



ROYAL OAK SCHOOLS

A COMMUNITY OF EXCELLENCE

2023-2024

School Information  
and Student Handbook

## **Royal Oak Middle School**

709 N. Washington, Royal Oak, MI 48067

248.541.7100 (main office) 248.541.0408 (FAX)

<http://www.royaloakschools.org>

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# WELCOME TO ROYAL OAK SCHOOLS

Dear Royal Oak Families:

Welcome to the 2023-2024 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.royaloakschools.org>***

## ROYAL OAK SCHOOLS BOARD OF EDUCATION

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# LETTER FROM THE PRINCIPAL

Hello to all ROMS Students & Families,

The 2023-2024 school year is here, and we look forward to welcoming our students.

A primary focus at ROMS is our continual work to strengthen our student connections. We work hard to honor all students' and families' voices and perspectives. We understand each student who enters our building is a whole human with a unique combination of cultural attributes and life experiences. We strive to ensure our students know they can be themselves in this building and do not have to contort to fit a predetermined student mold.

We are excited to be here with you and *for you* this year, and we intend to be a relentlessly positive force on your children as they grow physically, emotionally, socially, and academically. Families continuing at ROMS have experienced the dedication of our faculty. If you are new, you will soon meet the most supportive group of teachers around. As the year progresses, ask your children frequently to share with you their learning progress, push them to be inquirers, and accept their responsibility as learners within and outside the classroom; understand that ROMS students will have varied and multiple opportunities to demonstrate their academic growth, and encourage your kids to get involved in all that this place has to offer.

ROMS is an IB World School. Our Middle Years Programme (MYP) is a rigorous curriculum framework that encourages students to make connections between the classroom and the world around them. The role of the ROMS teacher is not the traditional deliverer of knowledge but the facilitator of learning. Instead of students relying on teachers for answers, teachers leverage inquiry, diverse perspectives, collaboration, and critical thinking to provide learning opportunities. The IB Learner Profile drives each learning experience at ROMS, reflects the world around us, and celebrates the individuals who make us who we are.

This publication is designed to serve as a reference for ROMS families. While it is packed with helpful information, it will not replace your active involvement and presence in your children's ROMS experience. Join the [ROMS PTA](#), exchange emails with teachers and administrators, walk to school with your kids and check teacher and district websites and calendars. We want you to be a part of ROMS.

This is going to be a great school year!

Sincerely,

Kristin Meldrum  
Principal, Royal Oak Middle School



# 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 Royal Oak Middle School
- Select Annual Registration

**Please note that this process is required and must be completed before your school's Registration Day at the end of August. Your ability to access Parent Connect is essential for this process.**

If you cannot remember your Parent Connect PIN and password, you should do the following:

- Click the [Parent Portal link](#) on our district web page, [www.royaloakschools.org](http://www.royaloakschools.org).
- There will be a link under the PIN and password that says "Need Your Login Information".
- Click this link, and your password will be emailed to you directly. (Please note: If your email address is not recognized, please contact the secretary at your child's school for assistance with login information; 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.

In August, the annual registration process will take parents approximately twenty minutes per child to complete online. While this process must be completed for each of your children individually, you can use a single-parent log-in to complete the process for all of your children. Please know that the system will not allow you to save your work and return to it at a later date and time. Therefore, please be sure to schedule ample time to allow for the completion of the Annual Registration process before you begin it. Also, having your emergency contact information readily available may be helpful.

You will receive communication from the district when the "Annual Registration" system is ready for you to begin using it. For now, please be sure you know how to access Parent Connect so that you can do so in August.

If you need assistance with registration, please contact the Grade Level Office for help.

On August 21, student class information can be viewed online through the Parent Portal. This will include teacher information. All components of the online registration must be completed to gain access.

