



ROYAL OAK SCHOOLS

A COMMUNITY OF EXCELLENCE

2023-2024

School Information
and Student Handbook

Addams Elementary School

2222 W. Webster Road, Royal Oak, MI 48073
248.288.3100 (main office) 248.288.3144 (FAX)

<http://www.royaloakschools.org>

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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.royaloakschools.org>***

ROYAL OAK SCHOOLS BOARD OF EDUCATION

President, Maryanne VanHaitsma
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LETTER FROM THE PRINCIPAL

Dear Addams Families,

Welcome to the new school year! We are looking forward to having your child attend Addams and anticipate a great year of learning.

Enclosed you will find pertinent information to help prepare you and your child for the school year. Much of the information will be discussed, taught, and reinforced throughout the school year. However, we would appreciate it if you would review the information with your child in an effort to help your child demonstrate responsibility at school.

This year, registration forms will need to be completed online. Please make sure to complete your child's registration prior to the start of the school year. All grade levels, DK-5th grade, need to complete these forms. If you do not have internet access, please contact our Main Office for assistance.

Thank you for your commitment to your child's education. Working together as a team will help all our students be successful. I look forward to seeing you in the very near future.

Sincerely,

Tim Boyer, Principal
Addams Elementary and
Addams Childhood Center



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
- 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

Soon to come, 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.

New this year:

- Select the text message box to enable receiving text messages from the district.
- Review the opportunity to sign up for Blessings in a Backpack, a free service that will deliver food to your child each Friday to take home for weekend meals.
- Take a survey from PAC - the Parent Advisory Committee of parents of children with disabilities and/or individualized education plans (IEPs) in the district.

SCHOOL INFORMATION

***ARRIVAL & DISMISSAL**

It is requested that all adults arriving and departing from the school be particularly cautious and mindful of the children and adult pedestrians in the vicinity at all times. The safety of our entire community depends upon the care and concern of all of us. Please follow these safety precautions in the parking lot and drop-off area.

A.M.	8:20	first bell; doors open; students admitted to the building
	8:25	second bell; morning session begins
P.M.	3:30	afternoon dismissal

PLEASE NOTE: Late Start (PD)

9:20 a.m. first bell; doors open; students admitted to building
9:25 a.m. second bell; morning session begins

Students may enter the building at 8:20 A.M., and the instructional day begins at 8:25. Students are assigned a door to line up at and will be greeted by a teacher when the bell rings to enter the building. It is requested that parents not enter with their children.

Only staff members are allowed to enter the parking lot between the hours of 8:00 A.M. and 4:00 P.M. **Webster Road, the East side of Clawson and the West side of Linwood is DROP-OFF ONLY areas from 8:00 to 4:00, Monday through Friday. Parking is available**

beyond the school staff parking lot to the North of the building (around the playground) and down side streets South of Webster.

- ✓ It is requested that all adults arriving and departing from the school be particularly cautious and mindful of the children and adult pedestrians in the vicinity of the school.
- ✓ Students should enter and exit on the passenger side of the vehicle only.

Early Dismissal

On rare occasions, it has been necessary to dismiss school early. It is very important that you establish a procedure for your child to follow if this occurs. Every effort will be made to contact the parents of the youngest children. Please do not call the school. All phones are needed to contact as many parents as possible.

In the event of severe weather or emergency at dismissal time, children may be held at school until an “all clear” is given or until a parent comes to school to pick up his/her child.

Early Pick-up

If your child must be excused early from school during the school day, please come to the main office to sign the child out and follow all posted safety guidelines. The main office will call for your child from the classroom. If someone other than the parent/guardian will be picking up the child, please ensure this person’s name is listed on the emergency contact form kept in the main office, and provide written permission for the child to be released. No one under the age of 18 will dismiss a student. Picture ID may be required before the child is called from the classroom. The instructional day ends at 3:30 p.m. **We are requesting that students not be picked up from school early unless it is a necessity.**

ATTENDANCE

Absences and Tardiness/Safety Check

Good attendance is essential for student achievement and overall school success. The District has a formal policy regarding student attendance based on Michigan law. Please make sure that your child arrives on time and is in attendance on a consistent basis. If your child is absent or tardy, please contact the main office number, the Addams Elementary Safety Check System, before 8:25 am.

