2020-2021
School Information
and Student Handbook

Royal Oak High School
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248.435.8500 (main office) 248.288.8733 (FAX)
http://www.royaloakschools.org

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Welcome to Royal Oak Schools

Dear Royal Oak Families:
Welcome to the 2020-21 school year!

Royal Oak Schools is committed to our vision to be “A Community of Excellence,” in a partnership with our students and families, as well as the entire Royal Oak Community.

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

Working together for student success, I’m looking forward to another great year in Royal Oak Schools.

Sincerely,

Mary Beth Fitzpatrick
Superintendent of Schools

This handbook is also posted on the district website at http://www.royaloakschools.org

ROYAL OAK SCHOOLS
BOARD OF EDUCATION

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Vice-President, Jeff Brinker
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Treasurer, Deborah Anderson
Trustee, Carrie Beerer
Trustee, Marty Cardamone
Trustee, Allison Sykes

LETTER FROM THE PRINCIPAL

Dear Royal Oak High School Community,
Welcome to the 2020-2021 school year! This handbook contains important information about ROHS and the upcoming school year, and I encourage you to review its contents as a family. This and additional information will be posted on the ROHS website throughout the year.

Parents, please be aware that I send weekly ROHS Updates that are distributed to your email address in our MISTAR Parent Portal system. To receive these updates, please ensure your email address is accurate. If you do not receive these emails, please contact my office and we will work with the Technology Department to correct the problem.

ROHS is a learning community that welcomes all students, challenging our learners at high levels and providing the support necessary to ensure every child can be successful. We are fortunate to work in this wonderful community and with these amazing students!

I’m looking forward to another fantastic year at Royal Oak High School.

Go Ravens!

Michael Giromini
Principal

Information contained in this handbook may not reflect all final learning plans as we respond to the health and safety protocols for the 2020-21 school year. Changes or
REGISTRATION INFORMATION

Our Annual Registration forms will be available starting August 7, 2020. To access Annual Registration, follow the steps below:

- Login to the district homepage (or go directly into the school site)
- Click High School tab
- Select your child’s school from the drop down menu
- Select Annual Registration

On August 26, student class information will be able to be viewed online through the Parent Portal. This will include teacher information. All components of the online registration must be completed to gain access.

OPENING DAY OF SCHOOL

On the first day of school, all students must follow their schedule even if they anticipate a schedule change. Students may request schedule changes after school on a first come, first served basis. Beginning on the first day, students without a full schedule or students with an error in their schedule can make an appointment with a counselor during school hours. All registered students are expected to report to their homeroom (Seminar) at 7:55 a.m. on Tuesday, September 3 for a full day of school. Locker assignments will be indicated on each student’s class schedule. If a student does not have a schedule, he/she should report to the auditorium.

Registration Checklist
☐ Please complete all required district online forms before you arrive for registration. Please contact the main office if you need assistance.

☐ Seniors, please complete and return the Diploma Card (mailed separately to seniors only).

☐ Seniors, please complete and return the Transcript Release Form (mailed separately to seniors only).

☐ If you plan to drive to school, please complete the Parking Permit Application (optional) with student and parent signature and bring required documents – Driver’s License, Vehicle Registration, Proof of Insurance and check for $30 made out to Royal Oak High School (11th and 12th grade only).

☐ Please complete PTSA Membership form (optional) with a check made out to Royal Oak High School PTSA. You may also join/pay via MemberHub (online).

SCHOOL INFORMATION

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

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

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<th>Letter Grade</th>
<th>GPA</th>
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<td>A</td>
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Advanced Placement (AP) and Diploma Programme (DP) classes receive 1.0 GPA honor points for any passing grade of D or above.

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

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<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
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<td>A</td>
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<td>A-</td>
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Citizenship Ratings
Citizenship ratings are entered on report cards. The numbers 1 – 5 are used. Ratings 1 – 3 are considered excellent to acceptable and give parents, counselors and administrators an indication of how a student is performing in class. Ratings of 4 or 5, poor and very poor, give parents, counselors and administrators an indication that there is trouble.

