



ROYAL OAK SCHOOLS

A COMMUNITY OF EXCELLENCE

2023-2024

School Information  
and Student Handbook

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# WELCOME TO ROYAL OAK SCHOOLS

Dear Royal Oak Families:

Welcome to the 2023-24 school year.

Within this handbook, you will find important information, including policies and procedures that guide the work in our schools. Please take the time to read it carefully. Should you have any questions, please contact your school or program administrator.

On behalf of our entire team, we look forward to partnering with you and our community to support student success and growth.

Sincerely,



Mary Beth Fitzpatrick  
Superintendent of Schools

***This handbook is also posted on the district website at  
<http://www.royalookschools.org>***

## ROYAL OAK SCHOOLS BOARD OF EDUCATION

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# LETTER FROM THE PRINCIPAL

Dear Royal Oak High School Community,

Welcome to the 2023-2024 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that to be successful in school, our children need support from both home and school. We know a strong partnership with you will make a significant difference in your child's education. This handbook contains important information about ROHS and the upcoming school year, and I encourage you to review its contents as a family. This and additional information will be posted on the ROHS website throughout the year.

Throughout this school year, I will send weekly ROHS Updates that are distributed to your email address in our MISTAR ParentPortal. To receive these updates, please ensure your email address is accurate. If you do not receive these emails, please contact my office and we will work with the Technology Department to correct the problem.

ROHS is a learning community that welcomes all students, challenges our learners at high levels and provides the support necessary to ensure every child can be successful. I look forward to an awesome school year!

Go Ravens!



Sharida Lewis  
Principal



# REGISTRATION INFORMATION

Our Annual Registration forms will be available starting August 2, 2023. To access Annual Registration, follow the steps below:

- Login to the district homepage at [www.royaloakschools.org](http://www.royaloakschools.org)
- Find the Annual Registration information page under the Parents/Guardians tab
- Login to the [MiStar Parent Portal](#)
- Select your child's school
- Select Annual Registration

On August 18, student class information will be able to be viewed online through the [Parent Portal](#). This will include teacher information. All components of the online registration must be completed to gain access.

It will be necessary for students in all grades to register at Royal Oak High School according to the listed schedule before the start of school. **You must come on your assigned day.** Should you need to make alternate arrangements, please contact the high school office. Registration will consist of receiving the student copy of the class schedule along with required books and materials. **Students will NOT be allowed to register until all forms and paperwork have been completed online and/or signed, as well as any outstanding textbooks returned.** Those students who are unable to register with their class may complete the registration process during the make-up session on Monday, August 29. Any students who are unable to attend their scheduled registration date or the make-up date should report to the Bookstore on the first day of school to pick up their schedules.

## **REGISTRATION SCHEDULES**

**Thursday, August 17**                      *12<sup>th</sup> Grade*      9:00 a.m. – 11:00 a.m.

**Friday, August 18**                      *9<sup>th</sup> Grade\**      8:30 a.m. – 11:00 a.m.

\*And new students. 9<sup>th</sup> grade and new student registration/orientation will begin at 9:00 a.m. with light breakfast available from 8:30 - 9:00.

**Friday, August 18**                      *10<sup>th</sup> & 11<sup>th</sup> Grade 12:00 pm - 2:00 pm\**

*\*Students are invited to stop by during this time and pick up their schedule*

**Monday, August 21**                      Make-up day for schedule pick-up (*all grades*) 8:00 a.m. - 10:00 am

## **OPENING DAY OF SCHOOL**

On the first day of school, all students must follow their schedule even if they anticipate a schedule change. Students may request schedule changes *after* school on a first-come, first-served basis. Beginning on the first day, students *without* a full schedule or students with an error in their schedule can make an appointment with a counselor during school hours. All registered students are expected to report to their homeroom (Advisory) at 7:55 a.m. on Monday, August 28 for a full day of school. Locker assignments will be indicated on each student's class schedule.

# Registration Checklist

- Please complete all required district online forms before you arrive for registration. Please contact the main office if you need assistance.
  
- Seniors, please complete and return the Diploma Card (mailed separately to seniors only).
  
- Seniors, please complete and return the Transcript Release Form (mailed separately to seniors only).
  
- If you plan to drive to school, registration will take place during lunches the first two weeks of school.
  
- Please complete PTSA Membership form (optional) with a check made out to Royal Oak High School PTSA. You may also join/pay via MemberHub ( [PTA Application](#) ).

# SCHOOL INFORMATION

## ACADEMIC INFORMATION

Students must be enrolled in six classes. Students are graded for both achievement and citizenship. Citizenship grades are a reflection of the student's attitude, work habits, ability, and achievement. The student who wants to learn and works hard at learning will achieve success. In addition to classroom teaching, there are support services to help students accomplish their academic goals. These include student and staff tutoring, the Learning Commons, Counseling Services, and Special Education (for those who qualify).

### Grading Policy

GPA is based on *semester* grades and is calculated using the following scale:

Letter Grade	GP A
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
E	0

Advanced Placement (AP) and Diploma Programme (DP) classes receive 1.0 GPA honor points for any passing grade of D or above.

### ***12-Point Grading Scale:***

The Royal Oak High School grading committee determined a 12-point scale will be beneficial in calculating overall student progress. It provides significance for every level of grade (e.g., B+, B, B-).

Letter Grade	Percentage	4.0 scale	12-pt scale
A+	100.0	4.0	12
A	93.0–99.9	4.0	11
A-	90.0–92.9	3.7	10
B+	87.0–89.9	3.3	9
B	83.0–86.9	3.0	8

B-	80.0–82.9	2.7	7
C+	77.0–79.9	2.3	6
C	73.0–76.9	2.0	5
C-	70.0–72.9	1.7	4
D+	67.0–69.9	1.3	3
D	63.0–66.9	1.0	2
D-	60.0–62.9	0.7	1
E	0–59.9	0.0	0

The 12-point scale is used in calculating final grades:

#### Traditional Calculation

#### 12-Point Scale Calculation

Hour	MP 1 %	MP 2 %	Exam %	MiStar %	MiStar Grade	Final Score		1st MP 12 pt.	2nd MP 12 pt.	Exam 12 pt.	Sem 12 pt	12 pt Grade	Final Score
1	85	94	95	90.6	A-	3.7		8.00	11.00	11.00	9.80	A-	3.67
2	85	85	60	80	B-	2.7		8.00	8.00	1.00	6.60	B-	2.67
3	75	72	65	71.8	C-	1.7		5.00	4.00	2.00	4.00	C-	1.67
4	50	68	60	59.2	E	0.00		0.00	3.00	1.00	1.40	D-	.67
5	25	78	85	58.2	E	0.00		0.00	6.00	8.00	4.00	C-	1.67

Traditional GPA: 1.6

GPA w/ 12-pt scale: 2.1

### Citizenship Ratings

Citizenship ratings are entered on report cards. The numbers 1 – 5 are used. Ratings 1 – 3 are considered excellent to acceptable and give parents, counselors, and administrators an indication of how a student is performing in class. Ratings of 4 or 5, poor and very poor, give parents/guardians, counselors, and administrators an indication that there is trouble.

