“LIVING THE WILDCAT BEST IS THE KEY TO OUR SUCCESS”
Please refer to the following district websites for policies not included herein:

- **School Registration:**
  - [https://www.palmbeachschools.org/students/studentreginfo/](https://www.palmbeachschools.org/students/studentreginfo/)

- **Student Progression Plan:**
  - [https://www.palmbeachschools.org/studentprogression/](https://www.palmbeachschools.org/studentprogression/)

- **Code of Conduct:**
  - [https://www.palmbeachschools.org/students/studenthandbooks/](https://www.palmbeachschools.org/students/studenthandbooks/)

- **Complete Version of Student and Family Handbook:**
  - [https://www.palmbeachschools.org/students/studenthandbooks/](https://www.palmbeachschools.org/students/studenthandbooks/)
ROYAL PALM BEACH HIGH SCHOOL

VISION
Royal Palm Beach Community High School is dedicated to meeting the holistic needs of students. This will be achieved by ensuring:

- A safe, respectful, culturally conscious environment.
- Rigorous academics with personalized learning.
- A variety of extracurricular activities.

This will all be accomplished while building parent and community involvement and maintaining open communication among all stakeholders.

Students will graduate with pride and confidence, prepared to succeed in their post-secondary endeavors and become inquiring, lifelong learners and productive, global citizens.

MISSION
“Living the Wildcat Best is the key to our success.”

MASCOT
Wildcat

SCHOOL COLORS
Teal, Black, and Silver

ALMA MATER
The vision became reality at Royal Palm Beach High
The Silver, Black, and Teal entwined beneath the western skies
Every heart beats with a fervor
Proves the worth of royal birth
The memories we hold dear
We pledge our honor first
Our strong bonds can ne’er be broken
Though years may pass us by
Our faith, pride, and loyalty to you
Oh, Royal Palm Beach High!
Royal Palm Beach Community High School
“Home of the Wildcats”

ADMINISTRATION

Principal
Mr. Jesús Armas

Assistant Principals (753-4008)
Mrs. Crystal Amado Kucharski- Principal’s Designee
Ms. Lisa Jones- Curriculum
Mr. Neil Hagans- Student Services
Mr. Adrian Seepersaud- Student Services
Mrs. Alexandra Vetter- Community School Director

Telephone Numbers
Main Office................................................................. 753-4000
Anonymous Reporting Hotline (Bullying)......................... 792-8673
Attendance................................................................. 753-4089
Guidance Office......................................................... 753-4020
    Ms. Pluta (A-Dh).................................................... 753-4028
    Ms. Rosado (Di-Je).................................................. 792-8604
    Ms. Lanier (Ji-Mc)................................................... 792-8605
    Mr. Harmon (Me-R)................................................. 792-8679
    Ms. Kushel (S-Z)..................................................... 753-4009
    Ms. Murphy (Ese).................................................... 753-4032
    Mr. Ortolaza (ESOL)................................................ 753-4033
Athletic Office- Mr. Patterson....................................... 753-4053
Choice Academies- Mrs. Houck .................................... 792-8659
IB Coordinator- Mrs. Cotton ......................................... 753-4014
Clinic................................................................. 753-4010
Adult Education / Community School.............................. 753-4070
ESE Office- Ms. Alba.................................................. 753-4074
ESOL Office- Ms. Paramore.......................................... 333-4344
Media Center- Mrs. Von Wernie.................................... 753-4060
Media Center Circulation Desk.................................... 753-4018
School Police- Officer Lyles......................................... 753-4017
School Police- Officer Wilkerson.................................... 792-8637
ATHLETICS

