Dear Royal Oak Community,

The summer may be winding down, but the 2019-20 school year is just gearing up. The return of students and staff to our schools is always full of excitement and anticipation. It never gets old!

Our staff members may have been on an official break from school, but many of them, including our board members, took advantage of the time to take in new learning. Some of the highlighted projects are Culturally Responsive Teaching, interactive technology training, International Baccalaureate Middle Years Programme training, Supporting Diverse Learners in Math, Designing Learner Experiences using flexible learning spaces, and more. Our student leaders have also been busy with camps, learning key leadership skills and defining experiences for their classmates for the upcoming year.

In this edition, you will find updates on the Bond 2017 projects, which have taken place across the district this summer at Oak Ridge and Keller Elementary Schools, and Royal Oak High School. You can find more detailed information regarding the construction and planning on the district’s website at www.royaloakschools.org and on our Facebook page @RoyalOakSchools.

In collaboration with many of the non-profit organizations across the City of Royal Oak, we are partnering to host a kick-off for the first annual ROam Home event where attendees will meet members and hear more about the wonderful support these groups provide for our community. The event is Saturday, October 19 at Royal Oak Middle School, and will lead us into a week-long celebration of our community. More details can be found at roamhomeroyaloak.com

Mark your calendars for the opening Royal Oak High School home football game at 7:00 p.m. on Thursday, August 29 against Lakeview. We hope you take the opportunity to come out, visit with some of our various school groups and clubs, support our team and see more of the improvements around the high school. We look forward to seeing you at this and other district events throughout the new school year. You can check the calendar on the following pages for what’s coming up next.

Thank you for your continued support of our Community of Excellence.

Sincerely,

Mary Beth Fitzpatrick, Superintendent of Schools

2019-2020 School Year Begins
Tuesday, September 3, 2019

All students in grades K-12 should report for a full day of school on the morning of Tuesday, September 3, 2019.

If you have not received specific information from your school principal, or you are new to the district, please call your school building (phone numbers listed on page 46) or Student Services at (248) 435-8400, Ext. 1232.

School Hours 2019-2020 School Year

<table>
<thead>
<tr>
<th>School</th>
<th>Start Time</th>
<th>Late Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Elementary Schools</td>
<td>8:25 a.m.</td>
<td>9:25 a.m.</td>
<td>3:30 p.m.</td>
</tr>
<tr>
<td>Royal Oak Middle School</td>
<td>8:00 a.m.</td>
<td>9:00 a.m.</td>
<td>2:50 p.m.</td>
</tr>
<tr>
<td>Royal Oak High School</td>
<td>7:55 a.m.</td>
<td>8:55 a.m.</td>
<td>3:00 p.m.</td>
</tr>
<tr>
<td>Churchill Community High School</td>
<td>8:00 a.m.</td>
<td></td>
<td>2:30 p.m.</td>
</tr>
</tbody>
</table>
**Enrollment**

**Pre-K - 12 Enrollment Requirements/Procedures**

**District Central Enrollment Office**
800 Devillen, Royal Oak, MI 48073

**Enrollment Office Hours:**
Monday - Friday, 7:30 am - 4:00 pm
Phone: (248) 435-8400, Ext. 1260 • Fax: (248) 280-2591

Royal Oak Schools processes new student enrollments online at www.royaloakschools.org. Click the “Enrollment” tab and “pre-enrollment” link to begin this process. A computer is available for use at the Enrollment Office. Once you have completed the online enrollment, you will need to bring all required documentation to the Central Enrollment Office, 800 Devillen, to complete the process.

**Required Documentation**

- **Original Birth Certificate with Seal** (demonstrating parent-age of custodial parent)
- **Driver’s License** (or state ID showing photo identification of parent/guardian name and current address)
- **Immunization Records**
- **Vision Screening** (kindergarten only)
- **Transcript of final grades** (students in grades 9-12)
- **Special education documents – current IEP** (for students receiving special education services)
- **Residency documentation and verification** – Two of any of the documents described below must be provided.

**Residency Requirements**

A qualifying residence is defined as a residential dwelling that is either a single family principle residence as recorded with the Michigan Treasury or a legal single family rental unit that meets the Michigan Treasury and local community requirements for a rental.

**To establish a qualifying residence, the district requires:**

**Homeowner (provide two proofs):**
- The deed to the property or current mortgage statement in the name of the person seeking to enroll the student(s) must be provided.
- A current property tax statement in the name of the person seeking to enroll the student(s). To qualify as a homeowner, the property must be declared as a principal residence in accordance with state law and guidelines.
- Current utility bills within the last 30 days addressed to the person enrolling the student.

**Renter (provide two proofs):**
- An original, signed complete lease in the name of the person seeking to enroll the student(s).
- Current utility bills within the last 30 days addressed to the person enrolling the student.

**Shared Housing (provide two proofs):**
If living in someone else’s home/apartment a Notarized Shared Housing Form is required. It must be signed by the homeowner/lease holder and applicant in the presence of a notary public. This document must be accompanied by:
- Proof of residency, see above requirements.
- A copy of both parties driver’s licenses.