Call (248) 288-3100 before 8:25 a.m. on the day of the absence. After the recorded message and the beep, leave the following information:

- Student name
- Teacher name
- Reason for absence
- Anticipated length of absence
- Your child’s lunch order for the day of return

Please do not feel that telling the child’s teacher of the absence is adequate. The main office must know of the child’s absence from school. The Safety Check program is for your child’s safety and peace of mind. For safety reasons, please send children to school as close to the bell time as possible. Please drop children off no earlier than 8:20 a.m., and pick them up promptly at the end of the school day.

Homework Request For Absent Students

It is important to the staff at Addams that absent students make up the classwork they miss due to illness. Homework will be available for pick up the day following the absence after 4:00 in the office.

For example, if students miss school on Monday, their homework will be ready for them on Tuesday after 4:00. Sufficient time, determined by the teacher, will be allowed to complete the assignments.

We discourage taking students out of school, but if it is necessary that parents do so, they should arrange with the teacher to receive the missed work upon the student's return to school. Homework supports lessons that have been introduced in the classroom that day. When children are missing school, they are not getting the classroom instruction that correlates with the assignments. On some occasions, it is appropriate for students to complete a special assignment to cover their missed days. The classroom teacher will determine this and requires the parent to take responsibility to see that it is completed.

***BEFORE & AFTER SCHOOL PROGRAMS**

Young Oaks (Latchkey) Program

Royal Oak Schools operate the Latchkey program. The program is held from 7:00 a.m. until 8:25 a.m. and from 3:30 p.m. until 6:00 p.m. On Late Start Professional Development Wednesdays, the program is held from 7:00 a.m. until 9:25 a.m. and from 3:30 p.m. until 6:00 p.m. Latchkey programs are also offered on half days and school breaks and are held at various Royal Oak schools. **Please do not drop children off earlier than 7:00 a.m. as no one will supervise them.** If you would like further information about registration, fees, etc., please contact the Latchkey Coordinator at the Addams Early Childhood Center at 248-288-3220.

BICYCLES

3rd, 4th, and 5th-grade students may ride their bikes to school with parent permission and in observance of established safety guidelines. The bike must be parked and locked in the bike rack. **Students must wear a helmet.** The bike must be walked while on school property. Bicycles are ridden to school and left in the bike rack at the owner's risk. All bikes must have locks.

BOOKS AND SUPPLIES

Books and some materials are supplied to the students. Teachers may make special requests for supplies to be used by your child in the classroom. Be sure to label gym shoes and other clothing items with your child's name. All books and workbooks are loaned to students during the school year, free of charge. However, students are responsible for lost or damaged textbooks or media center books and are expected to reimburse the school district.

Daily Assignment Books

To help students become more organized and develop a stronger sense of responsibility, all Addams students in grades 3-5 will be provided with a daily assignment book or student planner. Parents are expected to review the contents and sign the book nightly. School and home working together can only lead to greater success for each individual child.

BREAKFAST PROGRAM

Addams will return to serving breakfast in the cafeteria starting at 7:55 a.m. Students should not be dropped off earlier than this time. For more information, visit: [Food Services](#)

CALENDAR

Please check the website often for updates and events, <https://addams.royaloakschools.org>.

CURRICULUM NIGHT

This fall event provides an opportunity for parents to meet their child's teacher(s) to discuss the goals and objectives of the academic year. Individual conferences are not held on Curriculum Night, nor are children present for this evening.