Athletic Director  Eric Patterson  eric.patterson@palmbeachschools.org

Head Coaches
1. Head Baseball  Thomas Coates Jr  Thomas.coatesjr@palmbeachschools.org
2. JV Baseball  Jim Reynolds  james.reynolds@palmbeachschools.org
3. Head Boys Basketball  Dion Griffin  Dion Griffin@palmbeachschools.org
4. JV Boys Basketball  Charles Boothe  Charles.boothe@palmbeachschools.org
5. Head Girls Basketball  Jim Reynolds  james.reynolds@palmbeachschools.org
6. JV Girls Basketball  Amy Collaran  amy.collideran@palmbeachschools.org
7. Cheerleading  Jessica Sleek  jsleek@hotmail.com
8. JV Cheerleading  Tyresha Copper  tyresha.copper@palmbeachschools.org
9. Cross Country (Boys & Girls)  Aaron Wallace  aaron.wallace@palmbeachschools.org
10. Flag Football  Steve Gullo  steve.gullo@palmbeachschools.org
11. Head Football  Willie Bueno  guillermo.bueno@palmbeachschools.org
12. JV Football  Steve Gullo  steve.gullo@palmbeachschools.org
13. Golf (Girls)  Gary Harmon  gary.harmon@palmbeachschools.org
14. Golf (Boys)  Dan Moody  daniel.moody@palmbeachschools.org
15. JV Soccer Girls  Ramos, Alyssa  alyssa.ramos@palmbeachschools.org
16. Tennis (Boys)  Gary Fradkin  gary.fradkin@palmbeachschools.org
17. Head Track (Boys and Girls)  Aaron Wallace  aaron.wallace@palmbeachschools.org
18. Head Volleyball Boys  Tori Ciano  salvatore.ciano2@palmbeachschools.org
19. Head Volleyball Girls  Morgan Hill  morgan.hill@palmbeachschools.org
20. Weightlifting (Girls)  Morgan Hill  morgan.hill@palmbeachschools.org
21. Weightlifting (Boys)  TBD
22. Wrestling  Dan Moody  daniel.moody@palmbeachschools.org
See Something – Say Something

If you are unable to report a concern to an Assistant Principal or trusted adult, please utilize the RPBHS App found in the App Store and Play Store.
To make an anonymous report of bullying, cyber-bullying, or harassment, to an adult on campus please contact the Royal Palm Beach High School Bullying Hotline at (561) 792-8673.

HOURS

<table>
<thead>
<tr>
<th>School Hours</th>
<th>Main Office Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>Monday – Friday</td>
</tr>
<tr>
<td>7:30 a.m. – 2:48 p.m.</td>
<td>7:00 a.m. – 3:30 p.m.</td>
</tr>
</tbody>
</table>

Bell Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2</td>
<td>7:30 AM</td>
<td>9:12 AM</td>
</tr>
<tr>
<td>3/4</td>
<td>9:18 AM</td>
<td>11:00 AM</td>
</tr>
<tr>
<td>5</td>
<td>11:06 AM</td>
<td>1:00 PM</td>
</tr>
</tbody>
</table>

Lunch A: Building 1 & Portables

<table>
<thead>
<tr>
<th>Lunch A</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>11:00 AM</td>
<td>11:33 AM</td>
</tr>
<tr>
<td>Class</td>
<td>11:38 AM</td>
<td>1:00 PM</td>
</tr>
</tbody>
</table>

Lunch B: Building 4

<table>
<thead>
<tr>
<th>Lunch B</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>11:06 AM</td>
<td>11:46 AM</td>
</tr>
<tr>
<td>Class</td>
<td>12:24 PM</td>
<td>1:00 PM</td>
</tr>
</tbody>
</table>

Lunch C: Buildings 2 & 3

<table>
<thead>
<tr>
<th>Lunch C</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>12:27 PM</td>
<td>1:00 PM</td>
</tr>
</tbody>
</table>

Announcements (10min) / AVID Time (15min)

Embedded in 5th Period Class

<table>
<thead>
<tr>
<th>6/7</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:06 PM</td>
<td></td>
<td>2:48 PM</td>
</tr>
</tbody>
</table>
ARRIVAL /DISMISSAL PROCEDURES

Student are allowed to enter the courtyard area at 7:00 am each school day. Students must enter the campus using one of the 3 entrances to the school. The 3 entrances to the school are:

1. **The West Entrance near the Bus Loop**: Students must have their IDs visible at all times. Students will be momentarily pulled aside where they will leave collateral such as a backpack and escorted to Student Services to receive a temporary ID.

2. **Building 4 double doors near the Band Room**: Fast Pass entrance for exceptional students with zero dress code and ID issues.

3. **The Gym Entrance near the Main Office**: Students must have their IDs visible at all times. Students will be momentarily pulled aside where they will leave collateral such as a backpack and escorted to Student Services to receive a temporary ID.

**Tardy Policy**
The first bell of the day rings at 7:23. Students have 7 minutes to get to class. Students who are late must have a TARDY PASS. Tardy passes may be attained by going to any one of the numerous Tardy Kiosks located throughout the school.