# SCHOOL INFORMATION

## **ROYAL OAK MIDDLE SCHOOL FACTS**

- An International Baccalaureate World School with Middle Years Programme class offerings
- School Improvement Plan focused on Social-Emotional Learning, Culturally Responsive Teaching, and Universal Design for Learning
- Accredited through North Central Accreditation (NCA AdvancED)
- A “Professional Learning Community” culture
- Approximately 1150 students
- Grades 6, 7, 8
- Three Counseling/Administrative Teams
- Standards-Based Grading
- Geometry in the eighth grade
- Differentiated instruction
- Counselor and Social Work services
- Extra-curricular activities and clubs
- Intramural and interscholastic sports
- PTSA-sponsored family activities
- Caring teachers, administrators, and staff

## **ARRIVAL & DISMISSAL**

Students are welcome to arrive at the ROMS Breakfast Club in the morning, beginning every day at 7 a.m. Students should enter through the Austin Street cafeteria doors. The ROMS Breakfast Club is warm, welcoming, and conducive to a friendly chat or a study session. Students can work with our teachers during this time by obtaining a pass the day before.

Transportation arrangements from campus for students not involved in an after-school club or activity should be made daily within 20 minutes of the end of the school day. Please familiarize yourself with ROMS's student drop-off, pick-up, and parking regulations. There is no general education bussing, and the students walk, ride bikes, or are driven to and from school. Please make specific arrangements for drop-off and pick-up.

\*Alternative safe locations for students after school are:

- Boys & Girls Club
- Salvation Army
- YMCA
- Royal Oak Public Library

Please contact these locations for more information.

We ask that students begin their journey home right after the dismissal bell. They may only be on campus if participating in an arranged school activity. These activities include meeting with a teacher, participating in intramurals, clubs, or interscholastic sports. Also, please establish a “safety call” system with your child so that you know specifically where he/she is after school.

ROMS strives to make our building a safe place where students can focus on growth and achievement. Students are asked to observe health and safety standards as they journey to school and home. Students riding district buses for school-sponsored events are requested to review the behavior expectations published in the student planner.

“Walkers” are expected to use the sidewalks, obey the traffic signals, and stay off the train tracks. Students are directed not to ride rollerblades or skateboards on school grounds. Bicycles may be ridden but must be secured to the bike racks near the gymnasium. Please remind your child not to lock a bike to a signpost, tree, fence, or other object.

## **ATHLETICS**

Royal Oak Middle School provides a variety of athletic programs to students. All students must have a physical no earlier than April 15 of the previous school year. No student will be allowed to participate in athletics without a physical.

Physical examination cards furnished by the State Association may be used; a school-prepared form or a signed statement by an examining physician is also acceptable. To assist students and parents, the Royal Oak Athletic Department will continue to provide pre-season athletic screening examinations. Your option is to obtain a physical exam or statement from a physician of your choice or participate in the screening procedure provided through the Athletic Department. Interscholastic sports are available for 7th and 8th graders only. We offer:

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Girls Basketball	Volleyball	Track
Football	Boys Basketball	
Cross Country	Swimming	
	Wrestling	

### **Student-Athlete Academic Requirements**

It is important to note that representing ROMS on the court or field is a privilege, not a right. As school representatives, student-athletes have minimum academic and citizenship standards to uphold. Our athletes must strive to work equally hard on the practice field and in the classroom.

### **Eligibility Requirements**

- Student-athletes must be passing 5 out of 6 classes;
- Failure to satisfy the above criteria will result in **a minimum (1) week period of ineligibility** beginning the Monday following the Friday weekly check;
- Ineligibility will continue after one (1) week until the academic requirements are met.
- Ineligible athletes must attend all practices and contests/games but **will not** be allowed to dress in uniform for contests/games.
- Athletes can also be made ineligible at the coach’s, athletic director, and/or administration’s discretion based on failing grades or unacceptable citizenship.

### **Progress Monitoring**

- Coaches will do a check of eligibility at the end of each week.
- Teachers must report grade or citizenship issues to the athletic director and/or coach.

## **ATTENDANCE INFORMATION**

ROMS is a warm and welcoming place where our students are physically and emotionally safe.

The ROMS expectation is that students attend every class every day on time. Regular school attendance is essential to comprehensive academic success. Daily instruction, interactions with peers and teachers, and explanation and clarification are crucial and cannot be duplicated outside the



academic day. Research has shown positive daily attendance correlates highly with academic achievement and helps develop valuable personal habits that prepare students for adulthood and future career endeavors.

If a full or partial day absence is necessary, the family should call the attendance number for the grade level of their child:

6 <sup>th</sup> grade	248-541-7100 x2025
7 <sup>th</sup> grade	248-541-7100 x2073
8 <sup>th</sup> grade	248-541-7100 x2013

We ask for communication of absences as early as possible. When leaving a message, please include the following information:

1. Student's name and grade
2. Reason for absence
3. Name of person calling and relationship to student

If a family cannot contact the school, please provide a note with the information above.