To earn a “1” (excellent) in citizenship the student:
- is respectful of staff, students and visitors
- encourages others to be respectful also
- is helpful to staff, students and visitors
- refrains from using put-downs or “killer statements” and
- discourages others from doing so
- is an organizing member in cooperative group work
- is consistently punctual
- consistently turns in work on time
- always brings supplies to class actively participates in class activities
- and encourages others to participate also

To earn a “2” (good) in citizenship the student:
- is respectful of staff, students and visitors
- is a contributing member in cooperative group work and encourages other to contribute also
- is infrequently tardy (fewer than three times a marking period)
- turns in work consistently on time
- always brings supplies to class
- participates in class activities
To earn a “3” (acceptable) in citizenship the student:
- is respectful of staff, students and visitors
- refrains from using put-downs and “killer statements”
- is a contributing member in group work
- is rarely tardy (fewer than three times a marking period)
- is rarely late with work
- seldom forgets supplies
- usually participates in class activities

To earn a “4” (poor) in citizenship the student:
- shows disrespect for staff, students and visitors
- uses put-downs and “killer statements”
- does not contribute to cooperative group work, merely copies
- is frequently tardy
- consistently turns in work late or not at all
- skips class
- defaces property
- cheats, plagiarizes or fails to do his/her own work
- seldom exhibits behaviors in #1, 2 and 3

To earn a “5” (very poor) in citizenship the student:
- shows disrespect for staff, students and visitors and/or encourages this behavior in others
- is seldom on time
- seldom turns in work
- must be sent out of the room in order for class to function properly
- frequently exhibits behaviors from #4

**Academic Awards and Honors**

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

High Honors are as follows:

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

**Honors Convocation**

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

**IB Middle Years Programme (MYP) and the Personal Project**
As part of the MYP, students in grade 10 engage in the Personal Project, an individual process-based and reflection-based project involving research skills, critical thinking, and problem-solving. Students receive a grade in the first semester of 10th grade for the Personal Project. Students earning a score of 4 or higher will receive an MYP certificate and an honor cord to wear at the graduation ceremony.

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

Criteria for membership selection:
- **Grade Level:** Sophomore or Junior
- **Scholarship:** 3.5 overall grade point average at the end of the first semester
- **Service:** Average to high participation in high level performance classes and/or extra-curricular past or current high school activities, of which two must be at ROHS (or other high school if student is new to ROHS). Participation and the level of that participation must be verified by the sponsor/coach of the designated group. Activities outside ROHS must be verified by a sponsor/coach and may include such activities as scouting and church youth groups. Outside activities may not be paid services. There must be documentation of a total of 9 semesters of service activities (at least 5 semesters must be from school activities and the remaining 4 semesters may come from outside activities).
- **Leadership:** High-level participation in at least one ROHS activity. This level of participation must demonstrate leadership and be verified by a sponsor/coach.
- **Character:** No 4's or 5's in citizenship during the freshman, sophomore, or junior years. Evidence of honesty, responsibility, and commitment to worthy purpose are also required.

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

**ATTENDANCE**
Attendance is the primary responsibility of parents/guardians and students. Education is the primary responsibility of schools. The educational process concerns itself with the development of critical thinking and the sharing of ideas. To succeed within an educational environment, a student must build and practice strong attendance habits. These habits will be beneficial to the student both presently and for the duration of his/her life. The school views regular attendance as crucial and pledges to work with parents/guardians and students to foster punctual and regular attendance. Further, processes for checking in and out of school help us ensure student safety at all times.

**Reporting Absences**
In the best interest of all parties involved, the school should be notified by the parent/guardian on each and every day a student is absent. The parent/guardian must call the Attendance Office at 248-435-8500 (press 1) by 1:30 p.m. each day of their child’s absence. Voicemail is available for messages if no one is available to take your call.
If the parent/guardian is going to be unavailable, please notify the school in advance as to who will be responsible for calling in any absences for your child.

Use the phone to excuse a full day or a morning absence. If necessary, the Attendance Office will accept a note the day the student returns. Calling the day of the absence will allow your child to go directly to class and prevent a visit to the Welcome Center for paperwork to admit him/her to class. Absences not excused within 48 hours will remain unexcused.

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

**Excused Absences/Unexcused Absences**
Excused absences will be granted for personal or family illnesses/emergencies, pre-arranged medical/dental appointments that cannot be scheduled outside school hours, religious holidays, funerals and legal appearances or legitimate business purposes. Absences for unauthorized reasons or unconfirmed by parent communication will be considered unexcused. Parents are advised that the prime responsibility for the integrity of communications with the school rests with the student and the home. Any student who enters/leaves the school building without properly signing in/out will not receive excused absences and may be assigned disciplinary consequences.