**Back-To-School Information**

**Student Handbooks are available online at www.royaloakschools.org**

**Annual Registration**

Annual Registration – something that occurs for all students each August – is now online. The MISTAR Parent Portal is the point of access that families use to complete this process. This increases the importance of making sure that you know how to log in and use the MISTAR Parent Portal. Please contact your child’s school office for assistance.

**Kindergarten Vision Screening**

Michigan law requires a vision screening for kindergarten entrance. A vision screening done by a health department technician, physician, or eye doctor fulfills this requirement.

The Oakland County Health Division offers a free vision screening for Oakland County residents. Call (248) 424-7070 to schedule an appointment.

**Changing Residence and School Enrollment**

Parents/guardians of all Royal Oak School district students who change their residence during the school year are required to update their address information with the Central Enrollment Office, 800 Devillen, Royal Oak, MI 48073. Please check the “Enrollment” section on the district website (www.royaloakschools.org) for required/acceptable proofs of residency and a Change of Address form.

**Family Information Updates**

Changing your email address? New telephone number? Parents can edit their contact information or change their password to something easily remembered in the MISTAR Parent Portal. Address changes, however, cannot be updated using Parent Portal. All address changes must be made with the District Central Enrollment Office, which is located at 800 Devillen, Royal Oak, MI 48073.

**Child Find for Children with Special Education Needs**

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.
Early Childhood Center Offers Preschool Programs

The Royal Oak Schools Preschool Program offered at Addams Early Childhood Center is available to three-, four- and five-year-olds. This program is fully licensed by the State of Michigan. We have certified early childhood teachers and paraprofs, giving a student-to-teacher ratio of 18:2 for four-and five-year-olds and 14:2 for three-year-olds. Parent conferences are held so that parents and teachers can work together to develop goals for each child. At the end of the school year, the teachers may interface with the Kindergarten teachers to make the transition go smoothly. Curriculum includes developmentally appropriate practices (DAP) that include gross motor skills, small group activities, songs, stories, creative arts, computer skills, and social interaction, all in a “can-do” atmosphere. Parent participation is encouraged.

The Preschool Program runs from September through May with holidays in accordance with the district calendar. Three-year-olds meet on Tuesday and Thursday. Four- and five-year-olds meet Monday, Wednesday, and Friday. The AM session meets from 9:00-11:30 a.m. and the PM session meets from 12:45-3:15 p.m. For registration information and/or questions on these fee-based programs, please call (248) 288-3220, Ext. 0.

Royal Oak Schools Board of Education.

School Board members are elected to represent the interests of all parents and district residents. They do not, however, have direct authority in day-to-day operations of the school. The authority of the Board of Education is the result of official actions decided on by a majority of Board members at meetings open to the public. The Board’s primary responsibility is to make policies that guide the school district.

Contact with the Board of Education is appropriate after you have attempted to resolve a question or concern at all prior levels, when a policy is being enforced but you believe it results in bad consequences, or when you believe that at the superintendent level a policy isn’t being followed or is not being followed fairly for all.

If your concern is still not resolved, contact the superintendent.

There are times when you may not receive satisfaction and need to contact the Superintendent’s Office. When you do contact the Superintendent’s Office, either the superintendent, or one of the executive directors who work closely with her, will respond to you. Please keep in mind that the superintendent and executive directors are often expected to attend meetings both inside and outside of the school district, which means a meeting may require advance planning. When you make contact with the Superintendent’s Office to arrange a time to talk or meet, it is helpful for them to know the basic nature of your concern, and the persons with whom you have talked at the building or department levels to resolve the concern.

If your concern is still not resolved, contact a member of the Royal Oak Schools Board of Education.

Throughout the school year, Royal Oak Schools takes every effort to keep parents and community members informed. Social media, district newsletters, parent communications from principals and teacher webpages are all a few ways to get in contact with us. But, what if you have a question or concern? Consider these options below.

Take your question or concern to the person closest to the problem.

Whether in the classroom, in the cafeteria, or on the playground or practice field, the quickest and easiest solution is usually found with the person most directly involved. Talk with that person first. To find a time that is satisfactory to both you and the individual involved, you may need to make an appointment. When you make an appointment, please make sure you give the general nature of your question or concern, so the staff member can save both of you time by researching the issue and gathering the necessary information in advance of meeting with you.

It is a good practice to establish and maintain open communication with school staff, and you don’t have to contact them only when you have a concern. Please feel free to contact them with information about what’s going well for you or your child.

If your question or concern is not resolved, go to the next level.

The principals, special education director, athletic director, community education director and food services director are all real people willing to work with you to help answer questions or resolve concerns. These persons, too, may need to find a time that is appropriate for both of you to meet. When you make contact with them, to arrange a time to talk or meet, it is helpful for them to know the basic nature of your concern and the person with whom you first talked in working to resolve the concern. You can use the district website or call the District Administration Office to determine how to contact these people.

If your concern is still not resolved, contact the superintendent.

There are times when you may not receive satisfaction and need to contact the Superintendent’s Office. When you do contact the Superintendent’s Office, either the superintendent, or one of the executive directors who work closely with her, will respond to you. Please keep in mind that the superintendent and executive directors are often expected to attend meetings both inside and outside of the school district, which means a meeting may require advance planning. When you make contact with the Superintendent’s Office to arrange a time to talk or meet, it is helpful for them to know the basic nature of your concern, and the persons with whom you have talked at the building or department levels to resolve the concern.