When a student is absent without notification from the family, the grade-level office staff will attempt to contact the student's family to verify the student's well-being.

### **Prearranged Absences**

When medical appointments cannot be scheduled outside of school hours, follow the notification procedures explained above. Additionally, documentation should be submitted to the grade level office upon return to school to ensure absence is not included in truancy reports.

### **Hall Passes**

Students must display a pass to move through the hallways during instructional time. To prevent disruption to the learning environment, a hall pass should be obtained by students to enter classes during instructional time. To avoid tardy arrival to class, a student should ask permission from the teacher prior to the start of class.

### **Tardy**

ROMS Administrators and teachers will work with students who develop a late arrival pattern.

### **Make-Up Work**

When absent, students have two (1) school days to complete assignments for each day of excused absence.

A family may call the grade level office to request homework on a student's third consecutive day of absence. Please allow a full day for the homework to be gathered and placed in the main office.

Accessing teacher websites during an absence is the most reliable manner to maintain academic progress in coursework during an absence.

### **Family Trips**



When trips cannot be scheduled during school breaks, the family should contact the grade-level office immediately. The student is responsible for coordinating with teachers to maintain academic progress in coursework during the absence.

### **Moves Out of District**

The family should inform the grade level office when moving out of the district during the school year.

### **BOOK BAGS**

Because of health and safety concerns and space limitations, students must leave their book bags in their lockers during the school day.

### **CELL PHONE USAGE**

Please see [ROMS' Cell Phone Policy](#) for the 2023-20204 school year. "Away for the Day!"

### **COUNSELING/SOCIAL WORK**

Counseling services are available to help students with their personal, social, or educational needs. Services to students may deal with health, social and emotional development, school progress, testing, scheduling, and career education. Planning may involve teachers and parents when appropriate recommendations are made for special help.

The student assistance program offers "mini-courses" such as divorce, smoking, focus (friendship), grief, drug awareness, etc. These mini-courses meet during the school day and require a permission form signed by the parent. Our counselors and social workers facilitate the mini-courses.

### **DISCIPLINE**

At ROMS, we want every learner to feel safe and have every opportunity to achieve. The teacher will handle classroom disturbances or unacceptable behavior directly when appropriate. If the problem cannot be resolved, it will be referred first to a counselor and then to a building administrator. In most cases, parents will receive a call from the classroom teacher. ROMS is committed to student safety and quality learning.

More serious issues will be referred directly to the assistant principal. Students referred to the assistant principal could receive a warning, Responsible Choices Room detention (RCR), or suspension, depending on the severity of the issue.

The RCR is a school detention program after school from 3:00 to 4:00 p.m. Students complete an Action Plan sheet to discuss how they will correct the behavior and then must reflect upon their actions with the RCR supervising teacher.

Parents are integral to addressing recurrent behavior problems. Our goal is to model respect and responsibility to all students.

### **DRESS EXPECTATIONS**

The Board of Education recognizes that each student's dress and grooming expresses 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 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:

- All clothing should provide adequate coverage and be appropriate in length for the school setting.
- Pajamas, slippers, and other sleep attire are not appropriate.
- Underclothing should not be intentionally visible.
- Students shall not wear clothing items with obscene, vulgar, or sexual statements or pictures. The promotion of alcohol, tobacco, or illegal substances is prohibited.
- 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.
- 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.

## **EMERGENCY PROCEDURES**

### **1. Health Issues**

#### **A. After-School Participation**

Generally, students unable to attend school due to illness are not permitted to attend school-sponsored activities on the day of absence. Requests for exceptions must be submitted to the assistant principal.

#### **B. Illness**

We will have the child call home if the child becomes ill in school. We are not prepared to care for children longer than it takes an adult to come to school. Children should remain at home until they are fully recovered. Students who return to school too soon affect many children. We will honor parent requests restricting children from participating fully in activities following an illness. A doctor's statement will be required if the request is for periods longer than two or three days.

#### **C. First Aid**

Parents will be contacted if an injury occurs while the student is in school. If a parent cannot be reached, the student's emergency form will be consulted to determine the next steps. It is important that this form is filled out accurately and completely when your child is enrolled.