To earn a “1” (excellent) in citizenship the student:

- is respectful of staff, students and visitors
- encourages others to be respectful also
- is helpful to staff, students and visitors
- refrains from using put-downs or “killer statements” and discourages others from doing so
- is an organizing member in cooperative group work
- is consistently punctual
- consistently turns in work on time
- always brings supplies to class actively participates in-class activities
- and encourages others to participate also

To earn a “2” (good) in citizenship the student:



- is respectful of staff, students and visitors
- is a contributing member in cooperative group work and encourages others to contribute
- is infrequently tardy (fewer than three times a marking period)
- turns in work consistently on time
- always brings supplies to class
- participates in-class activities

To earn a “3” (acceptable) in citizenship the student:

- is respectful of staff, students and visitors
- refrains from using put-downs and “killer statements”
- is a contributing member in group work
- is rarely tardy (fewer than three times a marking period)
- is rarely late with work
- seldom forgets supplies
- usually participates in-class activities

To earn a “4” (poor) in citizenship the student:

- shows disrespect for staff, students, and visitors
- uses put-downs and “killer statements”
- does not contribute to cooperative group work, merely copies
- is frequently tardy
- consistently turns in work late or not at all
- skips class
- defaces property
- cheats, plagiarizes, or fails to do his/her own work
- seldom exhibits behaviors in #1, 2 and 3

To earn a “5” (very poor) in citizenship the student:

- shows disrespect for staff, students, and visitors and/or encourages this behavior in others
- is seldom on time
- seldom turns in work
- must be sent out of the room in order for class to function properly
- frequently exhibits behaviors from #4

### Academic Awards and Honors

High Honors: In 1999, the Board of Education approved new designations for students receiving High Honors upon graduation. This was communicated to all parents at that time. Designations of Valedictorian and Salutatorian were eliminated beginning with the class of 2003. This decision was made after lengthy research and discussion. With the current process, more students receive the recognition they deserve.

High Honors are as follows:

GPA	3.95+	Summa Cum Laude
GPA	3.85 – 3.94	Magna Cum Laude
GPA	3.75 – 3.84	Cum Laude
GPA	3.50 – 3.74	Graduate with Distinction

### *Honors Convocation*

Outstanding senior students are recognized for their achievements during the Senior Honors Convocation held annually in the spring. Each department gives awards to students who have maintained superior grades in their field of study. Honor graduates (so designated by their overall academic achievement), recipients of scholarships, and special awards are also honored at this program. Invitations are sent in the spring.

### *IB Middle Years Programme (MYP) and the Personal Project*

As part of the MYP, students in grade 10 engage in the Personal Project, an individual process-based and reflection-based project involving research skills, critical thinking, and problem-solving. Students receive a grade in the first semester of 10th grade for the Personal Project. Students earning a score of 5 or higher will receive an MYP certificate and an honor cord to wear at the graduation ceremony.

### *National Honor Society*

Royal Oak High School Chapter. Selection for membership in the National Honor Society is made by a Faculty Council composed of five Royal Oak High School staff members representing various segments of the curriculum and service components of Royal Oak High School. The NHS advisers serve in an advisory capacity, preparing applications, staff responses, and sponsor/coach assessments for the selection committee.

Criteria for membership selection:

Grade Level: Sophomore or Junior

Scholarship: 3.5 overall grade point average (weighted) at the end of the first semester

Service: Average to high participation in high-level performance classes and/or extra-curricular past or current high school activities, of which two must be at ROHS (or another high school if the student is new to ROHS). Participation and the level of that participation must be verified by the sponsor/coach of the designated group. Activities outside ROHS must be verified by a sponsor/coach and may include such activities as scouting and church youth groups. Outside activities may not be paid services. There must be documentation of a total of 9 semesters of service activities (at least 5 semesters must be from school activities and the remaining 4 semesters may come from outside activities).

Leadership: High-level participation in at least one ROHS activity. This level of participation must demonstrate leadership and be verified by a sponsor/coach.

Character: No 4's or 5's in citizenship during the freshman, sophomore, or junior years. Evidence of honesty, responsibility, and commitment to worthy purpose is also required.

## **ACCIDENTS**

Any student receiving an injury from any source while in school should report this injury to the appropriate teacher or the school office immediately. If the injury occurs outside the classroom, the student should report to the nearest staff member or the school office.

## **ATTENDANCE**

Attendance is the primary responsibility of parents/guardians and students. Education is the primary responsibility of schools. The educational process concerns itself with the development of critical thinking and the sharing of ideas. To succeed within an educational environment, a student must build and practice strong attendance habits. These habits will be beneficial to the student both presently and for the duration of his/her life. The school views regular attendance as crucial and

pledges to work with parents/guardians and students to foster punctual and regular attendance. Further, processes for checking in and out of school help us ensure student safety at all times.

### Reporting Absences

In the best interest of all parties involved, the school should be notified by the parent/guardian on each and every day a student is absent. The parent/guardian must call the **Attendance Office at 248-435-8500 (press 1)** by 1:30 p.m. each day of their child's absence. Voicemail is available for messages if no one is available to take your call.

If the parent/guardian is going to be unavailable, please notify the school in advance as to who will be responsible for calling in any absences for your child.

Use the phone to excuse a full-day or a morning absence. If necessary, the Attendance Office will accept a note the day the student returns. Absences not excused within 48 hours will remain unexcused.

### Pre-Arranged Absences

A planned absence extending over one or more school days requires a note to be submitted to the Attendance Office from a parent/guardian at least two days prior to the beginning of the absence. School days missed for personal vacation time outside of the regularly scheduled vacation times will be considered unexcused unless the Attendance Office has granted approval. Approved pre-arranged absences do count toward a student's overall absence total.

### Excused Absences/Unexcused Absences

Excused absences will be granted for personal or family illnesses/emergencies, pre-arranged medical/dental appointments that cannot be scheduled outside school hours, religious holidays, funerals, and legal appearances or legitimate business purposes. Absences for unauthorized reasons or unconfirmed by parent/guardian communication will be considered unexcused.

Parents/Guardians are advised that the prime responsibility for the integrity of communications with the school rests with the student and the home. *Any student who enters/leaves the school building without properly signing in/out will not receive excused absences and may be assigned disciplinary consequences.*

### Tardy to Class

Students are considered tardy if they arrive at class within five (5) minutes after the bell sounds. The accumulation of three (3) tardies will convert to detention. A morning or lunch detention will be assigned after the sixth (6) tardy. Nine (9) tardies will result in any of the following, at the administrator's discretion: multiple lunch detentions, loss of privileges, suspension. It is the student's responsibility to be aware of their attendance status in each of their classes. Late arrival to class after the first five (5) minutes is not a tardy but an unexcused absence.

### Automatic Attendance Dialer

The automated attendance dialer will call the student's home daily in the evening hours to notify the parent/guardian of any unexcused absences. It will be necessary for the parent/guardian to access MISTAR Parent Portal to determine the hour(s) the student was absent. If the student believes the absence is incorrect, it is their responsibility to obtain a Student Attendance Correction form from the Attendance Office to take to their teacher for verification.

## Leaving School Early

Students who have medical/dental appointments during the school day should bring a note to the Attendance Office to obtain a “Permit-to-Leave” form. Students who are ill during the day must come to the Attendance Office for a “Permit-to-Leave” form. It is the student’s responsibility to bring a parent note to the Attendance Office prior to the beginning of the school day or at lunch to obtain the “Permit-to-Leave” form. Students must obtain a pass from a teacher to use the Attendance Office phone to communicate with the parent/guardian for permission to leave. Students who do not follow this procedure will receive a disciplinary assignment.