Elementary Curriculum Night- September 13, 2023, 6:30 - 8:30 PM

6:30 – 7:15 p.m. grades DK-2

7:30 – 8:15 p.m. grades 3-5

DISCIPLINE

All discipline is carried out in accordance with the policies and procedures of Royal Oak Schools. Staff believes that parents need to be aware of disciplinary situations, yet the responsibility for the action must rest with the children.

Discipline is carried out in a manner that allows children to accept responsibility for their actions and learn why inappropriate behavior is harmful. **Children will then work on a consequence that is a natural outgrowth of the original behavior.** When severe behavior occurs that is harmful to the child or another person, more serious steps will be taken in accordance with School District policy.

DRESS CODE

The Royal Oak Schools Board of Education recognizes that each student's choice of dress and grooming is an expression of personal style and individual preference. The Addams community is committed to ensuring that each student enters their building culturally intact every day.

The Royal Oak Schools 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.

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

1. All clothing should provide adequate body coverage.
2. Tennis shoes or other closed-toe shoes are recommended, as injury to the feet is less likely.
3. Outerwear suitable for the weather is recommended for recess.
4. Underclothing should not be intentionally visible.
5. Students shall not wear clothing items with racist, obscene, vulgar, hate speech, or sexual statements or pictures.
6. Clothing that promotes alcohol, tobacco, or illegal substances is prohibited.
7. 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 administration will contact the parent/guardian to resolve the situation.

ELECTRONIC DEVICES

Students are allowed to possess electronic communication devices on school property; however, such devices shall not be used during the school day or in a manner that disrupts school activities or

events. This includes but is not limited to smartphones, smart watches, Bluetooth earbuds, tablets, etc. Any device found to be used for any illegal purpose or in a manner that violates the Student Code of Conduct may be confiscated pending parent conference. Where appropriate, police authorities may be contacted. The school is not responsible for lost or stolen electronic devices.

FIELD TRIPS

Field trips are an extension of the instructional program and children are expected to participate. A field trip involves leaving the school, and written permission is required from the parent/guardian of every child. Transportation may be by private car driven by parent chaperones. Parents must have car seat restraints (booster seats) for appropriate-age students (required by Michigan Law). **Parent chaperones may not bring any siblings on field trips, use their cell phones (unless for an emergency), or smoke while on the field trip.** Parent chaperones must submit the required paperwork one week prior to the date of the trip, including a copy of their driver's license and proof of insurance. Failure to submit the necessary paperwork in a timely manner may result in an inability to participate in the field trip. Alternate educational experiences will be provided for students who do not participate in field trip experiences.

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.

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 of these fundraisers your organization can hold each year.

HOMEWORK

The Board of Education recognizes homework as an essential part of the student's learning process that is initiated in the school setting. The assignment of homework to students by their teachers is expected and deemed to be an appropriate step toward the achievement of instructional objectives. Assigned homework activities should be clearly defined and should reinforce important skills and knowledge being developed in the classroom. The nature, quality, and frequency of homework may vary from level to level and subject to subject.

Homework requires cooperation and understanding between home and school. The Board of Education expects the teacher or instructor to communicate with students and parents regarding homework practices, expectations, and consequences. Parents and students are responsible for budgeting time for the completion of homework assignments and the responsibility of teachers to evaluate and return completed work. Communication with the student's home shall occur if persistent problems with homework exist.

LOST AND FOUND

The Lost & Found is located in the main hallway. Labeling your child's jackets, boots, gym shoes, hats, gloves, lunch boxes, backpacks or other personal belongings makes it easier to return if lost. Lost

eyeglasses and keys are usually turned in to the main office. After a reasonable amount of time, unclaimed items in the Lost & Found are donated to a charitable organization.