#### **D. Immunization**

As of January 1, 2015, the state of Michigan modified the administrative rules, which changed how non-medical waivers for immunizations will be processed for school and childcare programs. While this rule does not change the existing waiver process for medical contraindications for vaccinations, the new rule requires parents/guardians who want to claim a nonmedical waiver due to religious or philosophical (other) objections to particular injections to receive education from a county health department about the benefits of vaccination and the risks of vaccine-preventable diseases before claiming the waiver. A certified, nonmedical waiver must be submitted to the school. A certified, nonmedical waiver is the State of Michigan Immunization Waiver Form with a revision date of January 1, 2015, with the county health department stamp and signature of the authorizing agent completing parent/guardian immunization education. Newly enrolled students and 7th-grade students must have updated immunization records or appropriate waiver forms on file. To enroll or attend, students must meet the immunization requirements set by the State for attendance at school. All waivers have to be obtained from the Oakland County Health Department. The school can no longer provide them.

## **E. Insurance**

Royal Oak School District does not provide insurance for student injuries or damage/loss to personal property. State statute provides the Royal Oak School District with immunity to tort liability. However, we provide access to student accident insurance that can be purchased in September of each year. Your homeowner's policy may cover property damage or loss from school premises, i.e., band instruments, calculators, etc. We encourage you to make sure that you have adequate health and property damage/loss insurance coverage.

## **F. Medication at School**

If a student needs to take medication during school hours, the necessary arrangements must be made through the grade-level office. School district procedures are very specific concerning dispensing medication to students and are in compliance with state law. The following guidelines will be followed in the dispensing of medication:

1. A "Request for Dispensing Medication" form must be completed and signed by the parent/guardian. This form is valid for up to ten (10) days.
2. "Requests for Dispensing medications" at school for more than (10) days must be completed and signed by a physician.
3. The medication must be brought to school by an adult in an original Pharmaceutical filled container. The container **MUST** be labeled with the following:
  - a. name of pupil
  - b. name of medicine
  - c. name of physician
  - d. physician's instruction for dosage and administration.

Medication is locked in a secure location in the grade-level office.

## **2. Emergency Drills**

All drills ensure student safety and can be practiced at various times throughout the school year as required.

### **A. Fire Drills**

On the wall in each classroom, there is an emergency sign that includes instructions for leaving the building. Students are to leave quickly and quietly and proceed to their designated area. Teachers will take attendance while outside to ensure that all students are accounted for and have safely left the building.

### **B. Tornado Drills**

In case of a tornado drill, each classroom is assigned a designated area. Students should move quietly to these areas and follow the instructions of their classroom teacher. Teachers will go over these instructions with their classes in the fall.

### **C. Lockdown Drills**

At certain times of the year, conducting a school lockdown drill may be appropriate. In case of a lockdown drill, classroom teachers will keep students within their classroom until the school administration makes an announcement. Lockdowns are conducted during emergencies within the community where keeping students safe inside the school is felt necessary.

### **D. Early Dismissal**

We try not to send students home after school has started. However, if mechanical failures occur in the building or inclement weather develops after school is in session, it may become necessary to dismiss students early. When that happens, the local police will be notified, and the administration

will send out electronic communications with details. It is important that each family discusses the possibility of early dismissal with their child and make sure the child knows where to go when parents are not home.

## **\*FIELD TRIPS**

### **6<sup>th</sup> GRADE CAMP**

A wonderful experience at Camp Copneconic occurs in the fall during the sixth grade.

### **WASHINGTON, D.C.**

Eighth-grade students will have an opportunity to go to Washington, D.C.

The teachers will provide the cost and details for both programs. Students will have plenty of opportunities to sign-up and participate in fundraising activities for the Washington trip.

A school-based program is provided for students who do not choose to go to camp or D.C. Students suspended or receiving multiple Responsible Choices Room detentions may be reviewed for eligibility.

Once students are reviewed for a field trip, a conference with parents/legal guardians will determine their eligibility.

## **FOOD & FUNDRAISERS**

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

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 if the food is eaten outside the school building. The new federal standards do not affect food sales at events outside of normal school hours.