## Entering School Late

Students entering school more than five (5) minutes late must report to the Attendance Office for a “Permit-to-Enter” form. Entering more than five minutes late is not tardy, but an unexcused absence. The Attendance Office must have a parent/guardian note or a record of a phone call from a parent/guardian to excuse the absence. The absence will remain unexcused pending communication with the student’s parent/guardian within 48 hours if the above procedure is not followed. Students who do not follow this procedure will face disciplinary consequences.

## Penalties for Unexcused Absences, Forgeries, and Unauthorized Calls

Truancy, unexcused absences, excessive tardiness, or failure to serve assigned detention may result in in-school suspension and/or a parent conference. Forgeries and unauthorized calls will result in suspension. A parent/guardian must excuse an unauthorized absence in person.

## **ATHLETICS PAY-TO-PARTICIPATE**

Royal Oak Schools has a pay-to-participate fee for athletics. Fees are as follows: ROHS - \$150 for the first sport, \$100 for the second sport, and free for the third sport. Reduced lunch prices are \$40, \$25 and free lunch is free. ROMS fees are \$100 first sport, \$50 second sport, third and fourth are free. Reduced is \$25, \$12 and free lunch is free. Family Cap is \$700.

## **BEFORE- & AFTER-SCHOOL HOURS**

### **Before-School Hours**

All doors to Royal Oak High School will remain locked until 7:00 a.m. on a daily basis. At 7:00, students may enter the building via the cafeteria door accessed by the drive off of Crooks between Lexington and Normandy. Students arriving before 7:30 must report to the **cafeteria** (any day) or the **Learning Commons** (except on Wednesdays). Other doors will open at 7:30 and relock at 7:55 a.m. First hour begins promptly at 7:55 a.m. and late-arriving students will need to sign in at the Attendance Office (Welcome Center). At 7:55 a.m., all doors will be locked, and the only accessible entrance is the main entrance off Lexington.

On **Late Start Wednesdays**, at 7:00, students may enter the building via the cafeteria door accessed by the drive off of Crooks between Lexington and Normandy. Students arriving between 7:00 and 8:30 should report to the **cafeteria**. Other doors will open at 8:30 and relock at 8:55 a.m. First hour begins promptly at 8:55 a.m. and late-arriving students will need to sign in at the Attendance Office (Welcome Center). At 8:55 a.m., all doors will be locked, and the only accessible entrance is the main entrance off Lexington.

### **After-School Hours**

***Please be advised that if your child is not involved in a regularly scheduled, supervised activity, they must exit the building by 3:15 p.m. (4:15 p.m. when the Learning Commons is open).*** The only students remaining in school after normal school hours should be under the direction of a coach, teacher, or administrator. Students may remain on campus

after school only for purposes of athletics, tutoring, clubs, music, drama, or other supervised activities. **If this presents a hardship, please schedule a conference with an administrator to work out any conflicts.** Please understand that our concern is focused on the safety of all of our students, as we cannot provide supervision for students not participating in a school activity.

## **BOOKSTORE**

Students are issued textbooks from the Bookstore for their use in classes. This is done during registration for the first semester and at the beginning of the second semester. At the end of each semester, students have the responsibility of returning their books to the Bookstore. The times for book return are always posted throughout the building and are announced on a regular basis.

In the event that a student loses a book, he or she may go to the Bookstore to have another book issued. This will be done after having a Lost Book Form signed by the student. No charges will be made at this time, but if the book remains lost after the end of the semester, the student will be responsible for paying for the book. Charges are also assessed for books not returned, for books returned late, for the misuse of books and other abuse. The Bookstore is open one half hour before the first bell and one half hour after the last bell each day.

## **CELL PHONES AND OTHER FORMS OF ELECTRONIC COMMUNICATION**

While students are allowed to possess and use electronic communications devices on school property, such devices shall only be used between classes, during lunch periods or by permission of the classroom teacher. Any device found to be used for any illegal purpose or used in a manner that violates the School Code of Conduct will be confiscated pending, where appropriate, parent(s)/guardian(s) conference. Where appropriate, police authorities may be contacted. Any device found to be used in a manner which violates this School Code of Conduct will be confiscated. Repeat violations will result in disciplinary consequences, including potential suspension from school. Such devices include, but are not limited to, cell phones, iPods, video devices, and cameras.

## **LAPTOPS AND TABLETS**

Royal Oak Schools provides the option of a district-issued Chromebook to be used by students at home and at school. The Chromebook is only returned when the student leaves Royal Oak Schools. As such, the expectation is that students have their charged devices with them each school day. Students may use their district-issued Chromebook, or they may bring their own computer. Student Code of Conduct and Acceptable Use Policy apply.

## **CREDITS**

### **Extended School Credits**

In addition to the basic school curriculum, criteria may be established and approved by the high school Principal and the Instruction Office that would permit up to 1/2 unit of extended credit toward graduation per year for the following:

Category 1:

- a. Work experience
- b. Community service

Category 2:

- a. Extended travel, foreign study projects and other areas of independent study
- b. Performing Arts

THE FOLLOWING GUIDELINES AND PROCEDURES HAVE BEEN ESTABLISHED TO IMPLEMENT THE EXTENDED CREDIT PROGRAMS:

- All requests for granting of extended credit must be made to the Principal or his designated representative prior to the inception of a project.
- All extended credit projects must be submitted according to the guidelines established, be reviewed and accepted on the building level and be completed as agreed to in an “Extended Credit Contract” drawn between the school and the student.
- Applications of this policy which become clearly identified as distant subtypes falling into one of the six categories listed shall be clearly identified and specific guidelines shall be written and approved for each.
- The school shall assume no responsibility for extended projects other than the granting of 1/2 Carnegie unit of credit for projects completed as agreed to in Extended Credit Contracts. No grades will be granted.
- Units of credit earned through the extended credit areas may apply toward graduation but may not be substituted for courses listed as diploma policy requirements.

### Transfer of Student Credits

The minimum requirements for a Royal Oak High School diploma are cited in [Board Policy 5460](#). A student who transfers into Royal Oak High School from outside of the public high school of Royal Oak Schools shall have accumulated credits assessed.

All courses, except sectarian religious instruction courses, will be given their equivalent value in Royal Oak Schools. Both grades and credit shall be recorded on official school records in Carnegie units of credit. Credits from nonpublic schools will receive credit, but no grade ([Board Policy 5463](#)).

A transfer student who enters from another school system with one year of ninth-grade credit from another school system’s high school or junior high must complete three years of additional high school within Royal Oak High School with a minimum of 18 additional Royal Oak Schools units or equivalent, including a maximum of one (1) unit of physical education, including 0.5 Physical Education and 0.5 Health (unless otherwise satisfied), and any other requirements as outlined in the Diploma Policy.

A transfer student who enters from another school with credit through the tenth grade, having completed one year in a three-year high school or two years in a four-year high school must further complete 12 additional Royal Oak Schools units or the equivalent of high school credit and satisfy the requirements of the Diploma Policy in the remaining grades.