Students who arrive on campus after 7:30 must get a tardy pass at the Main Office/ Student Services.

### Tardy Progression Plan
- **Tardy 1 - 7**: Warning and Parent Contact
- **Tardy 8, 9**: Administrative Detention 3:00pm – 5:30pm, Parent Contact
- **Tardy 10, 11, 12**: Administrative Detention 3:00pm – 5:30pm Loss of extracurricular and co-curricular privileges and Parent Contact
- **Tardy 13+**: Pass Restriction, Administrative Detentions 3:00pm – 5:30pm / Conference with Administration and Parent Contact

**Early Release Procedures**

**Early Release with Parent Pickup**
Only individuals authorized on a student’s contact information screen, with proper identification, may request a student for early release. Students are to remain in class until called to the main office.

**Early Release for Student Drivers**
Students who drive and will be leaving school prior to dismissal are to submit a note to the main office prior to first period. The note must include the following:

- Student Name & ID Number.
- Reason for early release.
- Contact information for parent/guardian authorized to request early release.

Students 18+ years of age MAY NOT sign themselves out of school. If the parents cannot be contacted, the student will be notified and he/she must remain on campus/in class.

**Exam Days and Holidays**
On an exam day, or the day prior to a school holiday, parents/guardians must request early release of their son/daughter in person – phone calls will not be accepted.

**Early Release Programs for Students**
The OJT, Dual Enrollment, and Senior Privilege programs allow students to leave campus prior to the end of the school day. Students enrolled in these courses are to abide by the following requirements:
1. The student must leave campus immediately upon completion of his/her course work. Students may not remain on campus. Students cannot remain on campus until dismissal to ride a bus. Early release programs will be removed from schedule and student will be assigned a class if student cannot leave campus immediately.

2. Once a student leaves, he/she may not come back during school hours or for bus transportation.

3. Students participating in extracurricular activities may return to campus for scheduled activities.

4. On exam or alternative-schedule days, students are expected to attend their classes.

5. Student’s SY17-18 school ID must indicate the early release program in which they are enrolled.

Failure to follow these procedures could result in absences being classified as unexcused as well as other disciplinary action.

**CAFETERIA**

All students, during their scheduled lunch period, must proceed directly to the cafeteria/courtyard. Students out of their assigned area will be disciplined accordingly. Students are to remain in the cafeteria or courtyard until the end of their assigned lunch period. Each student is responsible for taking their trash to the trashcans.

Student IDs must be scanned at the register prior to purchasing a meal. Students/parents/guardians may add funds to their cafeteria account by cash, check, or online at [palmbeach.schoolcashonline.com](http://palmbeach.schoolcashonline.com).

**DRESS CODE**

Students will follow the district dress code policy found in the Student and Family Handbook. However, students must also adhere to the following school specific policies

1. **Special Group Affiliated Colors or Flags**

   Students should not wear specific colors or carry specific flags associated with non-school related groups. This policy is in place to maintain a safe learning environment throughout the campus. Students who not adhere to this policy will be asked to remove the colors or flags. Repetitive non-compliance will result in the items being confiscated and parents/guardians contacted.

2. **Hats/Headwear**

   Students are not allowed to wear hats at any time throughout the day. Hoodies and skull caps are only allowed during cold weather.

**EMERGENCY DRILLS**

Emergency code drills will be conducted throughout the school year. Students must follow their teacher to the designated area. Once the drill has ended students should promptly return to their class. Any students going to the restroom or lingering in the halls will be considered to be out of their assigned area.

**Fire Drills**

Fire drill evacuation routes are posted in classrooms. The signal to evacuate will be an intermittent bell ringing or an announcement over the PA system. All students are required to evacuate quietly and as quickly as possible to the designated area. During Fire drills students must be 100 feet away from any school building.

Teachers will check rolls at their designated area. Students and teachers are to return to classrooms and buildings when the all clear signal is given. In the event of evacuation for other emergencies, the same procedure as for fire drills will be used.
Setting off, damaging, defacing, or in any way disturbing fire alarms or fire-fighting equipment, except during emergencies, will result in the maximum allowable out of school suspension and legal action.

**Tornado Drill**
A tornado safety plan is in place for Royal Palm Beach Community High School, and in case of a tornado, students will report to designated safe rooms or areas. Tornado drills will be held to prepare students for an emergency and to familiarize them with their designated safe area.