The standards give states the authority to set a “reasonable threshold” for the number of school-based fundraisers that sell snacks and beverages that do not meet the nutrition guidelines. You should work with your school or district administrative leaders to determine how many fundraisers your organization can hold each year.

## **INTRAMURALS AND EXTRACURRICULAR ACTIVITIES**

Intramural and after-school activities are available for 6th, 7th, and 8th graders.

Intramurals and Clubs are scheduled throughout the year and will be announced as they are available.

## **LEARNING COMMONS**

The Royal Oak Middle School Learning Commons combines a well-developed print collection (including books and magazines) with quality electronic databases. These electronic databases have remote access availability to meet both the student’s academic needs and recreational reading interests. The ROMS Learning Commons is open daily at 7:30 a.m. Student IDs are required to check out books. Contact the Media Specialist for information regarding home access to the online databases.

## **LOCKS AND LOCKERS**

Students are encouraged to use their lockers to safeguard their belongings; **sharing lockers is not permitted as it may lead to loss and/or theft of personal and school property.** All

students are assigned a hall locker with a combination lock that should be kept from sharing with others. If students have trouble with their lock or locker, they must go to the grade-level office. Lockers will only be opened for the student to which it has been assigned. The responsibility for the security of the locker rests with the student.

The school retains the right to inspect a locker to help ensure the student body's health, safety, and welfare. Also, all students will be involved in general locker clean-outs and inspections several times a year. This helps to maintain sanitary conditions and reduce unnecessary clutter around the school. We expect our students to be responsible for the condition of the locker inside and out.

### **School Supplies**

Your child's teachers will supply a list of school supplies, and a suggested list will be posted on the building website.

Students may be issued textbooks for language arts, math, science, and social studies. If a textbook is lost or damaged, the student responsible must pay the appropriate replacement cost. The replacement policy applies to all school materials.

### **Computer Use**

We have computers throughout the building for the students' daily use. Permission to use the equipment and the following guidelines must be followed:

- The computer user shall do his or her utmost to maintain the equipment in good working order.
- All breakdowns or damage must be reported to the instructor immediately.
- Tampering or destruction of equipment or software will not be tolerated. The user will pay for the repairs of equipment he or she has damaged through carelessness or intentional abuse. School discipline may also occur per district policy.
- Tampering with other students' files or computers will result in loss of computer privileges and further disciplinary action.
- The user will replace software if he or she erases or otherwise damages it. No unauthorized software is to be used or copied on these computers.
- There will be absolutely no copying of commercial software.
- The school reserves the right to prohibit a student from using any of the computers in the school based on the student's abuse of the equipment or behavior exhibited while operating the equipment.

### **MIDDLE YEARS PROGRAMME, INTERNATIONAL BACCALAUREATE**

Royal Oak Middle School (ROMS) focuses daily on "ensuring excellence" in learning for all in a supportive environment. In order to provide this "excellence in learning," ROMS is fully authorized as an International Baccalaureate World School utilizing the Middle Years Programme. Staff members continue to receive training for the MYP program and implement the philosophy and instructional practices.

The Middle Years Program provides a framework of academic challenge that encourages all students to understand the connections between eight subject areas and the real world. It challenges students to actively participate in their learning by becoming critical and reflective thinkers. It invites students to become "internationally minded."

The IB MYP framework includes eight areas in its curriculum: Mathematics, Sciences, Individuals and Societies, Language and Literature, Language Acquisition, Arts, Design, and Physical Education. The IB MYP framework will be used for grades 6-10.

## PICTURES AND YEARBOOK

Lifetouch Studios sends picture packet information to parents prior to registration dates. Jostens's yearbook information is included in this packet and can be found at [jostensyearbooks.com](http://jostensyearbooks.com).

## PHYSICAL EDUCATION UNIFORMS

The physical education uniform is intended to take the guesswork out of dressing for class and assist students in achieving greater success within our program.

Black mesh shorts with 8-9" inseam and ash-colored t-shirts are available for \$10 each. If families purchase physical education gear elsewhere, the clothing must meet the same specs as detailed above.

## PROFESSIONAL LEARNING DAYS – LATE START

On specific 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, the school will start at **9:00 a.m.** Please refer to the school calendar on a regular basis, as there are rare occasions these dates may change.