A student transferring from another school system having completed two years in a three-year high school or three years in a four-year high school (eleventh grade) must complete five (5) additional Royal Oak Schools units or the equivalent of high school credit and satisfy the requirements of the Diploma Policy in order to graduate.

It is expected that students entering Royal Oak High School in their senior year shall observe the Minimum Student Load outlined in [Board Policy 5200](#).

### Credit Earned Outside of Royal Oak Schools Day School Program

Credits earned outside of Royal Oak Schools may be applied to satisfy graduation requirements provided special prior approval from the high school principal has been granted. Credits earned in an approved summer program shall be considered as part of the preceding school year’s work.

## **CURRICULUM NIGHT & PARENT/TEACHER CONFERENCES**

Curriculum Night will take place on **Thursday, September 14, 2023**.

Fall Parent-Teacher Conferences will take place on **October 19, 2023**, from 1:00pm to 3:00pm and from 4:00 to 7:00 p.m. Spring Conferences will take place on **March 7, 2024**, from 1:00pm to 3:00pm and from 4:00 to 7:00 p.m.

## **DIPLOMA POLICY**

Royal Oak High School offers a comprehensive curriculum for grades 9 -12 in the areas of general education, college preparation, career technical education (CTE), special education and post-secondary preparation. Four-year programs, as well as related electives, are available, including:

English	Business/Marketing
Mathematics	Medical Skills
Science	Trade/Technical
Humanities	Visual and Performing Arts
World Language	

Students are strongly encouraged to take advantage of the breadth and depth available by selecting courses with the advice of their parents/guardians and the professional staff. This will challenge their abilities and prepare them appropriately for their post-secondary high school plans. Students may earn 24 credits over the four-year course of study.

Alternate programs are available for certified students with disabilities. The Individualized Educational Planning Team makes the decision as to the most appropriate program for each student.

All graduates of Royal Oak High School shall receive a common diploma. In the spring of 1995, the Board of Education, upon the recommendation of the high school principals, approved increasing the number of credits required for graduation to 22. This policy and the procedures that support its implementation are designed to bring both depth and range of experience particular to each student's self-determined educational goals. The intention that a student establishes a program appropriate to his or her needs, with appropriate guidance, shall be inherent in this policy. The professional staff, with the approval of the Superintendent, shall determine credit requirements and required courses of study common to all graduates of Royal Oak High School. Such requirements shall appear in administration-approved procedural guidelines. Students have the option of requesting a Certificate of Attendance following their enrollment of eight semesters without earning the required units of credit for a diploma.

### **Early Graduation**

To receive a diploma from Royal Oak High School, a student must complete the required units of credit.

Students who satisfy diploma requirements and wish to complete their program in less than four years may do so by petitioning the Principal in writing. Determination for early completion of the school program shall be based upon the recommendation of the Principal and approved by the Superintendent of Schools. *Requests for early graduation are due in November of each school year.*

Students who enter high school after the age of 16 due to illness, immigration from a foreign land, or for other reasons, may, upon the determination by the Principal, have their credit requirements adjusted.

### **Certificate of Attendance**

It has been the practice to award a “Certificate of Attendance” at Commencement exercises to those who fall short of the number of credits necessary for graduation. Beginning with the class of 2003, Certificates of Attendance will still be offered but with the following stipulations:

- a. The student must lack no more than one (1) credit to graduate. The student must show proof that he/she is enrolled in summer school.
- b. The name of the student will not appear in the Commencement program.
- c. The student may not attend Royal Oak High School after receiving this certificate.

### Miscellaneous

Whenever a student has taken a course and received a grade, that grade will be considered a part of the permanent record and used for computing the grade point average.

A student who drops a course after the first marking period but remains in school will have an “E” recorded for any course in which a “drop” occurs. All students who have completed the requirements for a diploma or certificate shall be entitled to participate in the Commencement exercises. All students participating in Commencement shall be required to wear approved caps and gowns.

### DRESS EXPECTATIONS

The Board of Education recognizes that each student’s choice of dress and grooming is an expression of personal style and individual preference. The Board of Education will not interfere with a student’s decision regarding their appearance, except when the choices interfere with the learning environment or with school safety. Compliance with any applicable mask-wearing expectations is required.

Guidelines that may be used to determine whether dress is appropriate for the learning environment include, but may not be limited to the following:

1. All clothing should provide adequate coverage and be appropriate in length for the school setting.
2. Pajamas, slippers and other sleep attire are not appropriate.
3. Underclothing should not be intentionally visible.
4. Students shall not wear items of clothing that have obscene, vulgar or sexual statements or pictures. The promotion of alcohol, tobacco or illegal substances is prohibited.
5. The face must be visible when wearing a hat or a hood unless face coverings are worn due to COVID or similar illnesses, or if face coverings are worn for religious reasons.
6. Nothing should be worn that is detrimental to the health, safety or welfare of any student.

Students in violation of these guidelines will be asked to change clothing. If no replacement clothing is available, the parent/guardian may be contacted to resolve the situation.

### EXAMINATIONS

A final examination at the end of each course of study is a valuable tool for reviewing a student’s progress, preparing for similar college and career experiences, and providing a basis for a student’s personal evaluation of his or her own growth. All students are expected to be present for each final



examination in the scheduled periods when the examinations are given. Attendance is also required of students during examination periods where a teacher plans an activity in lieu of an examination in courses where no examinations are given.

Students who do not take a final examination because of illness or valid emergency may be given an “Incomplete” until the exam can be taken. A student who refuses to take the final examination or does not have an acceptable excuse for their absence must be given an “E” which will be computed as 20% of the final grade.

### **SAFETY DRILLS**

Periodically, fire drills, tornado drills, and lockdowns will be held in compliance with state laws. Each room has directions for evacuation and lockdown.

### **FOOD AND DRINK**

Royal Oak High School’s policy regarding food and drink is that no food or drink, with the exception of water, is allowed in the classroom or halls in the academic portion of the building. Food or drink should be consumed in the cafeteria. **Food may not be delivered to students by any area business.**

### **FUNDRAISERS**

Mandated by the Healthy, Hunger-Free Kids Act of 2010, the Smart Snacks in School standards restrict sales of food.

Occasional in-school bake sales and other fundraisers that sell sweet food and drinks are still allowed. You can distribute fundraiser order forms and food items in school, as long as the food will be eaten outside the school building. The federal standards do not affect food sales at events that happen outside of normal school hours.

All fundraisers must be approved by the Principal.

### **IDENTIFICATION CARDS / PICTURE DAY**

All students are required to have an Identification Card at ROHS. A new photo identification card will be provided to all students on “Picture Day”, **Thursday, September 7, 2023**. Retake day will be **October 20, 2023**. **Students must be able to present identification cards upon request.**

### **LOCKERS**

Each student in grades 9 through 11 is assigned a school locker, and seniors may opt to have a locker. We encourage all students to use their lockers to store school items, backpacks, and jackets. Students are not allowed to share lockers or combinations with other students. Seniors may be assigned a locker if they request one.

### **LOST AND FOUND**

All articles that are lost should be turned in to the school office. Watches, jewelry, purses, wallets, and other valuable items will be held in the vault until claimed or until the beginning of the following school year. If an item is identifiable, the school office will return the item to its owner. Any personal or school district property for which the student is responsible that is believed to have been stolen should be reported to the school office and an appropriate report of theft forms completed. The school office staff will provide these forms.

