within the building, on school buses, or on school grounds are to notify a staff member immediately. Violation will include removal from the alternative school and police referral.

**Cell Phones** While cell phones may be brought to school, they are to be turned off and **turned into the teacher upon arrival in the building.** Cell phones are not to be used during the school day. Failure to comply will result in disciplinary action.

**Video/Music Devices** Video/music devices, such as MP3/CD players and I-pods, must be placed in the locker or turned into the teacher upon arrival in the building.

### **Probationary Status**

A student must maintain at least 80% attendance, earn at least one-half credit, and cause no serious discipline problems in any given month to remain in good standing at the school. Any variance from these requirements will cause the student to be placed on probation. A second variance will result in said student being placed on probation two/last-chance status. A third problem will then result in removal from the program. At this point the student is referred back to the home school district. In addition, if a student falls below 60% attendance in any given month, she or he will immediately move to last-chance status.

## **DISCIPLINE PROCEDURES**

**Behavior Contract** - A contract may be written for a student to address a specific area of the student's behavior or performance. The contract will be signed by the individual student and an administrator and may also be signed by the student's parents, teachers, counselor, or any other person directly involved with the student.

**Other Consequences** - Any one or more of the following may occur for any given offense:

- clean up a mess he/she made, perform a classroom task, or do some similar activity,
- parental notification of unacceptable behavior by letter or phone,
- conference with the student and/or parents by phone or in person,
- withdrawal of privileges, temporary removal from class, counseling, financial restitution,
- contact and/or referral to proper authority or agency.

**Out-of-School Suspension** The staff is authorized to suspend students guilty of gross disobedience or misconduct from school for a period not to exceed ten school days. The student will be removed from school and must leave the school property and remain away for the entire time of the suspension.

**Removal from ROYALS** It is within the authority of Regional Office of Education #26 to remove a student from the ROYALS' educational program. Upon removal, the student shall be referred to the home district.

## **SAFE SCHOOL RULES**

**WHILE IN THE SAFE SCHOOL PROGRAM, YOU ARE EXPECTED TO COMPLY WITH THESE RULES IN ALL AREAS OF YOUR LIFE IN SCHOOL:**

### **Physical Danger**

**Rule #1** - Your actions must maintain a safe environment for yourself and others.

**Rationale** - School should be a safe place for all, and we want to encourage Safe School students to practice safety for all in all environments.

**NO** - Hitting, kicking, stabbing, pulling chairs, having a weapon (a weapon is anything that can be used or misused to harm another person - knives, guns, chains, locks, etc.), gesturing or physical threats.

**Instead** - Keep hands to oneself; walk, don't run; sit with feet on floor.

### **Verbal Abuse**

**Rule #2** - Your words must be appropriate.

**Rationale** - Our purpose is to help and encourage one another, and everyone must feel respected and comfortable. Proper verbal expression can help prevent misunderstandings, quarrels, and fights.

**NO** - Name calling, cussing, sarcastic remarks, shouting or getting in someone's face, verbal threats or coercion.

**Instead** - Call people by their names; use a normal volume and tone when speaking; listen; wait your turn to speak.

### **Social Appropriateness**

**Rule #3** - Behave in a manner that is appropriate for being in public. Show manners.

**Rationale** - In order to be successful at home schools, students must know how to behave in a manner which is socially appropriate.

**NO** - Nose picking, kissing or sexual touching, passing gas or burping.

**Instead** - Sit in seat; keep hands to one self; use a tissue when needed; say please, thank you and excuse me.

### **Disruptions**

**Rule #4** - Behave in a way that allows the lessons to continue smoothly.

**Rationale** - Students are in school to learn. While in the Safe School Program, students are working on acquiring skills that will enable them to return to their home school and meet with success.

**NO** - Calling out answers, interrupting a lesson when entering or leaving, being off-task or making inappropriate comments.

**Instead** - Raise your hand; wait until you are called upon before speaking; enter and leave the room quietly; stay on the subject.

### **Not Getting Along/Arguing**

**Rule #5** - Interact positively with teachers, bus drivers, and peers.

**Rationale** - We are working toward understanding others and becoming more tolerant of those who have different views.

**NO** - Continuing to voice an opinion after both people have expressed their ideas and understand each other.

**Instead** - When both people have expressed their ideas, drop the subject or do something else; shake hands and agree to disagree.

**SAMPLE DAILY POINT SHEET**

**ROYALS Canton McCall  
Daily Point Sheet  
309.226.5049**

**Student:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_ **Level** \_\_\_\_\_ **Day** \_\_\_\_\_

I.B.G. \_\_\_\_\_ out of 9 Outstanding Days

Point Codes:        3 = Above and beyond  
                           2 = Satisfactory  
                           1 = Needs Improvement  
                           0 = Non-compliant

	Class Periods						
	1 <sup>st</sup> hr.	2 <sup>nd</sup> hr.	3 <sup>rd</sup> hr.	Lunch	4 <sup>th</sup> hr.	5 <sup>th</sup> hr.	6 <sup>th</sup> hr.
<b>Cooperation / Respect</b>							
<b>Follows Rules &amp; Regulations</b>							
<b>Prepared for Class &amp; on Task</b>							
<b>Class Totals</b>							

Arrive on time/  
Brought point sheet

/5
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Today's Grand total <=

/45
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\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Teacher signature

**45 Points Possible**  
**43-45 = Outstanding day**  
**36-42 = Satisfactory Day**  
**35 & Below = Needs Improved**

**Comments**

1<sup>st</sup> hr: \_\_\_\_\_  
 2<sup>nd</sup> hr: \_\_\_\_\_  
 3<sup>rd</sup> hr: \_\_\_\_\_  
 4<sup>th</sup> hr: \_\_\_\_\_  
 5<sup>th</sup> hr: \_\_\_\_\_  
 6<sup>th</sup> hr: \_\_\_\_\_