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

## **Royal Oak Middle School Organizational Structure 2023 - 2024**

*\*ROMS includes general education teachers, special education teachers, media specialists, social workers, psychologists, paraprofessionals, custodians, cafeteria personnel, other support personnel, and over 1,150 middle school children.*

### **ROMS features the following:**

- One grade level per floor with a **front-line school team**...6<sup>th</sup> first floor, 7<sup>th</sup> second floor, 8<sup>th</sup> third floor.
  - Middle-Level Program...6 classes per day representing 8 core areas, co-curricular activities (clubs, sports, intramurals)
  - IB framework on developing internationally minded people and the Learner Profile.
  - A focus on Character Education ([Respectful, Responsible, and Safe](#)) and Restorative Practices.
  - Fully authorized International Baccalaureate World School with Middle Years Programme
1. The collaboration in the building is organized into departments, which meet throughout the year to align the scope and sequence of the curriculum.
  2. Ten-week, alternating day, and yearlong **classes** are offered throughout the year.

**Main Office:** Building Principal/Secretary/\*Clerk

**Grade 8 administrative office:** Assistant Principal (AP)/Counselor/Secretary

**Grade 7 administrative office:** Assistant Principal (AP) /Counselor/Secretary



**Grade 6 administrative office:** Building Administrators /(2)Counselors/Secretary

**Note:** The Counselor/Secretary school team rotates annually, which provides continuity with the student and family relationships. Each student is assigned an assistant principal for their three years at ROMS. Assignments are based on last name.

**Other ROMS Administrative and Teacher Leadership Student Supports:**

MTSS Intervention Team  
National and State Assessments Coordinators  
School Improvement Team  
School Leadership Team  
IB MYP Coordinator  
Special Education Teacher Consultant  
Extra-Curricular and Club Sponsors  
Athletic Coordinator and Coaches

**Royal Oak Schools Middle Years Programme  
Academic Honesty Policy**

The Royal Oak Schools Community, including the IB MYP, is committed to academic integrity and honesty in all written, spoken, and digital work. Therefore it is our mission to create an academic environment in which a student's quest for knowledge is an honest and ethical reflection of that process. The IB Learner Profile articulates the attributes of an academically honest learner:

- Inquirers—acquire skills to conduct inquiry and research
- Knowledgeable—explore concepts, ideas and issues
- Principled—act with integrity and honesty, taking responsibility for one's own actions
- Open-minded—seek and evaluate a range of points of view
- Risk-takers—brave and articulate in defending beliefs and ideas

Students should be aware of the following forms of unethical academic dishonesty, including cheating, collusion, and plagiarism.

**Cheating and Collusion**

The definition of cheating is using unauthorized answers or sources to receive credit for schoolwork. The definition of collusion is working secretly with another or with use of an electronic device for a fraudulent purpose. Cheating and collusion include, but are not limited to:

- Using an assignment from someone else and submitting it as one's own.
- Allowing another student to use an assignment or test to submit as his or her own.
- Looking at another's test and submitting the work as one's own.
- Knowingly assisting another student in the act of cheating.
- Discussing test or quiz questions with students who have not yet taken it.

**Plagiarism**

The ethics of intellectual property require that students value the ideas of others and properly acknowledge those ideas. If they do not, it is plagiarism. Therefore students will learn proper



documentation and be held responsible for the ethical use of the ideas and words of others.

Plagiarism includes, but is not limited to:

- o Quoting or paraphrasing directly all or part of someone else's written, spoken or illustrated works without documentation within the body of the work
- o Presenting an idea, theory, or formula originated by another person as one's own
- o Submitting work completed by another student or group of students as one's own
- o Using information, including statistics, without documentation from the source
- o Copying or pasting from the internet or another document that is not one's own. Examples include:
  - Submitting another person's work
  - Purchasing another person's work for submittal as one's own work
  - Copying a portion of another's work without citing the source
  - Copying material, supplying proper documentation, but leaving out quotes
  - Paraphrasing ideas without documentation

Plagiarism, in any form, is unacceptable and academically dishonest. Intentional plagiarism is unethical; the student knowingly submits someone's words or ideas as if they were his/her own. Indicators of unintentional plagiarism are a lack of or imprecision in documentation and/or inattention to detail in formatting.