## LUNCH PERIODS AND CAFETERIA SERVICES

*For the safety of students, we have a closed-campus policy at lunchtime.*

- All students may purchase lunch at school or bring lunch from home.
- Students are not allowed to have lunch delivered by any area business.
- If picking up a student for lunch, you must prearrange the absence with a note or phone call *and come to the Attendance Office to sign out your child.*

## Nut Allergies

Please be aware that there are a few students who have a life-threatening allergy to nut/peanut products. You may still bring in nut/peanut products for your child, but we appreciate the extra effort of all the students to keep their hands, faces, and clothing clean after eating such items. Thank you for working with us to make this a safe environment for all of our students.

## MEDICATIONS

The medications and/or treatments that may be administered are defined in [Policy 5330](#).

## PARKING

***Parking registration will take place during all lunches beginning the second week of school.*** Bring your driver's license, proof of insurance, car registration, completed parking form, and a check or money order made payable to Royal Oak High School in the amount of \$30.00. Parking privileges may be revoked for failure to comply with school policies. *There is a limited number of student parking spaces available.*

## PROFESSIONAL LEARNING DAYS – LATE START

On twenty-five Wednesdays, students will begin their instructional day one hour later. This will provide time for regular and consistent teacher professional development and collaboration. On those dates, school will start at **8:55 a.m.** Students arriving before 8:40 a.m. must report to the cafeteria.

- |                        |                  |                   |
|------------------------|------------------|-------------------|
| • September 13, 20, 27 | • December 6, 13 | • March 6, 13, 20 |
| • October 4, 11, 18    | • January 31     | • April 3, 17, 24 |
| • November 1, 15, 29   | • February 7, 28 | • May 1, 8, 15    |

## Early Dismissal Days – ROHS Only

On occasion, ROHS must hold an early dismissal day to accommodate state testing. On April 24, 2024, ROHS students will start the day at 7:55am and be dismissed at **2:00pm**. *This date is tentative for the 2023-24 school year.*

## RAVEN RALLY

You are cordially invited to attend Royal Oak High School's annual "Raven Rally" on **Friday, September 8, 2023**. Festivities will begin at 3:30 p.m. in the school courtyard and showcase the talents, interests, and pride of our Royal Oak High School students. This activity is sponsored by the Student Council and includes representatives from the many clubs, teams, and organizations at ROHS. Go Ravens!

## STUDENT SERVICES

In a comprehensive high school, many supplemental support services are available to meet the needs of the individual student. Students and parents/guardians may call or visit the school counselors or administrators to secure information on the nature of these services and social agencies and may, when it is deemed appropriate, refer students and/or parents/guardians for services. The following paragraphs describe the services that are available within the building:

### Student Service Center (SSC)

The Student Service Center is a centralized school-wide facility where students may seek assistance in educational and career planning. The Student Service Center provides information, counseling, and consultation services for students, teachers, and parents/guardians. Counselors, cooperative job coordinators, social workers, and psychologists staff the Student Service Center.

### Guidance and Counseling

Royal Oak High School offers a comprehensive Guidance and Counseling program to serve the varied needs of our student body. The department provides specialized services in many areas including career and vocational planning, post-high school preparation (college selection, application, and financial aid procedures, college entrance examinations, etc.), interpretation of standardized tests and other assessments, counseling to address school performance, personal problems, peer relationships, and teen health, as well as referrals to outside resources when appropriate.

### Career Resource Center

The Career Resource Center is located in the Student Service Center. Students in grades 9 through 12 have access to various types of resources, including occupational handbooks, career files, Chronicle Guidance pamphlets, information on post-secondary schools, books and computers with current (MOIS – Michigan Occupational Information System) information. Students can look at their strengths, plan realistically for the future, discover occupations in which they might succeed, and learn where to get the necessary training for a career. Classes may be scheduled with the Career Resource clerk.

### School Social Worker (SSW)

School Social Workers play a primary role in assessing, evaluating, and observing a student's social, emotional, and behavioral adjustment that may be interfering with school success. They are active members of the Multidisciplinary Team that evaluates students suspected of having a disability. SSW provides service to students eligible for special education in need of direct and consultative service for social, emotional, or behavioral challenges. This support is provided in both general and special education settings through social skills training, classroom presentations, as well as organizing and monitoring extended opportunities for interactions with peers. SSW supports all students, when appropriate, through crisis intervention and provision of resources/referrals to parents/guardians and educational staff. Furthermore, they are a resource to educational staff, students, and parents/guardians in providing problem-solving techniques, behavior intervention, consultation, and training on various topics, and act as a liaison between the school, home, and community. SSW facilitates the completion of functional behavior assessments, as well as the development, implementation, and monitoring of behavior intervention plans.

### Psychology Services

The School Psychologist consults and collaborates with student problem-solving teams to help implement prevention and intervention programs at Royal Oak High School. The school psychologist works in close collaboration with classroom teachers, special education personnel, counselors, administrators, and parents/guardians, and has a systemic commitment to locating and employing

the necessary resources to ensure that students make progress within the curriculum. The school psychologist, along with the problem-solving team, analyzes multiple pieces of data, which are then used in the development of more intensive educational plans. The school psychologist works with school teams to design and monitor school-wide, classroom, and individual behavioral support systems in an effort to create safe and effective learning environments for all students. The school psychologist is an active member of Multidisciplinary Evaluation Teams, a group of professionals who are responsible for evaluating students suspected of having a disability.

### Speech and Language Pathology

Any student with speech and/or language difficulty may refer him- or herself, or be referred by staff or parents, to the speech and language pathologist for diagnostic tests. The speech and language pathologist may work with the student individually, in small groups, or on a consultation basis to correct or reduce the severity of any speech difficulty.

### **STUDENT TEXTBOOKS AND MATERIALS**

Required textbooks will be provided to all students. The security and proper care of books and other non-consumable items that are provided shall be the responsibility of the student to whom they are issued. Please return all outstanding textbooks in your possession prior to registration. If the books are not returned, a fee will be assessed.

### **THE LEARNING COMMONS**

The Learning Commons (formerly the Media Center) is open daily to students. Hours are posted throughout the building. Students may come to the Learning Commons before and after school during open hours. The “LC” houses books, a wide variety of magazines, newspapers, and electronic resources. Computers, copy machines, and scanners are available for use. Instruction is provided for classes in the use of print materials and research techniques. Students also may receive individual assistance in locating materials and using equipment from the Information, Research, and Technology Specialist.

Students may borrow most materials for two weeks.

### **VISITORS TO SCHOOL**

All visitors must report to the Welcome Center located at the main entrance.

### **YEARBOOK**

The ROHS Yearbook, *Legacy*, will be on sale starting on August 1, 2023. Payment must be made ONLINE ONLY ([www.yearbookforever.com](http://www.yearbookforever.com)). Cash or checks will not be accepted at the school.