If your concern is still not resolved, contact a member of the Royal Oak Schools Board of Education.

The Royal Oak Schools Great Start Readiness Program (GSRP) currently offered at Addams Early Childhood Center is designed to get your four-year-old ready for Kindergarten. The program runs from mid-September to mid-May each year, following the district holiday and break schedules. The classroom is staffed with a certified K-8 teacher with ZA endorsement (early childhood emphasis) and an associate teacher. The student-to-teacher ratio is 8:1. Classes are held Monday through Thursday. This program is fully licensed through the State of Michigan.

GSRP is a state program that is funded through a grant from the State of Michigan Department of Education. For qualifying families, there is no cost to participate. GSRP is not solely based on financial need. In order to qualify, your child must meet two of eight factors that place them into the “at risk” category (as defined by the grant provided through the State of Michigan). Please call (248) 288-3220, Ext. 0 for further information.
Host Your ROAM HOME event at a District Facility

Are you or your organization planning an event during ROAM HOME? If so, consider renting a space at a school in Royal Oak.

Royal Oak Schools welcomes the use of schools and facilities, which are available to the community on a rental basis.

Learn more at royaloakschools.org. Click “Facility Use/Rental” under the “Community” tab.

Young Oaks Before & After School Child Care Program

Royal Oak Schools offers a fee-based before and after school child care for school-aged children at each of the six elementary schools.

The Young Oaks Program emphasizes a comfortable, supervised atmosphere that includes activities that will enhance the child’s physical, social and academic growth.

The program is fully licensed by the State of Michigan and follows all of its guidelines. The staff is fully trained in CPR and first aid and receives additional appropriate in-service training throughout the year.

We offer care before and after school, as well as on most vacation days. In addition, summer camp is available during the summer break. For a nominal additional fee, parents can purchase “inclement weather” coverage in the event that schools are closed for an unpredictable reason.

For more information regarding the fee structure of the Young Oaks Program, call (248) 288-3220, Ext. 0.

Churchill Community High School

Daytime Alternative High School program for students under the age of 20 as of September 1st of the current school year.

Days: Monday through Friday

School Calendar: A student can take a varying course load to earn 2.5-3.0 credits per trimester. Trimesters begin September, December and March.

Potential new students, please call (248) 588-5050, Ext. 1502 to schedule an interview for admission.

Adult Education/Afternoon and Evening High School

Program for adults and high school age students age 16 and older who wish to complete the requirements for a high school diploma.

Class Times:
Monday - Thursday, 3:15-9:15 p.m.


Registration begins August 19, 2019
There is a $25 Registration Fee for students 18+. All other costs are covered by a grant from the State of Michigan.

Registration and Testing Hours:
Monday-Thursday, 3:00-7:00 p.m.

For more details and to complete registration forms online, please see www.royaloakschools.org/churchillcenter/adult-education.

Tuition: Non-high school graduates who do not attend school during the day can take classes free of charge. Students who attend school during the day must pay a tuition fee for evening classes and bring a signed permission slip from their high school counselor that includes approved courses for the student to take.

English as a Second Language

For foreign born adults who are learning the English language. This class provides basic English vocabulary, grammar, pronunciation, speaking, listening and culture through various media, including the online program Burlington English. Daytime classes are Monday, Tuesday, Wednesday and Thursday from 8:30 to 11:00 a.m. Evening classes are Monday and Wednesday OR Tuesday and Thursday from 6:15 to 9:15 p.m. Classes will begin September 10, 2019. For further information, call (248) 588-5050, Ext. 1506, or come in person to:
Churchill Community Education Center
707 Girard, Royal Oak (between 12 & 13 Mile Roads, between Rochester and Campbell Roads)

Registration begins August 19, 2019
There is a $25 Registration Fee. All other costs are covered by a grant from the State of Michigan.

Mondays & Tuesdays, 3:00-7:00 p.m.
Wednesdays & Thursdays, 10:00 a.m.-2:00 p.m.

For more details, and to complete registration forms online, please see www.royaloakschools.org/churchill-center/esl

G.E.D. Preparation

These courses are designed to prepare students for the G.E.D. test. The focus of the classes will be on English skills, writing and math. There will also be a personalized online skill-builder used, and test taking skills will be taught. You can earn one unit of credit while you prepare for the G.E.D. test. Classes begin September 10, 2019. For further information, call (248) 588-5050, Ext. 1520.

Registration begins August 19, 2019
There is a $25 Registration Fee and GED students need to purchase a book for $17. All other costs are covered by a grant from the State of Michigan.

Mondays - Thursdays, 3:00-7:00 p.m.

For more details, and to complete registration forms online, please see www.royaloakschools.org/churchillcenter/ged-prep/
End Construction Zone:
Bond Improvements Begin to Take Shape Before Start of the New School Year

In the blink of an eye, schools in Royal Oak are being made over in ways that won’t be recognizable once the school year begins. Take a look at the photos below to get a glimpse at some of the finished projects and construction zones that will be cleared before the start of school.

Keller Main Office: This former main office at Keller is being transformed into educational spaces. The new main office will be located on the west side of the building and will have improved parking, security and accessibility.

