

TABLE OF CONTENTS

Student Guidelines1-2
Curriculum Requirements2-3
Behavior Expectations and Dress Code.....4

STUDENT GUIDELINES

IF YOU WILL BE ABSENT, PLEASE CALL IN: 309.226.5090. PLEASE LEAVE A MESSAGE ON VOICEMAIL IF YOU CALL OUTSIDE OF SCHOOL HOURS.

ATTENDANCE PROCEDURES

Students are required to attend 80% or more. This includes excused and unexcused absences. At the end of each calendar month the attendance for each student will be calculated in percentages. Attendance is part of our probationary status (see below). There may be extenuating circumstances that cause a student's attendance to be at a level where probation should be an appropriate action. Probation may be avoided if the student and/or parent confirms the circumstances with the school staff and provides any necessary documentation. Such circumstances may include surgery, hospitalization, childbirth, in-patient drug/alcohol/mental illness treatment, and chronic/recurring illness that is documented by a physician. Excuses, such as vacations, work schedules, car repair, etc., will not be accepted.

If a student is dismissed from the program due to poor attendance, that student may petition the school for re-instatement if she/he can meet the following conditions:

1. During previous enrollment the student must have passed at least one full credit for each month she/he was enrolled. Teachers must verify the student's commitment for making progress when in attendance.
2. The student must secure the signature of the local high school principal endorsing the re-instatement.
3. The student must sign a written agreement that his/her attendance will be at least 80% for the remainder of the academic year.

ABSENCES

Excused absences will be granted for the following reasons:

1. Illness of the student (verified by parental/guardian phone call to the Academy)
2. Serious illness or death in the immediate family
3. Medical, dental, or legal appointments that cannot be arranged during non-school hours
4. Approved school activities
5. Religious holidays
6. Special or unique circumstances that are verified and approved in advance by the Academy teaching staff, such as a college visit

A student absence for one or more of the above reasons needs to be verified by a note or phone call from the parent/guardian or a note from the doctor/dentist, when appropriate.

Unexcused absences Any absence due to a cause not acceptable to the school is considered an unexcused absence. Shopping, having car trouble, doing housework, hunting or fishing, oversleeping, attending hair appointments, baby-sitting, or visiting friends or relatives are examples of common requests but are not excusable reasons for absence from school. Failure to verify a student absence with a note or phone call will also result in an unexcused absence.

ATTENDANCE MONITORING Staff members will monitor daily attendance.

TARDINESS Students are expected to arrive by 10:00 AM. If special activities or seminars are being conducted, late students may be refused admission. Students arriving after 10 AM will be marked tardy. **THREE TARDIES = ½ day absence.** A student who arrives between 10:30am and 1pm will be reported absent half day.

LEAVING EARLY *Class is dismissed at 3:45 p.m. Students who work after school need to arrange their work schedule to allow time for transportation from McCall school to their workplace. Students will not be allowed to leave for work prior to 3:45 p.m. Leaving before 1:00 p.m. will be considered an entire day's absence.*

SCHOOL CANCELLATION Classes will be held at ROYALS Canton Academy on Monday through Friday of each week. See calendar for exceptions. There may be days when weather concerns or other emergencies cause school to be canceled or dismissed early. ROYALS Canton Academy will be canceled or dismissed early if Canton School District 66 cancels school

or dismisses early due to weather. When school is canceled or dismissed early, an announcement will be made on Canton radio station, WBYS - 1560 AM or 107.9 FM insofar as this is possible. Please listen to the radio when threatening weather conditions exist, and PLEASE DO NOT call the school.

SCHOOL SUPPLIES Students are expected to bring pens, pencils and notebook paper for use at school.

SMOKING *McCall is a smoke-free, tobacco-free, and vapor free campus. Anyone caught smoking, using tobacco products or vaping may be suspended from ROYALS.*

LUNCH Students may bring lunch or purchase a school lunch. All students will eat in the ROYALS classroom.

BREAKS During each session, students will be given appropriate breaks at the discretion of the teacher. Students may use that time to go to the restroom, get a drink, have a snack, etc. If students choose to go outside during breaks, they are restricted to the fenced area outside our classroom. Going to other areas may result in suspension. *Students are not allowed to return to their vehicles during the school day without teacher permission and cannot leave campus without teacher permission.* Abuse of this privilege, failure to return on time, damage to or mistreatment of property, or abusive behavior toward other individuals, may cause loss of subsequent break times.

Lunch Break is from 12 – 12:30 pm

Afternoon Break is from 2 – 2:15 pm

CELL PHONE USE

1. Students may bring a cell phone to school but are required to place cell phones in the storage area.
2. Students must silence phones during class time.
3. Cell phones may only be used during breaks.
4. If a parent needs to contact the student, other than during breaks, he/she should call 309.226.5090.

Other Electronic Devices No Gaming systems, CD Players, iPods, personal laptops, notebooks, e-readers, or other electronic devices are allowed at ROYALS.

Credit Recovery/Curriculum

All students are required to earn at least .5 academic credit per month (pass 1 classes). This is NOT sufficient to keep pace with credits earned in a traditional setting. Therefore, students are strongly encouraged to complete 2 courses each month.

The ROYALS Canton Academy staff will make the final decision of each student's schedule of classes. The official transcript of each student shall be kept by the local high school of residency. ROYALS Canton Academy will certify to the local high school the credits earned by Academy students.