**GUIDANCE SERVICES**
Guidance Services include:
- Guiding students and parents through the registration process.
- Counseling individuals and student groups.
- Assisting in the planning and scheduling of educational programs.
- Coordinating of parent conferences.
- Making referrals to outside agencies for assistance when appropriate.
- Assisting students with personal social, physical, and emotional concerns.
- Informing students about post-high school educational techniques and opportunities.

The guidance department processes all transcript requests. Requests should be made on the appropriate transcript request form.

The transcript fees are as follows:
- One transcript request at graduation - free.
- Scholarship transcript - free.
- All other transcripts - $3.00.
- Parchment transcript - 5:00.

For an appointment with your guidance counselor:
- Students are able to come to Guidance Services to see their counselor any day during their lunch time.
- Students should not ‘drop in’ to see their counselor during classes.

**Schedule Changes**
The only valid reasons for a schedule change are:
- Missing a graduation requirement.
- Student lacks a prerequisite.
- Teacher recommended level change (honors, regular).
- Student previously passed course.
- Documented medical reasons.

**HALL PASSES**
Students who are found out of class during class time must have an official hall pass, which designates the issuing teacher, building, date, and time. Hall Passes are invalid if the student is found in a different area or the time has exceeded the normal amount of time required for the task. Students with hall passes that exceed 10 minutes may be subject to disciplinary action. Students without a pass are subject to disciplinary consequences. Teachers will limit the number of hall passes issued to each student per nine weeks and use one hall pass per student. Hall passes will not be given during the first or last fifteen minutes of class (15/15 Rule).

**Elevators**
The use of school elevators is strictly limited to faculty, staff, and students with restricted mobility. Any use of the elevators by unauthorized students will be grounds for disciplinary action. Any student using the elevator MUST carry a SPECIFIC ELEVATOR PASS. Students can receive an elevator pass from the Clinic.
LOCKS AND LOCKERS
Each student will receive a locker at no cost. School locks must be used; all other locks will be removed. Royal Palm Beach High School is not responsible for items stolen from lockers. Students are prohibited from ‘sharing’ lockers or combinations with other students.

All student lockers are subject to search without warning pursuant to Florida Statute 2321.250. Book bags are subject to search without warning with reasonable suspicion.

Physical Education lockers are available for rental for $5.00 per semester or $10.00 per year. Royal Palm Beach High School is not responsible for items stored in Physical Education lockers. Students are prohibited from ‘sharing’ Physical Education lockers or combinations with other students.

MEDIA CENTER
The Media center will be open from 7:00 am to 3:30pm.

**Media Center: Fines**
Students will be assessed the full cost of books not returned in a timely manner and placed on the obligation list until payment is received. If the book is returned the fine will be deleted immediately. If the book is returned subsequent to payment, a full refund will be provided to the student.

The Media Specialist has the right to assess damaged library materials and determine fines based on damage up to the cost of replacement.

**Media Center: Circulation of Books and Materials**
- Books may be checked out for two weeks, but may be renewed until another request for the book is made.
- Students may not check out books for other students.
- Students may not check out audiovisual materials or equipment.
- Students must have a Royal Palm Beach Community High School picture ID in order to check out books and materials.

**Media Center: Services**
Printing of documents from School District computers is available to Royal Palm Beach High School students at no cost.

**Media Center: Technology Services**
Student access to district technology resources anywhere on school campus is authorized exclusively for academic purposes. Such resources include email, Internet access, electronic records and databases, and computer software and hardware.

Students shall not use any such resource for private business, personal use or gain, non-curricular-related computer gaming, and/or non-curricular related Internet browsing. The district has established guidelines, which detail the accepted standards of behavior for students while using district technology. Violation of these guidelines may result in disciplinary action.
PARENT–TEACHER CONFERENCES
Call Guidance at (561) 753-4020 to make an appointment.

Parent-Teacher conferences are held weekly on Thursdays at 3:00 p.m. in the Media Center. Available staff will attend conferences.

STUDENT ID CARDS
A current student identification card must be worn by all students attending Royal Palm Beach High School. Since the safety of our students, faculty, and staff is paramount, students must surrender their ID to any school personnel upon request.

Replacement student ID cards will be issued at a cost of $3.00 from Student Services. Student ID cards will be checked daily upon entering school; students not in possession of a current student ID card will be subject to disciplinary action.