Oak Ridge Parking: A new parking area at Oak Ridge Elementary will help ease congestion during drop-off and pick-up.

ROHS Track: In the fall of 2018, the new track at ROHS was complete, making it usable for last year’s season.

ROHS Turf: The turf at the Royal Oak High School Athletic Plaza was replaced this summer, as it is part of regular football field maintenance.

Activity Gold Card for Seniors

The Royal Oak School District presents its Senior Activity Gold Card, a complimentary pass for Royal Oak residents ages 60 and over. This complimentary pass will be renewable every three years.

The Gold Card includes free admission to:

- Athletic Events (except state sponsored tournaments)
- Drama Programs & Dance Shows
- Vocal & Instrumental Music Concerts
- Evening Recreational Swim

Applications are available at the Churchill Community Education Center, 707 Girard, Royal Oak. Residents will be asked to present a driver’s license or identifying information verifying their age when applying for the pass. For additional information, please call (248) 588-5050. Hours 8:00 a.m. - 4:00 p.m. (closed for lunch between 1:00-2:00 p.m.)
**Featured School:**
**Addams Elementary**

Each issue, Royal Oak Schools aims to highlight a building, giving the community a look at the school beyond what it sees from the outside. This time we’re featuring Addams Elementary.

**Principal: Joseph Youanes**  
**Grades: K-5**  
**Number of students: ~480 (not including the Early Childhood Center)**  
**Cross streets: 12 and 13 Mile Roads**

From Mr. Youanes:

“I believe that what makes Addams a special place is the students, families and staff at Addams. We have such a great culture and family atmosphere, and I believe that it’s because of that positive family atmosphere that Addams is a very special place. It’s important for those who may not have children at our school to know that we have wonderful students and families that are always willing to help in the community with whatever is needed. I’ve seen multiple times over the years that our students and families get actively involved in community works and projects, and I believe that that is one of the best things that our Addams students and families contribute to our community.”

**Special Programs at the School**

Addams also has an Early Childhood Center attached to the building, with a variety of programs including early childhood special education, preschool, the Great Start Readiness Program and childcare. The school also loops in grades 1st and 2nd and 4th and 5th grade, meaning students have the same teacher and group of students for two years in a row during those grades.

“Two additional programs that are offered at Addams is our Addams Family Circle groups and our Autism Spectrum Disorder/Peer 2 Peer program,” Youanes said. “Our Family Circles provide all students an opportunity to be in a group of students mixed up from grades K-5 and with a specific Family Circle teacher for their entire time at Addams. Each month, our Family Circle groups meet to learn about and focus on a specific character education trait that our Positive Behavior Interventions and Supports team selects.

“Our Peer 2 Peer program has been such an integral part of our ASD program. It provides opportunities for all students to work with and support our students with Autism throughout the school year. We’re very proud of our ASD program and how inclusive all of our students, staff and staff are.”

---

**Royal Oak Schools Recognizes Retiring Employees**

Congratulations to the nine employees who retired at the end of the 2018-19 school year. Collectively, these individuals represent 152 years of experience working in Royal Oak Schools.

- **Michelle Daane**, Keller Elementary 5th grade teacher, 33 years
- **Marcia Firestone**, Addams Early Childhood Center paraprofessional, 3 years
- **Amy Kazdan**, Oak Ridge Elementary 4th grade teacher, 29 years
- **Julie McCormick**, Keller Elementary teacher consultant, 8 years
- **Eve Rake**, Oakland Elementary paraprofessional, 24 years
- **Anna Richert**, Northwood and Oakland elementary schools music teacher, 34 years
- **Semion Shvartsman**, Royal Oak High School paraprofessional, 21 years

**Staff positions available at Royal Oak Schools**

Royal Oak Schools is seeking substitute teachers and secretaries, support staff and latchkey staff.

EduStaff is the district’s partner for substitute teachers, paraprofessionals and secretaries. If you are interested in learning more, please go to [www.edustaff.org](http://www.edustaff.org) for information and to apply.

Individuals interested in working with and caring for school age children before and after school for our Young Oaks (Latchkey) Program should call Addams Early Childhood Center at (248) 288-3220.


If you have further questions, feel free to contact Beth Caverly at the District Offices: elizabeth.caverly@royaloakschools.org or (248) 435-8400 x1210. If you have further questions, feel free to contact Beth Caverly at the District Offices: elizabeth.caverly@royaloakschools.org or (248) 435-8400 x1210.
New Assistant Principal Named for Royal Oak Middle School

Myron T. Miller will be a new assistant principal at Royal Oak Middle School to begin the 2019-20 school year.

“Nearly 250 candidates applied, all with vast professional experiences,” Todd Noonan, Royal Oak Middle School principal, said. “Successful candidates were able to speak about their high expectations for students and teachers while simultaneously showing us what they had put in place to make those expectations realistic. Mr. Miller rose to the top of our group of finalists by demonstrating his career accomplishments and the clear impact that support has on student achievement.”

For the past four years, Miller served as the principal of Holbrook Elementary in Hamtramck. He was previously a restorative practices facilitator for Farmington Public Schools and an administrative dean for Orange County Public Schools in Florida. Miller also held various teaching positions around the United States and South Korea.