#### **Academic Dishonesty Procedure/Consequences:**

1. All serious cases, suspected cases, and repeat minor cases of academic dishonesty shall be reported to the ROHS Academic Honesty Committee. (An initial minor case may be handled at the classroom level. Example: student copies a small portion of a minor assignment)
2. The teacher meets with the student(s) regarding the incident.
3. The teacher investigates the incident, including if the student has prior building offenses, and presents evidence to the committee.
4. A committee reviews incident, evidence, and completion options and counsels students.

#### **First building offense teacher notifies administration, parents, and committee:**

- o Student earns a zero on assignment/project/test
- o Student completes the work or portion of the work for practice or progress check only (without credit and at teacher's discretion)
- o Student completes academic honesty tutorial with and is counseled by Academic Honesty committee
- o Notification of Junior National Honor Society and Probation in National Honor Society

#### **Second building offense teacher writes administrative referral:**

- o Student earns a zero, with no opportunity to complete work
- o Administrative referral recorded on record, notification of parents
- o Administrative notification of coaches and co-curricular activities
- o Probation in NJHS and dismissal from NHS

#### **Third and subsequent building offense teacher writes administrative referral:**

- o Administrative referral for suspension
- o Suspension from all co-curricular activities in which student is involved (length determined by administration)
- o Dismissal from NJHS

Adapted from policies of Springfield Township High School, Newton North High School, Seaholm High School, and Bullard High School

# DISTRICT INFORMATION

## **CHANGING RESIDENCE AND SCHOOL ENROLLMENT**

Parents/guardians of all Royal Oak Schools students who change residence during the school year must update their address information with the Enrollment Office at the Board of Education 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 happening 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](#).
- *The District Dispatch* is the official Royal Oak Schools digital magazine newsletter. Most parents are already subscribed or can [Subscribe to e-news](#) to sign-up.
- Parents will be contacted via email and phone during emergency situations, such as inclement weather (see below “Emergency Preparedness and Support” section.)

## **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 a timely 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.

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 the school administration or the local emergency responders depends greatly on the specific incident. For example, schools may evacuate, take cover, or lock down, according to the nature of the specific threat. The priority and main objective during any emergency drill or critical incident is our students' and staff's safety.

School administrators have been trained with various 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 various 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 lock down?***

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**

## **MISStar/PARENTCONNECT STUDENT INFORMATION SYSTEM**

Royal Oak Schools, MISStar/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.

MISStar/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 MISStar/StudentConnect can view their grades and attendance using their unique password. If you have questions or want to know more about MISStar/ParentConnect, please contact Sarah Mohler, Data Compliance Analyst, at (248) 435-8400 ext. 3516.

## **PEACHJAR**

Peachjar is Royal Oak Schools flyer distribution system, implemented to reduce the environmental impact and cost of printing flyers. External organizations can share information with ROS families if the proposal follows 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 NOTICES

The following notices are required by law for Royal Oak Schools to publish annually to its community.

## **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:

Dr. 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 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 the 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 ten 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 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 changed, and specify why it is inaccurate or misleading.

Suppose the district decides not to amend the record as the parent or eligible student requested. In that case, 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 in the student's education records, except 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 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 regarding these rights in consultation with parents. It has made arrangements to protect student privacy in administering protected information surveys and collecting, disclosing, or using personal information for marketing, sales, or other distribution purposes. This article serves as Royal Oak Schools 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), clicking on the 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 inspect 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 complies 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 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 are expected of administrators, faculty, staff, and volunteers to provide positive examples of 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 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 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.

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 must 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. [www.royaloakschools.nutrislice.com](http://www.royaloakschools.nutrislice.com). No login is required, just visit this 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 cannot receive vaccinations for 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 kindergarteners, cannot attend without the required immunization or waiver.

## **HOMEBOUND AND HOSPITALIZED INSTRUCTION**

Homebound and hospitalized services 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 how 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 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 students' online activity to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The Superintendent or Executive Director, Curriculum and Instruction 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 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 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 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 in 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 instruct 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 using 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 staff members to guide and instruct students in the appropriate use of 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) must 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 must utilize for all school-related electronic communications, including those to staff members, individuals, and/or organizations outside the



District with whom they communicate 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 to access 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 in classrooms, school hallways, 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 from the District's network for personal use. Still, they 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 using the District's Education Technology and the Internet for instructional purposes.