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

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

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

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

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

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

BEFORE- & AFTER-SCHOOL HOURS - Updated for 2019-20
Before-School Hours
All doors to Royal Oak High School will remain locked until 6:45 a.m. on a daily basis. At 6:45, students may enter the building via the cafeteria door accessed by the drive off of Crooks between Lexington and Normandy. Students arriving between 6:45 and 7:30 should report to the cafeteria. A pass will be issued to go to other areas of the building if needed. At 7:00, students may go to the Learning Commons Monday, Tuesday, Thursday, and Friday. All other doors will open at 7:30 and relock at 7:55am. First hour begins promptly at 7:55 a.m. and late arriving students will need to sign in at the Attendance Office (Welcome Center). At 7:55 a.m., all doors will be locked, and the only accessible entrance is the main entrance off Lexington.

On Late Start Wednesdays, at 6:45, students may enter the building via the cafeteria door accessed by the drive off of Crooks between Lexington and Normandy. Students arriving between 6:45 and 8:30 should report to the cafeteria. All other doors will open at 8:30 and relock at 8:55am. First hour begins promptly at 8:55 a.m. and late arriving students will need to sign in at the Attendance Office (Welcome Center). At 8:55 a.m., all doors will be locked, and the only accessible entrance is the main entrance off Lexington.

After-School Hours
Please be advised that if your child is not involved in a regularly scheduled, supervised activity, they must exit the building by 3:15 p.m. (4:15pm when the Learning Commons is open). The only students remaining in school after normal school hours should be under the direction of a coach, teacher, or administrator. Students may remain on campus after school for purposes of athletics, tutoring, clubs, music, drama, or other supervised activities. If this presents a hardship, please schedule a conference with an administrator to work out any conflicts. Please understand that our concerns are focused on the safety of all of our students, as we cannot provide supervision for students not participating in a school activity.

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

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

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

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

**LAPTOPS AND TABLETS**

While we strive to provide computer technology for every student to enhance learning, Royal Oak High School is also a “bring-your-own-device” building. Students have the option of bringing a laptop, tablet, or similar device, and may use the device in class with teacher permission. Student Code of Conduct and Acceptable Use Policy apply.

**CREDITS**

**Extended School Credits**

In addition to the basic school curriculum, criteria may be established and approved by the high school Principal and the Instruction Office that would permit up to ½ unit of extended credit toward graduation per year for the following:

Category 1:
   a. Work experience
   b. Community service

Category 2:
   a. Extended travel, foreign study projects and other areas of independent study
   b. Performing Arts

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

- All requests for granting of extended credit must be made to the Principal or his designated representative prior to the inception of a project.
- All extended credit projects must be submitted according to the guidelines established, be reviewed and accepted on the building level and be completed as agreed to in an “Extended Credit Contract” drawn between the school and the student.
- Applications of this policy which become clearly identified as distant subtypes falling into one of the six categories listed shall be clearly identified and specific guidelines shall be written and approved for each.
- The school shall assume no responsibility for extended projects other than the granting of ½ Carnegie unit of credit for projects completed as agreed to in Extended Credit Contracts. No grades will be granted.
Units of credit earned through the extended credit areas may apply toward graduation but may not be substituted for courses listed as diploma policy requirements.

**Transfer of Student Credits**

The minimum requirements for a Royal Oak High School diploma are cited in Board Policy 4040. A student who transfers into Royal Oak High School from outside of the public high school of Royal Oak Schools shall have accumulated credits assessed.

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

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

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

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

It is expected that students entering Royal Oak High School in their senior year shall observe the Minimum Student Load outlined in Procedure 4040-A.

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

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

**CURRICULUM NIGHT & PARENT/TEACHER CONFERENCES**

Curriculum Night will take place on **Wednesday, September 10, 2019** from 6:00 to 7:30 p.m.

Fall Parent/Teacher Conferences will take place on October 16, 2019 and October 17, 2019, from 4:00 to 7:00 p.m. Spring Conferences will take place March 5, 2020, from 4:00 to 7:00 p.m.