LUNCH PROGRAM

The supervised lunch period begins the first full day of school. The classroom teacher takes lunch orders one day in advance. If a child is absent, a lunch choice must be left on the Safety Check line; it will not always be possible to obtain the lunch of choice on the day the child returns to school. If school is only in session for a half-day, lunches for the next full school day are ordered on the last full day of school. Orders will not be placed if you call lunch in on the ½ day for the next school day. Students may go home for lunch but do so at their own risk and should report back to the building when their assigned time has ended; they are not allowed to go out on the playground.

- o Lunch A 11:00-11:48 DK/KDG and 3rd grade
- o Lunch B 11:35-12:23 1st and 2nd grade
- o Lunch C 12:10-12:58 4th and 5th grade

Lunch options for students in grades K-5 are:

- Bring a sack lunch to school. Milk is available for purchase. Please do not send carbonated beverages or beverages with red food dye (as it stains the tables).
- School lunch is free. (All students are sent home with free and reduced lunch applications in September. Additional applications are available at the school office.) Monthly menus are sent home with the Friday notes.
- Leave the building with a parent/guardian for lunch. You must sign out your child in the office if you will be taking your child out for lunch. If you have arranged to take another child and your child to lunch, a note from the other child's parent must be in the office. **NO CHILD WILL BE ABLE TO LEAVE FOR LUNCH WITH ANOTHER PARENT WITHOUT WRITTEN PERMISSION.**
- Students staying at school for lunch must remain at school for the entire lunch period.

STUDENTS LEAVING THE BUILDING FOR LUNCH MUST SCHEDULE THEIR RETURN TO SCHOOL. THEY ARE NOT ALLOWED TO WAIT AT THE BUILDING ENTRANCE, NOR ARE THEY ALLOWED TO GO OUT ONTO THE PLAYGROUND.

Lunch Procedures:

The following are the rules for the lunch period:

1. Appropriate language is expected at all times.
2. Children must remain in defined areas of the playground and the lunchroom.
3. Food will be handled properly, the eating area cleaned up, and trash disposed of properly.
4. Children will avoid causing physical or emotional harm to one another.
5. Children are expected to respond appropriately to directions given by the lunch monitors.
6. Children will enter & exit the cafeteria and the building safely and orderly.
7. All equipment that is taken outdoors will be returned to its proper place.

All students are expected to participate in scheduled outdoor recess daily unless a doctor's note is supplied (or indoor recess is called). The doctor's note must specify the length of time that the child may not participate in outdoor recess. Please dress your child for the current weather conditions. Rainy, extremely cold weather or excessively muddy playground conditions may prohibit children from being outdoors for recess. In these circumstances, students will remain indoors for recess.

Lunch Discipline:

- Inappropriate and/or chronic behavioral incidents during the lunch program will be reported to the principal by the lunchroom monitor. The principal will discuss the report with the child in an attempt to correct the behavior. If the behavior doesn't change, parents will be notified, and an appropriate consequence will be given.
- When behavior is highly disruptive or potentially injurious to self or others, the child may be removed from the lunch program. This would occur after discussion with the child and his/her parent/guardian.

The lunch hour is split into segments divided between eating lunch and recess. During days of inclement weather, the students will remain in the building. Games and quiet activities are held in the classrooms instead of going outside. Lunchroom monitors supervise students in the lunchroom and during recess.

MEDIA CENTER

The Media Center contains a collection of books for assignments or recreational reading, covering many subjects. Students will be given time to come to the media center to check out books.

Students are responsible for all books issued to them during the school year. All lost or damaged books must be paid for. All monies collected are recorded or paid to the proper fund for replacement purposes. If a lost book is found before the end of the school year, the money paid will be refunded.

Students are not allowed to check out books if they have overdue books.

MEDICAL INFORMATION

Emergency Information Forms

Each student must have an up-to-date Emergency Information Form on file. The form will be referred to in case of a medical emergency at the school. The parent/guardian's responsible for updating the phone numbers, e-mail addresses, and medical information when necessary.