# DISTRICT INFORMATION

## **CHANGING RESIDENCE AND SCHOOL ENROLLMENT**

Parents/guardians of all Royal Oak Schools students who change their residence during the school year are *required* to update their address information with the Enrollment Office at the District Administration building. Please check the “Enrollment” section on the District website for required/acceptable proofs of residency. Students who have moved out of Royal Oak Schools after the Fall Membership Count may remain in Royal Oak Schools only through the end of the current school year as a non-resident, *provided you have updated your residency information with the Enrollment Office*. Royal Oak Schools does participate in Schools of Choice Section 105. Applications are available on the District website during the application period(s), <http://www.royaloakschools.org>

## **COMMUNICATIONS AND NEWS**

- In addition to building newsletters and communications, there are several ways to follow what’s going on in the district. “Like” the district on Facebook ([@RoyalOakSchools](#)), and follow us on Twitter ([@RoyalOakSchools](#)) and Instagram ([@roschools](#)) for updates throughout the year. The District is also on [LinkedIn](#) and [YouTube](#) and Threads.
- *The District Dispatch* is the official Royal Oak Schools digital magazine newsletter. Most parents are already subscribed or can go to [Subscribe to e-news](#) to sign-up.
- Parents/Guardians will be contacted via email and phone during emergency situations, such as inclement weather (see below “Emergency Preparedness and Support” section.)

## **MIStar/PARENTCONNECT STUDENT INFORMATION SYSTEM**

Royal Oak Schools, MIStar/ParentConnect student information system covers all aspects of student record data management, including enrollment, scheduling, attendance, assessment, grade reporting, transcripts and graduation, discipline, health, test management, services and programs management, English learner testing and programs, special education, student accounting, school-to-work programs, and food services.

MIStar/ParentConnect also provides news updates, email notifications, and emergency phone alerts. You are able to access food service accounts, parent contact information, student grades, and attendance for all your children, all in one place, using a single password. Students using MIStar/StudentConnect can view their grades and attendance using their unique password. If you have questions or want to know more about MIStar/ParentConnect, please contact Sarah Mohler, Data Compliance Analyst, at (248) 435-8400 ext. 3516.

## **EMERGENCY PREPAREDNESS AND SUPPORT**

In the event of a school emergency, please be assured that:

1. Student and staff safety is our first concern.

2. Emergency plans are in place in all School District buildings
3. Only emergency responders will have access to school. Parents should not come to schools unless instructed to do so.
4. School officials will communicate with parents in as timely a manner as possible. Royal Oak Schools continues to take proactive measures to protect the safety of all of our students and staff. The School District meets regularly with local police, fire, and county health department officials to plan our response to our school community's potential threats.
5. Safety information can be found on our website: [Safety](#).

The School District and all school facilities have emergency management plans. These plans have been developed with the help of school administration, staff, local law enforcement, fire protection officials, and public health officials. Our plans include procedures for responding to critical incidents, such as fire, tornado, and intruder incidents. Each school facility practices the emergency procedures regularly, with many drills being supervised by local emergency responders.

The action taken during any emergency situation by school administration or the local emergency responders depends, in great measure, on the specific incident. For example, schools may evacuate, take cover, or lockdown, according to the nature of the specific threat. The priority and main objective during any emergency drill or critical incident is the safety of our students and our staff.

School administrators have been trained with a variety of procedures to work with local emergency responders in critical incidents. Each school emergency plan is reviewed annually and after each emergency drill. These plans remain flexible in nature to account for changes in the specific incidents, updated staff training, and requirements from federal and state law. Additionally, School District officials follow directions from public safety officials during any critical incident.

Each emergency management plan includes a parent communication component. The School District broadcasts information, when necessary, using a variety of media. When needed, our emergency notification system (ENS) broadcasts information by telephone and email to all emergency contacts for Royal Oak Schools' students. Refer to the District website ([www.royaloakschools.org](http://www.royaloakschools.org)) for general information about the School District's Emergency Preparedness Planning procedures.

The following are frequently asked questions about the District's emergency preparedness and support plan:

**Q: *Where can I obtain a copy of the district's emergency plan?***

Access cannot be provided, nor is it accessible to the public.

**Q: *What is a secure mode?***

In secure mode, students are kept in their classrooms. This is to keep hallways clear for first responders and is most often used if a student requires medical attention.

**Q: *What is a lockdown?***

Lockdown is a procedure for securing students and staff inside the school during an emergency or at a time involving a potential threat.

**Q: *Why can't a parent enter the building during a lockdown?***

The presence of non-emergency responders compromises the safety of students and staff.

**Q: *What is the district plan for an outbreak of a viral or bacterial illness?***

Schools take direction from Oakland County Health Department and other local emergency responders.

**Q: *Where may I obtain information about the school evacuation plan?***

Access cannot be provided, nor is it accessible to the public.

**Q: *How will I be communicated with during an emergency incident? (ENS/building communication)***

The district will broadcast information using the ENS as timely as possible. The building principal will often provide follow-up information through school-home communications.

**Q: *What is best for a parent to do during a critical incident?***

Remain calm and patiently await communication from school officials.

**Q: *Who can pick up my children during a school-wide early release due to an emergency?***

Children will only be released to those adults identified with written permission from the parents.

**Q: *Who do I call if I need more information during an emergency?***

Do not call either school officials or law enforcement as excessive phone calls congest the open lines of communication and divert attention from the safety of our students and staff. Information will be provided through our ENS once it is possible to communicate safely.

## **MICHILD HEALTH INSURANCE**

MiChild is a health care program provided through the Michigan Department of Health and Human Services (MDHHS).

You can apply by:

- Applying online at [www.michigan.gov/mibridges](http://www.michigan.gov/mibridges).
- Calling the Michigan Health Care Helpline at 1-855-789-5610
- Visiting your local Michigan Department of Health and Human Services office



**1-888-988-6300**

## **PEACHJAR**

Peachjar is Royal Oak Schools flier distribution system, implemented to reduce the environmental impact and cost of printing flyers. External organizations can share information with ROS families as long as the proposal adheres to the flier approval guidelines. Families receive flyers in an individual email based on their student's school. The flyers are also posted on each school's website. Peachjar helps us save thousands of trees each year by enabling our district to go paperless.

## **RESPONSIBILITY FOR PERSONAL PROPERTY**

Occasionally, the District is requested to reimburse students or a parent for personal property reported damaged, lost, misplaced, or otherwise disappeared from school buildings or grounds. Students and parents should be aware that the School District is not responsible for personal property brought to school premises (nor does the District maintain insurance for such purposes).

## **ANNUAL PUBLIC NOTICES**

The following notices are required by law for Royal Oak Schools to publish annually to its community. The notices make community members aware of their rights in regard to directory information, educational records, pupil rights, nondiscrimination, and participation in our Career and Technical programs.

### **EQUAL EDUCATION OPPORTUNITY (NON DISCRIMINATION/TITLE IX)**

Royal Oak Schools' policy is to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact one of the School District's Compliance Officers listed below:

Royal Oak Schools Compliance Officers

Patrick Wolynski, Executive Director, Staff & Student Services

or

Joseph Youanes, Executive Director, Curriculum & Instruction

800 Devillen

Royal Oak, MI 48073

248-435-8400

Complaints will be investigated per the procedures described in [Board Policy 2260](#). Any student making a complaint or participating in a school investigation will be protected from threats or retaliation. The Compliance Officers can provide additional information concerning equal access to educational opportunities.

### **NONDISCRIMINATION IN CTE PROGRAM**

All School-to-Career education courses/programs follow the District policies of non-discrimination on the basis of race, color, national origin, sex, age, or disability in all activities and in employment. Additional arrangements can be made to ensure that a lack of English language skills is not a barrier to admission or participation.