**DIPLOMA POLICY**

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

- English
- Business/Marketing
- Mathematics
- Medical Skills
- Science
- Trade/Technical
- Humanities
- Visual and Performing Arts
- World Language
Students are strongly encouraged to take advantage of breadth and depth available by selecting courses with the advice of their parents and the professional staff. This will challenge their abilities and prepare them appropriately for their post-secondary high school plans. Students may earn 24 credits over the four-year course of study.

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

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

**Early Graduation**

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

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

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

**Certificate of Attendance**

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

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

**Miscellaneous**

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

A student who drops a course after the first marking period but remains in school will have an “E” recorded for any course in which a “drop” occurs. All students who have completed the requirements for a diploma or certificate shall be entitled to participate in the Commencement exercises. All students participating in Commencement shall be required to wear approved caps and gowns.
DRESS EXPECTATIONS
The Board of Education recognizes that each student’s choice of dress and grooming is an expression of personal style and individual preference. The Board of Education will not interfere with a student’s decision regarding their appearance, except when the choices interfere with the learning environment or with school safety.

While fashion changes, the reasons for being in school do not. Students are in school to learn. Guidelines that may be used to determine whether dress is appropriate for the learning environment include, but may not be limited to the following:

1. Shorts and skirts should be appropriate in length for the school setting (mid-thigh is the general rule). This rule applies even when tights or leggings are worn under the skirt or shorts.
2. Pants, shorts, and skirts should be worn at appropriate levels, that is, at the waist.
3. Skirts, shorts, pants or other clothing that are excessively tight, form fitting or revealing are not permitted.
4. Clothing with excessive tears or otherwise in disrepair should not be worn.
5. Pajamas, slippers, and other sleep attire are not appropriate.
6. Underclothing should not be visible, including bra straps and boxer shorts.
7. Students should not wear items of clothing which have obscene, vulgar or sexual statements or pictures OR which promote alcohol, tobacco or illegal substances.
8. Hats, visors, bandanas or other head coverings may not be worn in school (unless religiously mandated). Sweatshirts with hoods are allowed, but hoods must be down.
9. While bare midriffs, “fishnet” shirts, bare backs, tank tops, “double tank tops”, halter tops, spandex, spaghetti straps, or low cut clothing may be appropriate in some settings, such clothing is not appropriate for the school learning environment and should not be worn.
10. Coats, jackets, vests and other outerwear should not be worn in class. Students who feel that the building is cool should keep a sweater or sweatshirt in their locker.
11. Shoes/school appropriate footwear are to be worn at all times
12. Nothing should be worn that is detrimental to the health, safety or welfare of the student or other students in school. Included among items of concern in this category are Choke collars, sharp studded necklaces, safety pins, sharp bracelets and rings, long pocket chains and related jewelry should not be worn.

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

EXAMINATIONS
A final examination at the end of each course of study is a valuable tool for reviewing a student’s progress, preparing for similar college and career experiences and providing a basis for a student’s personal evaluation of his or her own growth. All students are expected to be present for each final examination in the scheduled periods when the examinations are given. Attendance is also required of students during examination periods where a teacher plans an activity in lieu of an examination in courses where no examinations are given.

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

SAFETY DRILLS
Periodically, fire drills, tornado drills, and lockdowns will be held in compliance with state laws. Each room has directions for evacuation and lockdown.
FOOD AND DRINK
Royal Oak High School’s policy regarding food and drink is that no food or drink, with the exception of water, is allowed in the classroom or halls in the academic portion of the building. Food or drink should be consumed in the cafeteria. **Food may not be delivered to students by any area businesses.**

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

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

All fundraisers must be approved by the Principal.

IDENTIFICATION CARDS / PICTURE DAY
All students are required to have an Identification Card at ROHS. A new photo identification card will be provided to all students on “Picture Day”, **Thursday, September 5, 2019.** Re-take day will be October 11, 2019. **Students must be able to present identification cards upon request.**

LOCKERS
Each student is assigned a school locker. We encourage all students to use their lockers to store school items, backpacks and jackets. Students are not allowed to share lockers or combinations with another student.

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

LUNCH PERIODS AND CAFETERIA SERVICES
*For the safety of students, we have a closed-campus policy at lunchtime.*
- All students may purchase lunch at school or bring lunch from home.
- Students are not allowed to have lunch delivered by any area business.
- If picking up a student for lunch, you must prearrange the absence with a note or phone call and come to the Attendance Office to sign out your child.