Health Guidelines

In consideration of your child and others, please do not send an ill child to school. **Attendance at school indicates that your child can participate in the full school program, including recess and gym.** As a guideline, a child should not be sent to school if the child:

- has a temperature
- is vomiting or has diarrhea
- has green or yellow discharge from the nose
- has any contagious disease
- a child must be fever-free for 24 hours

The Oakland County Health Division makes recommendations involving uncomplicated cases of communicable diseases. The recommendations are for use by school administration to exclude and re-admit children who are ill or are suspected of being ill.

Immunizations

Upon enrollment in school, a student must have a physical exam form signed by a licensed physician or his designee certifying that the student has been immunized against Meningococcal Conjugate (meningitis), varicella (chickenpox), diphtheria, tetanus, measles, pertussis, poliomyelitis, rubella and mumps.

Medications ([Board Policy 5330](#))

If your child requires medication during school hours, it will be dispensed by school personnel and only under the following conditions:

1. A Royal Oak Schools form must be on file entitled “Request for Dispensing Medication” signed by parent/guardian.
2. An adult must bring the medications to school in the original pharmaceutical container. The container must be labeled with the following information:
 - child’s name
 - name of medication
 - name of physician
 - physician’s instructions for dosage and administration
3. Medication may only be dispensed by school personnel.

Medications cannot be left on school property during the summer months and therefore should be picked up by the parent on the last day of school. Medications not picked up will be discarded.

Pediculosis (Head Lice) Check

To protect your child’s health in school, a pediculosis/head lice check will be conducted on an as-needed basis. School personnel trained in this area will be involved in this procedure. Please contact the school if and when you discover or suspect head lice with your child so we can do follow-up checks.

Restricted Activities

If a child returns to school with a cast or following an illness that temporarily restricts activities, please bring a complete statement from the attending physician:

1. giving permission for the child to return to school
2. stating activity limits

Please advise the school of allergies or chronic illnesses such as diabetes, asthma, rheumatic fever, etc., and supply definite instructions from the doctor for procedures in case of an emergency.

Vision and Hearing Checks

The Oakland County Health Division’s Hearing & Vision Program provides:

- State-mandated hearing and vision screening in Oakland County schools
- Hearing and vision screenings by appointment for children aged 3 through 18 who reside in Oakland County or attend an Oakland County school
- Referrals to other resources

For information or an appointment, please call the Hearing and Vision office at (248) 424-7070.

MISSION

We are a compassionate community of learners who embrace diversity and inclusion while encouraging each other to thrive socially, emotionally, and academically.

PARENT TEACHER ASSOCIATION (PTA)

PTA meets once a month. Meetings are open to the members of the school community. Parents are invited to participate in the committees the PTA sponsors that benefit the students and the school. PTA memberships are available for \$10.00 per individual.

Mission:

Michigan PTA mobilizes the forces of school, home, and community in order to ensure quality education and nurturing environment for every child

Belief Statements:

We believe...

- Youth members have valuable perspectives on issues and are important ambassadors of the message
- Quality leadership is vital to the advancement of the association
- In a culture that empowers parents, families, educators, and the community to advocate for all children
- All children must have access to high-quality, free public education
- That engaging the entire community is essential to the overall well-being of children
- Diversity is counting everyone, and inclusion is making everyone count
- Michigan PTA is the association through which parents; families and students' voices are heard and expressed
- It is essential for Michigan PTA to become truly relevant to today's parents and families
- Engaging members in the decision-making process is essential for the success of the association

PARENT/TEACHER CONFERENCES

The District schedules Parent Teacher Conferences each year. Conferences may also be arranged with your child's teacher. Teachers may be contacted by phone prior to the start of the school day or by email (First Name.Last Name@royaloakschools.org). The goal of any conference is the achievement of a better understanding of the child & his/her learning. Parent involvement is crucial to success at school. Scheduled dates for parent-teacher conferences are in the fall. The parent/guardian may request additional conferences at any time. Conferences should be informal, pleasant, and constructive.