For general information about these School-to-Career programs, contact:

Karen Powell, Supervisor, Vocational and Continuing Education

(248) 588-5050



Inquiries concerning equal opportunity for individuals with disabilities should contact:  
Ericka Watson, Director, Special Education  
(248) 435-8400

Inquiries concerning equal opportunity on the basis of gender should be directed to either:  
Patrick Wolynski, Executive Director, Staff & Student Services  
or  
Joseph Youanes, Executive Director, Curriculum & Instruction  
(248) 435-8400

Mailing address:  
Royal Oak Schools  
800 DeVillen  
Royal Oak, MI 48073

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District. Parents should contact the Instructional Office at 248-435-8400 x1232 to inquire about evaluation procedures and programs offered by the District.

[Board Policy 2225](#)

### **DIRECTORY INFORMATION**

[Board Policy 8330](#)

The Family Educational Rights and Privacy Act (FERPA) requires that Royal Oak Schools, with certain exceptions, obtain your written consent before disclosing personally identifiable information from your child's education records. Each year the Superintendent shall provide a public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. a student's name;
- B. address;
- C. participation in officially recognized activities and sports;
- D. date of graduation;
- E. awards received;
- F. honor rolls;
- G. scholarships;
- H. school photographs or videos of students participating in school activities, events, or programs;

- I. School-assigned email addresses only to register for online educational service providers, including mobile apps, as utilized by the student for educational purposes;
- J. dates of attendance;
- K. weight and height, if a member of an athletic team

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student has opted out of provision of this information in some or all circumstances by filling out, signing, and returning the Opt-Out Form or notifying the School in writing within 10 days (refer to Policy 8330) from the date of this notification that s/he will not permit distribution of any or all such information. Directory information and other personally identifiable information that is part of a student's education records will not be sold or provided to any organization for any profit-making purpose except as otherwise permitted in Policy 8330.

Parents or eligible students who choose to prohibit the Board from disclosing any or all such directory information may not prevent the Board from requiring a student to wear, publicly display, or disclose a student ID card or badge that exhibits directory information. Students enrolled in online courses or programs sponsored or conducted by the Board must disclose or permit the disclosure of the student's name, identifier, or school email address in a class in which the student is enrolled.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (STUDENT RECORDS)**

### **[Board Policy 8330](#)**

Parents/guardians of children enrolled in Royal Oak Schools and students who have attained the age of 18 years are notified that under the Family Educational Rights and Privacy Act (FERPA) (USC1232[g]), they have the following rights:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to obtain a copy of the school district's student records. To obtain a copy a written request needs to be submitted at 800 Devillen, Royal Oak, MI., 48073 to the attention of the Executive Director, Staff & Student Services.
3. The right to request an amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the Royal Oak Schools to amend a record they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want to be changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that Federal and/or State law authorizes disclosure without consent (e.g., disclosure to school officials with legitimate educational interests). The school's AG 8330 describes those exceptions and is available upon request. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Royal Oak Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy and Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

High school students and their parents/ guardians may prevent disclosure of a student's name, address, and telephone number to military recruiting representatives (who can only use that information to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies) by submitting a signed written request to that effect to the high school principal.

### **Pupil Rights Amendment**

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 and older or emancipated minors rights regarding school district surveys, collecting and using information for marketing purposes, and certain physical exams. These include the right to:

1. Consent to federally funded surveys concerning protected information. If the U.S. Department of Education provides funding for a survey, a student's parents or eligible student must consent in writing before the student may provide information relating to the following categories:

- Political affiliations
- Mental or psychological problems of the student or student's family
- Sexual behavior or attitudes • Illegal, anti-social, self-incriminating or demeaning behavior
- Critical appraisals of student's family members
- Religious practices, affiliations, or beliefs of the student or student's parents; or income other than that required by law to determine program eligibility.

A survey that concerns any of these points is called a "protected information survey." Royal Oak Schools may conduct anonymous surveys of its students throughout the year. The surveys do not include contact that is addressed by any of the protected categories.

2. Opt out of certain surveys and exams. Parents and eligible students will receive notification of any of the following activities and will have the right to opt out of them:

- Activities involving collecting, disclosing, or using personal information or selling or otherwise distributing information to others.

- Any protected information survey, regardless of findings, and any nonemergency, invasive physical exam or screening required as a condition of attendance administered by the school and not necessary to protect the immediate health and safety of a student or another student, except for hearing, vision, or scoliosis screening or any physical exam or screening permitted or required under state law.

3. Inspect certain materials. Parents and eligible students have the right to inspect the following material, upon request, before the District administers or uses them:

- Protected information surveys of students (including any instructional materials used in connection with the survey)
- Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
- Instructional materials used as part of the educational curriculum

4. Receive notification of District policy. The school district has developed a policy, in consultation with parents, regarding these rights and has made arrangements to protect student privacy in the administration of protected information surveys and collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. This article serves as Royal Oak School's annual notification of parents about this policy.

5. Report violations. Parents and eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office U.S. Department of Education, 400 Maryland Ave., SW Washington, DC 20202-4605

## **DISTRICT POLICIES & PROCEDURES**

The Royal Schools Board of Education has detailed policies, with accompanying administrative guidelines, which address virtually all aspects of our school community. Policy sections include the following: Board Bylaws, Administration, Program, Professional Staff, Students, Finances, Property, Operations, and Relations with other entities and organizations. All policies and administrative guidelines are publically available. They may be viewed by going to the district website, [www.royaloakschools.org](http://www.royaloakschools.org), then clicking on the Our District tab, then clicking Board of Education.

## **PROJECT FIND SPECIAL EDUCATION/ SECTION 504 NOTICE**

Royal Oak Schools offers evaluations, programs, and services to individuals identified as having or suspected of having a disability as defined in either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973. These services are available to eligible persons ages 0-26 who reside within or attend a K-12 school program within the Royal Oak Schools attendance boundaries. Referrals are accepted from parents, staff members, community agencies, and other interested parties. For more information about available services, parent/ student rights, or referral procedures, contact the Royal Oak Schools Administration Office at 800 Devillen, Royal Oak, MI, 48073, or call 248.435.8400.

## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)**

The Environmental Protection Agency (EPA) requires that District workers and building occupants receive notification about asbestos activities, such as response actions and inspections each year. The purpose of this communication is to meet those requirements and familiarize you with asbestos-related activities that have been conducted in Royal Oak Schools during the last year.

**Management Plans:** Royal Oak Schools contracted with Environmental Consultants, Inc. to conduct inspections for asbestos-containing material (ACM ) within all District-owned buildings. The School District's

asbestos consulting firm compiled this information into Asbestos Management Plans. These Management Plans are located in the administrative office of each building and are available for review. A copy of each building's Management Plan is also located in the Operations Department.

**Surveillance Activities:** Royal Oak Schools is in compliance with AHERA regulations which require the surveillance of the condition of ACM every six months. These surveillance activities are conducted by a contracted environmental consulting firm and, subsequent to completion, are included as part of the building's Management Plans.