Nut Allergies
Please be aware that there are a few students who have a life-threatening allergy to nut/peanut products. You may still bring in nut/peanut products for your child, but we appreciate the extra effort of all the students to keep their hands, faces, and clothing clean after eating such items. Thank you for working with us to make this a safe environment for all of our students.
MEDICATIONS
The medications and/or treatments which may be administered are defined in Policy 5330.

PARKING
Parking registration will take place on your assigned registration day for 11th and 12th graders. Bring your driver’s license, proof of insurance, car registration, completed parking form and a check or money order made payable to Royal Oak High School in the amount of $30.00. Parking privileges may be revoked for failure to comply with school policies. There is a limited number of student parking spaces available.

PROFESSIONAL LEARNING DAYS – LATE START
On twenty-five Wednesdays, students will begin their instructional day one hour later. This will provide time for regular and consistent teacher professional development and collaboration. On those dates, school will start at 8:55 a.m. Students arriving before 8:40 a.m. must report to the cafeteria. Please refer to the school calendar on a regular basis, as there are rare occasions these dates may change.

● September 11, 18, 25
● October 2, 9, 16*, 23
● November 13, 20
● December 4, 11, 18
● February 5, 12, 26
● March 4, 11, 18, 25
● April 15*, 22, 29*
● May 6, 13, 20

Early Dismissal Days – ROHS Only
Please note that on days marked “*” above, ROHS does not have a Late Start. The school day will begin at 7:55 a.m. as usual, and students will be dismissed at 2:00 p.m. These adjustments apply to ROHS only.

RAVEN RALLY
You are cordially invited to attend Royal Oak High School’s annual “Raven Rally” on Friday, September 6, 2019. Festivities will begin at 4:00 p.m. in the school courtyard and showcase the talents, interests, and pride of our Royal Oak High School students. This activity is sponsored by the Student Council and includes representatives from the many clubs, teams, and organizations at ROHS. Go Ravens!

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

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

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

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

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

Psychology Services
The School Psychologist consults and collaborates with student problem-solving teams to help implement prevention and intervention programs at Royal Oak High School. The school psychologist works in close collaboration with classroom teachers, special education personnel, counselors, administrators and parents, and has a systemic commitment to locating and employing the necessary resources to ensure that students make progress within the curriculum. The school psychologist, along with the problem-solving team, analyzes multiple pieces of data, which are then used in the development of more intensive educational plans. The school psychologist works with school teams to design and monitor school-wide, classroom and individual behavioral support systems in an effort to create safe and effective learning environments for all students. The school psychologist is an active member of Multidisciplinary Evaluation Teams, a group of professionals who are responsible for evaluating students suspected of having a disability.

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

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

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

Students may borrow most materials for two weeks. Reference materials may be borrowed overnight.

**VISITORS TO SCHOOL**
For the 2020-21 school year, visitors will be highly limited. See school for visitor guidelines.

**YEARBOOK**
The ROHS Yearbook, *Legacy*, will be on sale starting on July 1st. Payment must be made ONLINE ONLY (www.yearbookforever.com). Cash or checks will not be accepted at the school.
DISTRICT INFORMATION

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

COMMUNICATIONS AND NEWS
In addition to building newsletters and communications, there are several ways to follow what’s going on in the district. “Like” the district on Facebook (@RoyalOakSchools) and follow on Twitter (@RoyalOakSchools) for updates throughout the year.

The District Dispatch is the official Royal Oak Schools digital magazine newsletter. Most parents are already subscribed, or can go to www.royaloakschools.org/district/e-news-community-subscription 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.)

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

MIStar/ParentConnect also provides news updates, email notifications and emergency phone alerts. You are able to access food service accounts, parent contact information, student grades and attendance for all your children, all in one place, using a single password. Students, using MIStar/StudentConnect, have access to view their grades and attendance using their own unique password. If you have questions, or want to know more about MIStar/ParentConnect, please contact Angela Smith at (248) 435-8400 ext. 1216.

eFOLDERS
As part of the District’s continuing effort to improve communications, become more efficient, and model good stewardship of the environment, a communication channel called eFolder is available at all schools. There are two ways to access the eFolder. When a new eFolder is posted, the school will notify parents via email with a link to the school website. The second way is to visit the school website. The eFolder will be on the main page. A paper-based weekly folder will continue to be available to
those families who wish it. Request forms are available in the individual building offices. They must be filled out and returned to the building secretary in order to receive a paper folder.