Conference Dates/Times:

November 16 - 1:00 - 3:00 PM, 4:00 - 7:00 PM

November 30 - 4:00 - 7:00 PM

If further questions remain regarding your child's progress in school after a meeting with the teacher, conferences may be set up between the principal and/or school support personnel. Contact the school office to make these appointments.

PARTIES

School Parties

School district policy limits the number of class parties to two per year. A "party" is defined as an organized classroom activity involving refreshments, games, and/or entertainment. Scheduling is at the teacher's discretion. More specific information will be available from the teacher.

Food Restrictions

If you volunteer to bring food to a school party or event, please be aware of food allergies and food restrictions that may be present. See the teacher for specific guidelines. Please avoid peanuts and peanut products.

Birthday Recognition

Consistent with health and wellness goals and cognizant of various student and staff allergies, Royal Oak Elementary schools recognize student birthdays with non-food-based celebrations. We do recognize birthdays as special days and will recognize a child's birthday with individual recognition by the classroom teacher. Each teacher will inform you of the specific classroom birthday recognition practice. The students will also have their names announced on the morning announcements and receive a birthday sticker from the office. **Please do NOT send food or beverages as birthday treats.**

Personal Party Invitations

Please do not send party invitations to the school for distribution.

PERSONAL ITEMS

Students' personal items that should not be brought to school include anything of great value. Other items that should not be brought to school include electronics that are potentially disruptive to the classroom, toys or other distracting items, trading cards or other items with numerous loose pieces, and any other items that are not directly used in the classroom for instructional purposes.

PETS/ANIMALS

Pets/animals are not allowed in the school or on school property at any time (City of Royal Oak Ordinance).

PICTURE DAY / PICTURES

School photos are taken in early fall by a professional school photographer. Information is sent home regarding packages and pricing shortly after the school year begins. School yearbooks are available to order and purchase in the spring. Please check for this information as it comes home.

Teachers and parent volunteers often take photographs of the children for classroom projects, special school activities, or field trip outings. Photographers who may be at the school may take other photographs of children at school for a special event to be publicized. Please inform the teacher if you do **not** wish for your child to be photographed for any reason.

PLAYGROUND PROCEDURES

All students are supervised while on the playground. Students must behave in a safe and appropriate manner while at recess. Playground equipment must be used in the manner in which it was intended. Students will be respectful to any staff member supervising them. Staff will discuss rules and appropriate playground behavior with the students. It is each child's responsibility to demonstrate good behavior on the playground. Any use of improper language, fighting, teasing, or verbal abuse toward another child is not permitted. Any act of reckless behavior that could result in the child being injured or another child being injured is not tolerated.

Playground Rules to Ensure a Safe and Friendly Environment:

1. Tackle football, any form of martial arts, and skateboards are not permitted.
2. Climbing any object (e.g., fence or walls) other than regulation playground apparatus is not permitted.
3. Throwing objects such as snowballs, sand, rocks, sticks, or dirt is strictly prohibited.

4. A whistle is blown/bell is rung to signal the end of recess and for the children to form a line to enter the school building.

***PROFESSIONAL LEARNING DAYS – LATE START**

On twenty-five Wednesdays, students will be beginning 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 **9:25 a.m.** Please refer to the school calendar on a regular basis, as there are rare occasions these dates may change. Late Start Homework Club is available for students to start at 8:25 a.m. for \$15.00 per family per semester. Forms are available online or at the school office.

September 13, 20, 27

October 4, 11, 18

November 1, 15, 29

December 6, 13

January 31

February 7, 28

March 6, 13, 20

April 3, 17, 24

May 1, 8, 15

REPORT CARDS

Report cards are provided four times each school year to all students. Report cards will be available electronically for all families through MISTar Parent Portal. If there are any questions concerning your child's progress, you are strongly encouraged to contact your child's teacher for a conference. Students will be evaluated on their grade level performance and applied work habits in each core curriculum subject. Other subject areas are further evaluated based on specific skill development milestones taken from Royal Oak Schools and State Curriculum guidelines. Personal behavior and social development will also be commented upon.