“When I first became an educator, my main focus was to be a middle school teacher,” Miller said. “For me middle school was the toughest, and I know they are going through a lot, so I hope to offer the students here extra support. I’m also excited to be at an International Baccalaureate school. It just all seems like an awesome environment.”

Miller earned both a Bachelor of Arts in political science and a Master of Arts in education from the University of Michigan. His contract was accepted by the Board of Education at the June 27 meeting, and he will begin at Royal Oak Middle School in August.

Save the Date: Royal Oak High School Homecoming

When: Friday, September 20
Where: Royal Oak High School Athletic Plaza
Time: 7:00 p.m. game, parade to precede

Special thanks to Royal Oak Schools Foundation Golf Outing

Sponsors and Donors

**Major Sponsors**
- ABM Education
- Holiday Market
- M3 Investment Services
- Michigan Educational Credit Union

**Platinum Sponsor**
- McCarthy & Smith

**Gold Sponsors**

**Silver Sponsors**

**Donors**
- Chartwells, Miller Canfield, Sarah Olson

**Raffle, Auction and Prizes Donors**
- Bar Louie, Boodles, Scott & Patty Brown, Crispelli’s, D’Amato/Good Night Gracies, Detroit Symphony Orchestra, Detroit Zoological Society, Mary Beth Fitzpatrick, The Henry Ford, Jax Car Wash, Chad & Lynn Johnson, Lily’s Seafood, Main Art Theatre, Mark Ridley’s Comedy Castle, The Masters, Mesa, Michigan Science Center, Mudgies, Old Detroit Burger Bar, Palace Sports & Entertainment, Ray’s Ice Cream, Red Run Country Club, River Rouge Brewing Company, ROAK Brewing Company, Royal Oak Brewery, Royal Oak Concert Band, Royal Oak Schools Athletic Department, Royal Oak Schools Foundation Membership, Royal Oak Symphony Orchestra, Seasons 52, Stagecrafters, Tom’s Oyster Bar & Ale Mary’s, Town Tavern, Trattoria Pizzeria Da Luigi, Troy MJR Theatre, Under the Radar Michigan, Kurt & Janet Von Eberstein, Wayne State Theatre & Dance.

**Printing**
- Brainspring, Print Stop

Photo courtesy of TMP Architecture and Chris Lark Photography
2019-2020 Food Service Information

New applications for free and reduced price meals will be mailed in late August. Please only use the new version as previous versions cannot be accepted.

The new application is also available at www.royaloakschools.org, at each school, and at the Board of Education/Administration building. Note that the application is a “Family” application requiring only one application per family. This application must be filled out accurately and completely to be processed. Incomplete applications will delay the application process.

Students who were eligible for free or reduced price meals at the end of 2018-2019 school year will retain their eligibility for the first 30 school days of the 2019-2020 school year. Please submit the new application by October 8, 2019 to avoid a lapse in meal benefits. Families are responsible for paying for meals between the 30 day grace period and the time a new application is processed.

School lunch prices for 2019-2020 are as follows: Elementary school: $2.60, School lunch prices for 2019-2020 are processed.

Middle and High school: $3.00, breakfast at all schools $1.25, reduced price lunches are $.40 at all schools and reduced price breakfast is $.30 at all schools.

High school and middle school students need to use their ID badge or enter their student number on the keypad to receive a lunch, pay for a lunch, pay for a la carte items, or use money in their food service account. Elementary students do not carry ID cards but are identified by the classroom teacher, the lunch monitor, and the food service cashier.

Elementary school lunches must be pre-ordered a day in advance in the classroom at the beginning of the day for grades 1-5, Kindergartners can submit a monthly menu with choices circles. Check with your student’s teacher for specifics. Your child’s teacher will handle the ordering of school lunch 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.

You can add money to a Food Service account online through Parent Connect (this is the preferred method). A check with 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.

Meal Charge Procedure
Grades K-5:
• Full pay and reduced pay students with a negative balance of $5.00 or greater will receive an alternate meal (Lunch and/or breakfast) and their account will be charged the normal meal price. A USDA approved alternate meal will consist of: Fruit, Vegetable, Milk and a SunButter and jelly sandwich. SunButter is made from sunflower seeds, not nuts.
• No a la Carte purchases can be made while the account is negative.

Grades 6-12
• No charging of meals for Middle or High School students. If an account goes negative or a student does not have cash in hand an alternate meal will be offered. Meals will not be removed from student’s possession.
• No a la Carte purchases can be made while the account is negative.

Parents/guardians will receive an email daily from the school principal alerting them of the need to remit funds. Daily phone calls will also be made informing parents/guardians of the negative account balance.

All unpaid charges will be added to the list of any outstanding fees or unpaid fines at the end of the school year. Payment must be made if full to the food service department.

Parents/guardians can access their student’s account via Parent Connect on the district’s website. Account balances can be monitored and funds added to accounts via PayPal.

No student will be denied a meal due to lack of funds. An alternate meal will always be offered.

Royal Oak School’s expectation for parents/guardians is to remit funds by the next business day to clear up any negative balances on the student’s food service account. Any and all negative balances will have an adverse effect on the district’s general fund and may result in seeking legal action as a last resort.