Students entering the alternative school programs sponsored by the Regional Office of Education #26 will be required to pass the same number of credits for graduation as required by their home school district. **Students are expected to earn at least one academic course per month. Failure to pass at least one course per month may result in removal from the educational program.** In addition to the total credit requirement, most home school districts **require students to have attended high school for a minimum of seven semesters.**

GRADING AND GRADUATION

ROYALS Canton Academy 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 by the Academy. The percentage score earned by the student will be reported to the local 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. Due to the nature of the program, nine weeks and semester report cards will not reflect the progress of the student. Conferences and progress checks will be more appropriate to keeping students and parents informed. Some courses may warrant a pass/fail grade approach. Families will receive written notification of all courses completed at the end of each month. **Once a student has completed all credits required by the home school district, the student is done at the Academy.** A student may complete the coursework requirements for graduation any time during the semester. A student/family must communicate with the home school district regarding any policies regarding the graduation ceremony. This includes policies regarding walking in the graduation ceremony and dates of required coursework completion.

TEXTBOOK COURSE REQUIREMENTS

1. Each student will have a 3 ring binder, which will contain the student assignments, unit tests and finals.
2. All work **MUST** be dated.
3. Assignments will be turned into teachers for initialing when a unit is complete. Answers will then be given to the students for self-correcting.
4. When a student is ready to take a unit test, the assignments will be turned in and placed in the 3 ring binder.
5. A student **MUST** pass a unit test with a 70% or higher score. The average of the unit tests will represent 40% of the course grade. Unit tests may be taken twice and the scores will be averaged for a unit score. Test averages must be at least 70% to be allowed to take the final for a unit. Tests will be placed in the student's 3 ring binder.
6. Once the units are completed, a student will indicate when he/she is ready to take the final. If failed, the student may 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. Finals will be placed in the 3 ring binder.
7. No textbooks or workbooks may be removed from the classroom unless special permission is given by the teacher. Permission will only be given under certain conditions such as prolonged illness, etc.

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 after school hours.
3. There will be no retakes on submissions. Students must participate by reading the text, watching/listening to lectures, taking notes and studying before taking the submissions in order to pass the class.
4. Handwritten notes may be used for the midterm and final exams.
5. A cumulative average of 70% is required in order to earn credit for an on-line course. If 70% is not achieved, students will be placed in a textbook course.

COMPUTER USE

1. Keep monitors turned so the teachers can see them at all times.
2. Computers are for academic use **ONLY**.
3. **NO** food or drinks are allowed around the computers.
4. Any violation such as checking email, listening to music, or use of social media, etc. 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.

PROBATIONARY STATUS

Each month attendance data and academic progress data are collected. Discipline concerns may also be taken into consideration for probationary status. Any student whose attendance falls below 80% for the month or does not make adequate academic progress or displays discipline problems may be notified, in writing, that she/he is being placed on probation. Once placed on probation, the student must maintain at least 80% attendance for the remainder of the school year and must make adequate academic progress and must continue appropriate behavior. If a student fails to do so for a second month, the student will continue probation status as Probation 2/Last Chance Status. Upon a third occurrence, the student will be dismissed from the ROYALS Academy and will be referred to the home district.

1st probation = a warning

2nd probation = last chance (This may include a weekly check of attendance and course progress)

STUDENT GUIDELINES

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

BEHAVIOR EXPECTATIONS

Students are not to engage in any behavior which disturbs or disrupts the learning of any other student, indicates academic dishonesty or defaces any property. Students who do uphold the behavior expectations of ROYALS will be subject to disciplinary action and may be terminated from the program.

The disciplinary actions that may be used by Academy staff members are verbal warnings, conferences with students and/or parents, "time-out" for part of a session, suspension from school, and permanent removal from the Academy. Each behavioral consequence will be selected on a case-by-case basis. There are several offenses that may require severe disciplinary action to be taken on the first occurrence. Such offenses may include the following:

1. Possessing or attending school under the influence of alcohol or a controlled substance
2. Using or selling alcohol or a controlled substance on school or college properties
3. Having or possessing a dangerous weapon on school or college properties
4. Committing acts of vandalism to school or college property
5. Using rude, vulgar, or abusive language (trash talking)
6. Engaging in the harassment of other students based on race, religion, disability, and/or gender
7. Harassment or "bullying" any student or staff member
8. Showing insubordination to school personnel
9. Demonstrating any other behavior which endangers the life, safety, and/or property of students or personnel of the Academy
10. Smoking, using e-cigarettes or tobacco products or leaving assigned areas of campus without teacher permission during the school day (10:00 a.m. – 3:45 p.m.)

PERSONAL APPEARANCE

Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate. Dress and/or grooming which is not in accord with reasonable standards of health, safety, modesty and decency will be considered inappropriate.

Dress Code

1. Apparel depicting alcohol, drugs, tobacco, sexual connotations, obscenities, violence, ethnic or racial slurs, and/or superiority is prohibited.
2. 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 slippers. No pajamas.
5. No hats, bandanas, or caps of any kind are to be worn in the classroom.

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 student arriving at school not in compliance with the dress code may be refused admittance. Any inappropriate individual form of expression that inhibits the learning process will not be tolerated.

TOTAL NON-COMPLIANCE OF THE DRESS CODE WILL RESULT IN DISCIPLINARY ACTION.

In addition, students must wear clean clothing and keep their person (body and hair) clean. Students who are not appropriate will be asked to change to appropriate clothing or to leave the school premises. **The teacher has the final authority in determining proper student appearance.**

REMEMBER

CLASS WORK LEADS TO THE ULTIMATE GOAL - GRADUATION!