TEACHER DETentions
A teacher may assign before or after school detentions for behavioral problems. Students and parents will be given at least 24-hour’s notice. The teacher will determine the time frame for the detention. Failure to serve will result in a discipline referral.

TRANSPORTATION

Student Parking
Students desiring permission to park automobiles on campus must obtain a parking permit. A new permit must be purchased each year for $50.00 in Student Services.

- Parking at Royal Palm Beach Community High School is a privilege, not a right. Failure to display acceptable conduct and academic progress may result in the revocation of parking privileges.
- The parking permit must be hung from the rear-view mirror of the vehicle registered with the school.
- There will be no reduction in the price of parking permits during the course of the school year.
- If students drive their parent/guardian’s vehicle to school on a temporary basis, the parking permit may be temporarily moved to the new vehicle. If a new vehicle will be driven to school daily, the new vehicle must be registered in the main office.
- The use of motor vehicles on campus is restricted to coming to school at the beginning of the school day and leaving campus at the end of the student’s day. Students are not permitted to be in or near their vehicle during the school day.
- Students must park in their assigned student parking lot. When parking on campus you must utilize the student parking lots located near the West Entrance adjacent to the Bus Loop Or by the Football field near the Gym. If you park elsewhere without the correct parking decal your vehicle will be towed.
- Cars parked in unauthorized areas will be towed at the owner’s expense, the parking permit revoked, and the student is subject to disciplinary action. When your car is towed call Panther Towing at 561-422-9910 to retrieve it.
- Unauthorized cars will be towed at the owner’s expense. To retrieve your vehicle, call Panther Towing at 561-422-9910.
- Careless, reckless driving, violation of any parking regulation, leaving campus without permission, or transporting a student who does not have permission to be transported will result in a confiscation of parking decal and possible disciplinary action.
- Money will not be refunded if one’s parking privilege is revoked.
By entering school parking areas, the person in control of any vehicle consents to the search of the vehicle, which may include passenger compartment, engine compartment, trunk and all containers, locked or unlocked, in or on the vehicle.

Bike Racks
There is a bike rack for your use at the East Entrance (Main Entrance) by the flag pole to lock and secure your bike. No riding bikes on campus. Additionally, students cannot ride skateboards on campus.

BUS TRANSPORTATION INFORMATION
http://www.palmbeachschools.org/transportation
Transportation Hotline: (561) 242-6565

VALUABLES ON CAMPUS
Students should not bring valuables on campus. If they do so, it is at their own risk. The school will not be held responsible for any lost or stolen valuable items.

Electronic Devices
- Permitted at the direction of your teacher for educational purposes during class time.
- Permitted during non-instructional times (lunch, between classes).
- NO Large headphones of any sort are permitted (i.e. Beats).
- Students may wear ear buds BUT only in ONE ear.
- NO portable speakers permitted on campus. Such speakers will be confiscated and a parent/guardian must pick up during school hours.
- Do Not leave your electronic devices unattended at any time, which includes charging your phone anywhere on campus.
- Students listening to music may use “ear bud” style headphones in ONE EAR ONLY. Students may not wear “ear buds” in both ears unless directed to do so by their teacher in an educational setting.
- “Over the Ear” style headphones (i.e. Beats) are prohibited on the RPBHS campus.

Students who choose to bring a cellular phone or other wireless communication device to school do so at their own risk and shall be responsible for the security of their cellular phone or other wireless communication device. Furthermore, students use and charge their electronic devices at their own risk, regardless of permissions granted or not granted by the faculty. Neither school personnel nor Board will assume responsibility or liability for loss, theft, damage or vandalism to a cellular phone or wireless communication device brought onto school property, or for the unauthorized use of any such device.

VISITORS ON CAMPUS
All visitors must come through the main office and check in with the office staff. They must have a valid form of identification. Student or teacher visitation is strictly limited and must be approved by administration prior to the visit.

Deliveries and Messages for Students
To avoid disturbances to classrooms, office staff will not accept messages or deliveries for students. Flowers, balloons, and other gifts should be delivered to the student’s home. In the case of an emergency, office staff will make every effort to assist parents in the delivery of emergency messages or items. Please request assistance only in true emergencies, when no other alternative is available.

Additionally, office staff will not accept food deliveries (pizza, fast food, etc.) for students.