If a student has a negative balance and is paying with cash or check at the POS for that day’s meal only he/she can receive the meal.

Although cashiers will attempt to remind students of low balances this practice will not replace the responsibility of the parent/guardian to fund their student’s food service accounts.

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

USDA Rules for 2019-2020:
• 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 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
• Sodium limits: snacks 230 mg; entrees 480 mg
• 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. Go to www.royaloakschools.nutrislice.com. No log in required, just visit this site and choose your menu.
### Annual Notices

Royal Oak Schools are required to annually provide notices to the community. The notices make community members aware of their rights in regards to directory information, educational records, pupil rights, bloodborne pathogens, privacy rights and nondiscrimination. The notices are posted on our website, www.royaloakschools.org. If you have questions about these notices, or would like to have hard copies of them provided to you please contact the Superintendent’s Office, at (248) 435-8400.

#### Professional Learning Wednesdays

On our school calendar, we have 25 Wednesdays that are designated as Professional Learning Wednesdays. On these days teachers engage in professional learning and planning to enhance student achievement. To provide time for these activities, teachers arrive to school early and students begin their day one hour later than on other days. At every grade level, accommodations are in place so that families may maintain a consistent schedule on those days when teacher professional learning results in a later starting time for students.

**Question:** I utilize morning latchkey for my children. Will I need to pay an additional fee for the extra hour on the Wednesday's when school starts later?

**Answer:** For families who use a.m. latchkey services for elementary children, there is no additional charge on the Wednesdays when school starts later.

**Question:** I do not typically use A.M. latchkey services, but the late start days will create a challenge for my family. What options will be available for families with elementary aged children?

**Answer:** A “homework club” option is available at all elementary buildings from 8:25 a.m. - 9:25 a.m. on all late start Wednesdays. So that we can plan to properly supervise the children, there is a registration form and fee that each family who wants to use this service must complete. The fee is just $15 per family per semester; the fee is waived for families participating in the free and reduced lunch program.

**Question:** What options are available at the Middle School and High School?

**Answer:** At Royal Oak Middle School, the “breakfast club,” that normally provides a place for students between the hours of 7:15 a.m. and 7:55 a.m. each school day, is open from 7:15 a.m. to 8:55 a.m. on the late start days. At ROHS, students who need to arrive at 7:50 a.m. on late start days are invited to use the cafeteria as a before school study hall area before school begins at 8:55 a.m.

**Question:** How can I keep track of which Wednesdays have students starting later?

**Answer:** Professional Learning Wednesdays do not occur in January or June. Otherwise, they are scheduled for every week that is a five school day week.

---

### Attendance Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 27, 2019</td>
<td>First Day for Teaching Staff PD</td>
</tr>
<tr>
<td>August 28</td>
<td>Teacher PD AM/Teacher Work Day PM</td>
</tr>
<tr>
<td>August 29</td>
<td>Teacher Work Day 1/2 AM – No Students</td>
</tr>
<tr>
<td>September 2</td>
<td>Holiday - No School</td>
</tr>
<tr>
<td>September 3</td>
<td>First Day for Students</td>
</tr>
<tr>
<td>September 11, 18, 25</td>
<td>Professional Learning Mornings:</td>
</tr>
<tr>
<td>October 2, 9, 16**, 23</td>
<td>Early Start for Teachers &amp; Late Start for Students</td>
</tr>
<tr>
<td>November 1</td>
<td>End of First Quarter</td>
</tr>
<tr>
<td>November 5</td>
<td>Election Day - No Students</td>
</tr>
<tr>
<td>November 13, 20</td>
<td>Professional Learning Mornings:</td>
</tr>
<tr>
<td>November 27</td>
<td>Half-Day - Students A.M. Only</td>
</tr>
<tr>
<td>November 28-29</td>
<td>Thanksgiving Break - No School</td>
</tr>
<tr>
<td>December 4, 11, 18</td>
<td>Professional Learning Mornings:</td>
</tr>
<tr>
<td>January 20</td>
<td>Martin Luther King Holiday - No School</td>
</tr>
<tr>
<td>January 23</td>
<td>End of Second Quarter</td>
</tr>
<tr>
<td>January 24</td>
<td>Teacher Work Day - No School for Students</td>
</tr>
<tr>
<td>January 27</td>
<td>Start of Second Semester</td>
</tr>
<tr>
<td>February 5, 12, 26</td>
<td>Professional Learning Mornings:</td>
</tr>
<tr>
<td>February 17-18</td>
<td>Mid-Winter Break - No School</td>
</tr>
<tr>
<td>March 4, 11, 18, 25</td>
<td>Professional Learning Mornings:</td>
</tr>
<tr>
<td>April 3</td>
<td>End of 3rd Quarter</td>
</tr>
<tr>
<td>April 3</td>
<td>Half Day for Students/PM Records for Teachers*</td>
</tr>
<tr>
<td>April 6-10</td>
<td>Spring Break - No School</td>
</tr>
<tr>
<td>April 12</td>
<td>End of Third Quarter - Student &amp; Staff Full Attendance Day</td>
</tr>
<tr>
<td>April 15**, 22, 29**</td>
<td>Professional Learning Mornings:</td>
</tr>
<tr>
<td>April 15</td>
<td>Half Day for Students/PM Records for Teachers</td>
</tr>
<tr>
<td>April 19</td>
<td>Holiday - No School</td>
</tr>
<tr>
<td>May 6, 13, 20</td>
<td>Professional Learning Mornings:</td>
</tr>
<tr>
<td>May 25</td>
<td>Memorial Day Holiday - No School</td>
</tr>
<tr>
<td>June 11</td>
<td>Last Day for Students - Half Day / Teacher Records Day PM*</td>
</tr>
<tr>
<td>June 12</td>
<td>Teacher Work Day – No Students</td>
</tr>
</tbody>
</table>

* * Royal Oak High School dismisses early instead of starting late on these dates (subject to change). Stuff to reference calendar as printed in applicable union contract.