**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 disappears 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).

**EMERGENCY PREPAREDNESS AND SUPPORT**
In the event of a school emergency, please be assured that:
1. Student and staff safety is our first concern.
2. Emergency plans are in place in all School District buildings
3. Only emergency responders will have access to school. Parents should not come to schools unless instructed to do so.
4. School officials will communicate with parents in a timely manner as possible. Royal Oak Schools continues to take proactive measures to protect the safety of all of our students and staff. The School District meets regularly with local police, fire and county health department officials to plan our response to our school community’s potential threats.

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

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

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

Each emergency management plan includes a parent communication component. The School District broadcasts information, when necessary, using a variety of media. When needed, our emergency notification system (ENS) broadcasts information by telephone and email to all emergency contacts for Royal Oak Schools’ students. Refer to the District website (www.royaloakschools.org) 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 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 in as timely a manner as possible. The building principal will often provide follow-up information through school-home communications.

Q: **What is the best thing 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: **If I need more information during an emergency, whom do I call?**
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.
The following notices are required by law for Royal Oak Schools to publish annually to its community.

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

It is the policy of Royal Oak Schools to provide an equal education opportunity for all students.

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

Royal Oak Schools Compliance Officers
Patrick Wolynski, Executive Director, Staff & Student Services
or
Sarah Olson, 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 any threat or retaliation. The Compliance Officers can provide additional information concerning equal access to educational opportunity.

**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 lack of English language skill is not a barrier to admission or participation.

For general information about these School-to-Career programs, contact:
Melissa Hutchinson, Supervisor, Vocational and Continuing Education
(248) 588-5050

Inquiries concerning equal opportunity for individuals with disabilities should contact:
Jane Flarity-Gram, 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
Sarah Olson, 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 program 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.

**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 prior to the disclosure of 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 10 days (refer to Policy 8330) from the date of this notification that s/he will not permit distribution of any or all such information. Directory information and other personally identifiable information that is part of a student’s education records will not be sold or provided to any organization for any profit-making purpose, except as otherwise permitted in Policy 8330.

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

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

*Board Policy 8330*

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to obtain a copy of the school district's student records. To obtain a copy a written request needs to be submitted at 800 Devillen, Royal Oak, MI., 48073 to the attention of the Executive Director, Staff & Student Services.

3. The right to request an amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the Royal Oak Schools to amend a record they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want 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 who are 18 and older or emancipated minors certain rights regarding school district surveys, the collection and use of 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 material. 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: Family Policy Compliance Office U.S. Department of Education 400 Maryland Ave., SW Washington, DC 20202-4605

**DISTRICT POLICIES & PROCEDURES**

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

**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 person’s 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 each year, District workers and building occupants receive notification about asbestos activities, such as response actions and inspections. 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. This information was then compiled into Asbestos Management Plans by the School District’s asbestos consulting firm. These Management Plans are located in the administrative office of each building and are available for review. A copy of each building 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 during the 2011-2012 school year at Oakland Elementary. 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 Patrick Murphy, the asbestos designated person, at (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. Demonstration of 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 districts complete bullying policy, including reporting instructions can be found at Board Policy 5517.01.

2020-2021 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 for download at www.royaloakschools.org, or can be picked up at each school, or at the Board of Education/Administration building.

New this year is an online application that eliminates the paper application. 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 2020-2021 Household Application.

Note that the application is a “Family” application requiring only one application per family. Applications 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 2019-2020 school year will retain their eligibility for the first 30 school days of the 2020-2021 school year. Please submit the new application by October 12th, 2020 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 2020-2021 remain unchanged and are as follows:
- Elementary school $2.60, 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.
- Better with Breakfast will continue this year at Oakland and Upton Elementary schools where breakfast is free for all students.
High school and middle school students need to use their ID badge or enter their student number on the keypad to receive breakfast or lunch, pay for breakfast or lunch, pay for ala 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 child’s teacher for specifics. Your child’s teacher will handle the ordering of school lunch and pass along the order to the 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 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.