**Asbestos Abatement:** Royal Oak Schools conducted an isolated asbestos removal project at Oakland Elementary during the 2011-2012 school year. The removal project was performed by Michigan Licensed Asbestos Abatement Contractors and managed by Arch Environmental Group. All documentation regarding this project is available for your review in the building file and at the Maintenance Department. Air tests were conducted throughout all phases of the asbestos removal at the building. The air samples were collected and analyzed in accordance with all regulatory agency requirements. The results of the air tests for this project were well within the limits established by the governing agencies.

Questions regarding asbestos removal projects or any asbestos-related issues can be addressed by calling (248) 545-0064.

## **BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. Demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

The district's complete bullying policy, including reporting instructions, can be found in [Board Policy 5517.01](#).

## **2023-2024 FOOD SERVICE INFORMATION**

Every student can receive free meals in the 2023-2024 school year. Thanks to the Michigan School Meals Program, a state-funded program that allows all students to receive meals at no cost for the 2023-2024 school year, breakfast and lunch will be free to all students.

Although all students can receive meals at no cost, it is still very important that you fill out a free & reduced meal application. A school's eligibility for federal Child Nutrition Programs such as the Summer Food Service Program and others is based on free and reduced-price eligibility. Students and families may qualify for other

program fee reductions based on their eligibility for free or reduced-price meals. Federal and state education funding uses free and reduced-price eligibility.

[Please complete the 2023-2024 online application, which is available on our website under Free and Reduced Meals Information.](#) Paper applications will be sent out in August and will be available at the district office and all school buildings.

Parents can access the application by doing the following:

Go to [royaloakschools.org](http://royaloakschools.org), select [PARENTS/GUARDIANS](#), select [MISTAR Parent Portal](#), log in using your Pin and Password, click Apply for Free or Reduced Meal Benefits, and click submit a 2023-2024 Household Application.

Note that the “Family” application requires only one application per family. Applications must be filled out accurately and completely to be processed. Incomplete applications will delay the application process.

Elementary school lunches must be pre-ordered a day in advance in the classroom at the beginning of the day. Developmental Kindergarten and Kindergarten students can submit a monthly menu with choices circled. Check with your child’s teacher for specifics. Your child’s teacher will handle school lunch ordering and pass along the order to Food Service. The first day of school and the first day after winter break are exceptions to this rule, and although pre-orders will be taken, they are not required.

If ala carte items are sold in your school, you can add money to a Food Service account online through Parent Connect (this is the preferred method). A check with the student’s name on the memo line or cash can also be given at any cash register, or elementary school students can give cash or a check to their teacher or school secretary in a clearly marked envelope with the child’s first and last name.

Questions or concerns can be directed to the Food Service Department at 248-435-8500 ext. 1123.

USDA Rules for 2023-2024: ● Students are required to select at least one serving of fruit or vegetable at lunch and breakfast (100% juice counts as a serving of fruit). ● Smart Snacks in School, the USDA’s “All Foods Sold in Schools” Standards ensure kids are only offered tasty and nutritious foods during the school day. Nutrition Standards for All Foods Sold in Schools: Any food sold in schools must: ● Have as the first ingredient a fruit, vegetable, dairy product, or a protein food; or ● Be a combination food that contains at least ¼ cup of fruit and/or vegetable; or ● Contain 10% of the Daily Value of one of the nutrients (calcium, potassium, vitamin D, or dietary fiber) Foods must also meet several nutrient requirements: ● Calorie limits: snacks - 200 calories; entrees 350 calories ● Fat limits: total fat 35% of calories; saturated fat 10% of calories; trans fat zero grams ● Sugar limit: 35% of weight from total sugars in foods \*Note: These guidelines also pertain to fundraising programs unless the school has granted an “exception” to the fundraising group. Nutrition Information: [Digital menus are available via Nutrislice](#). Features will include mobile and web application convenience, improved communication with parents, students, and community, enhanced navigation for food allergies and dietary concerns, easy to access anytime and anywhere. No login is required, just visit the site and choose your menu.

## **STUDENT IMMUNIZATIONS**

State law requires that any student enrolling in a Michigan school must show proof of immunization against the following diseases: Meningococcal Conjugate (meningitis), varicella (chickenpox), diphtheria, tetanus, measles, pertussis, poliomyelitis, rubella, and mumps.

Waivers exempting children from receiving immunizations can no longer be obtained from a school or childcare provider. Non-Medical waivers based on religious or philosophical beliefs must first be certified at the Oakland County Health Division. Parents/guardians of children who are unable to receive vaccinations due to medical reasons should consult their healthcare provider for a medical waiver form.

For more information, visit [www.oakgov.com/health](http://www.oakgov.com/health) or contact Nurse On-Call (NOC) at 1-800-848-5533.

New enrollees, including kindergartners, cannot attend without the required immunization or waiver.

### **HOMEBOUND AND HOSPITALIZED INSTRUCTION**

The purpose of homebound and hospitalized services is to provide continuity of educational programming when pupils have medical conditions that prevent them from physically attending school during the school year.

Parents should contact their building administration when their student is out of school for five or more days due to illness. The District must receive medical documentation from a physician that certifies the nature and existence of a medical condition, the probable duration of the confinement, and request homebound instruction.

The building secretary will contact the Special Education Department to arrange homebound services.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. The office will follow the School's emergency procedures if medical attention is required.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

### **STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE & SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy [5136](#)), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). All users' due process rights will be respected if there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to Policy [5136](#), computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District's network, the District's Internet connection, and online educational services ("Education Technology" or "Ed-Tech"). All users' due process rights will be respected if there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Board may not be able to technologically limit access to services through its Educational Technology to only those services and resources that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that educators may not have screened for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The Superintendent or Executive Director, Teaching and Learning may temporarily or permanently unblock access to websites or online education services containing appropriate material, if the technology protection measures have inappropriately blocked access to such sites. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/guardians are advised that a determined user may gain access to Internet services that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial.

Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using Education Technology. The Board supports and respects each family's right to decide whether to apply for independent student access to the Education Technology.

The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications



- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor students' online activities while at school.

Monitoring may include but is not necessarily limited to, visual observations of online activities during class sessions; or the use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that the student will utilize for educational purposes.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally liable, both civilly and criminally, for uses of the Education Technology not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Executive Director, Teaching and Learning as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the District's Education Technology and the Internet for instructional purposes.

# CODE OF CONDUCT

Use this link for the Royal Oak Schools code of conduct:

[https://www.royaloakschools.org/downloads/ros/05\\_23\\_17a\\_student\\_code\\_of\\_conduct.pdf](https://www.royaloakschools.org/downloads/ros/05_23_17a_student_code_of_conduct.pdf)

## FORMS

### REQUIRED

Please use the online annual registration process for completing the required forms. You can start this process at the following website:

<https://mistar.oakland.k12.mi.us/royaloak/ParentPortal/>

For reference purposes, you can find the required forms at:

<https://www.royaloakschools.org/district/about-us/handbooks--forms/>

**OPTIONAL** These are hard copy forms. They are available on the pages that follow. Fillable forms at:

<https://www.royaloakschools.org/district/about-us/handbooks--forms/>

- [Free & Reduced Lunch Application & Meal Sharing Information Form](#)
- [PTA Application](#)
- [Volunteer Form](#)

## **BUILDING SPECIFIC**

- Student Parking Application (on the [district website](#))
- Athletic Pass (available on the [athletics website](#))
- Physical Education Uniform Letter (included in summer mailing)