SAFETY PATROL/SERVICE SQUAD

Safety patrol members help children cross the street at designated points surrounding the school. It is important that all children follow the directions of the safety patrol. Parents/guardians can help by constantly reminding their children to follow good pedestrian safety rules. If a problem develops because of a safety patrol member, please contact the school.

The safety patrol schedule is as follows:

Morning	8:15 - 8:35
Afternoon	3:25 - 3:40

Fifth-grade students are eligible to become safety patrol members. AAA and the PTA sponsor this program. Fifth and Fourth-grade students are eligible to become service squad members. These students assist with routine classroom procedures under the supervision of a classroom teacher. A staff member coordinates and supervises safety patrol and service squad volunteers.

Fifth-grade students who are safety patrol members are provided a safety belt as identification. All safety patrol students are required to wear their belts while “on duty.”

TECHNOLOGY USE AGREEMENT

A Technology Use Agreement must be signed by the parent and student and be on file in the school office for students to participate in programs/lessons using technology.

TESTING

In addition to routine tests administered by the classroom teacher, tests are given on a District-wide basis at specific grade levels during the school year. The district is also responsible for State Standardized Testing administered throughout the year.

VISITORS TO THE SCHOOL

Parent/Guardian Volunteers and Visitors

Our elementary school is fortunate to have many volunteers and visitors to our school. We welcome our many volunteers and visitors. **All visitors to the building must sign in with the main office and be provided with a visitor's pass, which is to be displayed at all times while in the building.** Visitors are generally not allowed in classrooms during instructional time.

Please contact the PTA Volunteer Coordinator for information about volunteering opportunities. You may also contact your child's teacher for information as well. Royal Oak Schools policy states appreciation for school volunteers but does expect that all volunteers working within the school are here to support the educational environment.

Student Visitors

Students from other schools are **not** allowed to visit the school during the school day.

VOLUNTEERING IN THE SCHOOL

The services donated to Royal Oak Schools by parents and citizens are valued and appreciated. They are an important part of our total school program. There are many opportunities for parents to become involved in the school program--as classroom helpers, library assistants, tutors, PTA Officers, chaperones, and many other capacities during and outside school hours. All volunteers must complete a district Parent Volunteer form.

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 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.royalockschools.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 on Twitter (@RoyalOakSchools) for updates throughout the year. The District is also on Instagram and YouTube.
- *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 will be contacted via email and phone during emergency situations, such as inclement weather (see below “Emergency Preparedness and Support” section.)

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, have access to view their grades and attendance using their own 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.

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.
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 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 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.royalockschools.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 get into the building during a lockdown?*

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.
- 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 flyer 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 flyer 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

From time to time, the District is requested to reimburse students or a parent for personal property that is 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.

EQUAL EDUCATION OPPORTUNITY (NON DISCRIMINATION/TITLE IX)

Royal Oak Schools' policy is to provide equal education opportunities 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 in accordance with the procedures as 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 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 ten days (refer to Policy 8330) from the date of this notification that s/he/they 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 is:

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 18 and older or emancipated minors certain 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 collection, disclosure, or use of 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 District'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, then clicking on the Board of Education link under the District tab.

CHILD FIND SPECIAL EDUCATION/ SECTION 504 NOTICE

Royal Oak Schools offers evaluations, programs, and services to individuals who are identified as having, or who are 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, select PARENTS, select MISTAR Parent Portal, log in using your Pin and Password, click Apply for Free or Reduced Meal Benefits, 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. 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 are unable to receive vaccinations due to medical reasons should consult their healthcare provider for a medical waiver form.

For more information, go to 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.

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.

Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

A parent should contact the school administration regarding procedures for such instruction. The Director of Special Education must approve applications. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregivers. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.