* * **
Fall Instructional Swim Program

Registration:
Wednesday, September 4, 5:15-6:30 p.m.
at Royal Oak High School Pool Entrance
If classes are not filled on this date, registration will continue at the pool prior to the start of the first lesson.
All classes are held at Royal Oak High School, 1500 Lexington Blvd.

Classes

Training Program for Competitive Swimmers, Ages 7-17
Must be able to swim 50 yards of the fly, back, breast and free. This program provides training for competitive swimmers.
Class Time: 7:30-8:25 a.m.
Fee: $95*
Lessons: Nine consecutive Saturdays beginning September 14 and ending November 16 (no lesson October 5)

Boys & Girls, Ages 6-14
Class Times: 8:30-9:10 a.m. or 9:15-9:55 a.m.
Fee: $84* first child; $79* for each additional child in same family
Lessons: Nine consecutive Saturdays beginning September 14 and ending November 16 (no lesson October 5)

Tiny Tots, Ages 3-5 without parent
Class Time: 10:00-10:30 a.m. and 11:10-11:40 a.m.
Fee: $84* first child; $79* for each additional child in same family
Lessons: Nine consecutive Saturdays beginning September 14 and ending November 16 (no lesson October 5)

Tiny Tots, Ages 1-5 with parent
Class Time: 10:35-11:05 a.m.
Fee: $42* first child; $37* for each additional child in same family
Lessons: Six consecutive Saturdays beginning September 14 and ending October 26 (no lesson October 5)

Adaptive Swim, All Ages
This class is designed for children with special needs.
Class Time: 11:10-11:40 a.m.
Fee: $21 per half hour
Lessons: Six consecutive Saturdays beginning September 14 and ending October 26 (no lesson October 5)

Individual Lessons, Available for Children & Adults
Lessons will be on a one-to-one basis working on necessary levels.
Class Time: Saturdays 11:10-11:40 a.m.
Fee: $21 per half hour (minimum five lessons)

*Prices subject to change.

For more information, call (248) 435-8500, Ext. 1148.

Fall Evening Recreational Swim Program

Schedule:
Monday & Thursday
August 26, 2019 - March 5, 2020
Royal Oak Middle School
709 N. Washington, between 11 Mile and Catalpa

Monday Evenings:
7:30-8:30 p.m. Children & Adults
8:30-9:45 p.m. Adults Only (Lap Lane)

Thursday Evenings:
8:45-10:00 p.m. Adults Only (Lap Lane)

Fee:
$5.00 for everyone over 5 years of age. Senior citizens are free with school district Senior Citizen Gold Card available to city residents (minimum age 60 and retired). Passes are available at Churchill Continuing Education Center, 707 Girard (north of 12 Mile, between Campbell & Rochester Road).
Discount cards ($40 for 10 visits) are available at open swim locations.

Vacation Periods When Pools are Closed:
Labor Day: Monday, September 2, 2019
Thanksgiving: Thursday, November 28, 2019
Christmas: Monday, December 23, 2019 - Friday, January 3, 2020

General Information for Swimmers
Equipment Needed: bathing suit, towel, lock to secure clothing and valuables. School district is not responsible for lost or stolen property. Flotation devices of any kind are prohibited in the pool. Children 12 and under must be accompanied by an adult. Children over the age of 12 must be picked up immediately following swimming.

Residents Invited to Apply For Board of Education Committees

Applications are now being accepted for the Royal Oak Schools 2019-20 Board of Education Committees. Committees include:

- Arts & Preservation
- Communications
- Wellness
- Health/Sex Education Advisory
- Finance & Facilities
- Curriculum Advisory
- Readmission (not open to students)

Additional information regarding these opportunities may be obtained by contacting the Office of the Superintendent at (248) 435-8400, Ext. 1128. Applications are available on the district website, www.royaloakschools.org. Board of Education page under the "District" tab. The deadline for submitting applications is Friday, September 13, 2019.
# Royal Oak Schools Directory

## Elementary Schools

<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>Administrator</th>
<th>Secretary</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addams</td>
<td>2222 W. Webster 48073</td>
<td>Mr. Youanes</td>
<td>Ms. Nall</td>
<td>288-3100</td>
<td>288-3144</td>
</tr>
<tr>
<td>Helen Keller</td>
<td>1505 N. Campbell 48067</td>
<td>Ms. Dryden</td>
<td>Ms. Kaiser</td>
<td>542-6500</td>
<td>541-1260</td>
</tr>
<tr>
<td>Northwood</td>
<td>926 W. 12 Mile Rd. 48073</td>
<td>TBD</td>
<td>Ms. Till</td>
<td>541-0229</td>
<td>541-4709</td>
</tr>
<tr>
<td>Oakland</td>
<td>2415 Brockton 48067</td>
<td>Mr. Lynch</td>
<td>Ms. Kucyk</td>
<td>542-4406</td>
<td>542-9289</td>
</tr>
<tr>
<td>Oak Ridge</td>
<td>506 E. 13 Mile Rd. 48073</td>
<td>Dr. Parrott</td>
<td>Ms. Kaczkowski</td>
<td>588-8353</td>
<td>588-0750</td>
</tr>
<tr>
<td>Upton</td>
<td>4400 Mandalay Ave. 48073</td>
<td>Mr. Grzywack</td>
<td>Ms. Catchpole</td>
<td>549-4968</td>
<td>549-0013</td>
</tr>
</tbody>
</table>

## Royal Oak Middle School

<table>
<thead>
<tr>
<th>Administrator</th>
<th>Secretary</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Noonan, Principal</td>
<td>Ms. Beardsley</td>
<td>Ext. 2039</td>
<td></td>
</tr>
<tr>
<td>Mr. Colligan, Asst. Principal</td>
<td>Ms. Barber</td>
<td>Ext. 2013</td>
<td></td>
</tr>
<tr>
<td>Mr. Miller, Asst. Principal</td>
<td>Ms. Almas</td>
<td>Ext. 2025</td>
<td></td>
</tr>
<tr>
<td>Ms. Menary</td>
<td></td>
<td></td>
<td>Ext. 2073</td>
</tr>
</tbody>
</table>

## Royal Oak High School

<table>
<thead>
<tr>
<th>Administrator</th>
<th>Secretary</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Giromini, Principal</td>
<td>Ms. Staszak</td>
<td>Ext. 1078</td>
<td></td>
</tr>
<tr>
<td>Ms. Krynak, Asst. Principal</td>
<td>Ms. Ruffles</td>
<td>Ext. 1016</td>
<td></td>
</tr>
<tr>
<td>Ms. Powell, Asst. Principal</td>
<td>Ms. Ruffles</td>
<td>Ext. 1133</td>
<td></td>
</tr>
<tr>
<td>Mr. Watchowski, Athletic Director/Asst. Principal</td>
<td>Ms. Moore</td>
<td>Ext. 1148</td>
<td></td>
</tr>
</tbody>
</table>

## Other Facilities

<table>
<thead>
<tr>
<th>Facility</th>
<th>Address/Administrator</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Offices</td>
<td>800 DeVillen 48073</td>
<td>435-8400</td>
<td>435-6170</td>
</tr>
<tr>
<td></td>
<td>Ms. Fitzpatrick, Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ms. Sutterfield, Administrative Assistant</td>
<td>Ext. 1228</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ms. Olson, Exec. Dir., Teaching &amp; Learning</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ms. Martin, Administrative Assistant</td>
<td>Ext. 1232</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ms. Flarity-Gram, Director of Special Ed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ms. Stein, SE Secretary</td>
<td>Ext. 1269</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mr. Wolynski, Exec. Dir., Staff &amp; Student Services</td>
<td>Ext. 1211</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ms. Laird, Administrative Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ms. Abela, Exec. Dir. Business &amp; Finance</td>
<td>288-8700</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ms. Carlisle, AP Assistant</td>
<td>Ext. 1223</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ms. Hunton, Communications Specialist</td>
<td>Ext. 1215</td>
<td></td>
</tr>
<tr>
<td>Board of Education</td>
<td>Gary Briggs, President</td>
<td>435-8400</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jeff Brinker, Vice President</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maryanne VanHaitmsma, Secretary</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deborah Anderson, Treasurer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Carrie Beerer, Trustee</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Marty Cardamone, Trustee</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Allison Sykes, Trustee</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ms. Sutterfield, Administrative Assistant</td>
<td>Ext. 1228</td>
<td></td>
</tr>
<tr>
<td>Churchill Community Education Center</td>
<td>707 Girard 48073</td>
<td>588-5050</td>
<td>588-2881</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>Ms. Hutchinson, Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ms. Bildson, Secretary</td>
<td>Ext. 1502</td>
<td></td>
</tr>
<tr>
<td>Adult Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community High School</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Addams Early Childhood Center</td>
<td>2222 W. Webster 48073</td>
<td>288-3220</td>
<td>288-3047</td>
</tr>
<tr>
<td></td>
<td>Mr. Ashburn, Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ms. Maurer, Secretary</td>
<td>Ext. 3561</td>
<td></td>
</tr>
<tr>
<td>Maintenance / Transportation Center</td>
<td>1601 N. Campbell Road 48067</td>
<td>545-0064</td>
<td>545-0885</td>
</tr>
<tr>
<td></td>
<td>Mr. Murphy, Operations Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ms. Newsome, Secretary</td>
<td>Ext. 3245</td>
<td></td>
</tr>
</tbody>
</table>
ClickHolidayMarket.com
Your Gourmet Online Market

We are pleased to offer online ordering of groceries for pickup at our Royal Oak location! Shop for all of your Holiday Market favorites from your computer, tablet or mobile device.