**Meal Charge Procedure Royal Oak Schools 2020-2021:**

**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 2020-2021:**
- 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.  
www.royaloakschools.nutrislice.com No login 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 kindergartners, will not be allowed to attend without the required immunization or waiver.

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

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

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

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

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

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

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

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

Parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using Education Technology. The Board supports and respects each family's right to decide whether to apply for independent student access to the Education Technology.

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

Pursuant to Federal law, students shall receive education about the following:
A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications

B. the dangers inherent with the online disclosure of personally identifiable information

C. the consequences of unauthorized access (e.g., "hacking") cyber bullying and other unlawful or inappropriate activities by students online, and

D. unauthorized disclosure, use, and dissemination of personal information regarding minors

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

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

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

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

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

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

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board’s Education Technology are personally liable, both civilly and criminally, for uses of the Education Technology not authorized by this Board policy and its accompanying guidelines.
The Board designates the Superintendent and Executive Director, Teaching and Learning as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the District’s Education Technology and the Internet for instructional purposes.

CODE OF CONDUCT

ATTENDANCE POLICY
The Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The District’s educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Excusable Reasons for Absence
The District accepts only the following as excusable reasons for absence from school. Each absence shall be explained through communication by the student’s parent. The excuse shall be recorded through the District attendance database. The excuse shall be submitted to the principal and filed as part of the student’s school record.

Communication for an absence from school may be approved for one (1) or more of the following conditions:
A. **Personal Illness**

A doctor’s confirmation may be required for absences of five consecutive days or more; a doctor’s confirmation is needed for the provision of homebound services.

B. **Death of a Relative**

C. **Observance of Religious Holidays**

Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.

D. **Absence During the School Day for Professional Appointments**

Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day the student shall have a statement to that effect from his/her parents or the professional.

E. **Family Emergency**

The principal or designee may require a statement to that effect from his/her parent or guardian.

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**Truancy**

A student shall be considered truant when their absence is unexcused. **Absence** is defined as not being present in the assigned location any time beyond the tardiness limit. Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. Administrative action taken will be as follows:

A. A record of the truancy will be entered in the student's record file.

B. A parent conference may be held.

A student shall be considered a "habitual truant" when, in spite of repeated school interventions and/or his/her parent's efforts to ensure attendance, s/he has accumulated ten (10) or more full days of unexcused absences (SID definition).

The disciplining of truant students shall be in accord with Board policies and due process, as defined in Policy 5611 and the Student Code of Conduct. All habitually truant students and their parents will be reported to the Truancy Office of Oakland County.

**Encouraging Attendance**

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can - in and of itself - successfully accomplish this task.

A professional staff member's responsibility must include, but not be limited to:
A. providing meaningful learning experiences every day:

Therefore, a student who is absent from any given class period would be missing a significant component of the course.

B. keeping accurate attendance records (excused vs. unexcused).

**Make-Up Opportunities**

A student may make-up missed assignments when the following occurs:

A. Students will be given the opportunity for making up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence, unless otherwise documented in the individual student education plan.

B. Students will be given the opportunity to make-up work missed due to suspension. The make-up work must be completed and presented to the teacher upon his/her return to school. Tests missed during the period of suspension may be made up in an appropriate time frame. The teacher may administer the test or assign alternate written work in lieu of the test missed.

**A. ELEMENTARY SCHOOLS**

1. Teacher classroom attendance records must be maintained daily according to School District policy and State of Michigan child accounting procedures.

2. Teachers shall take attendance daily in all classes. A master absence list will be compiled daily and used to check student attendance each class period.

3. Contact will be made with parents or guardians whose children are frequently absent and/or tardy.

4. Excessive absences [ten (10) or more] will result in a letter sent from the principal and/or designee to the parents and/or legal guardians to express concern for poor attendance.

5. If excessive absences continue [fifteen (15) or more], the school principal and/or designee will request a conference with the parents or guardians. If deemed appropriate by the principal and/or designee, the student will develop an attendance action plan/contract.

6. If the absence pattern persists [twenty (20) or more], the family will be referred to an external agency, such as Royal Oak Youth Assistance or juvenile authorities.

**Excessive Absences/Tardiness**

Excessive absences or tardies of fifteen (15) during the school year shall result in progressive action:

**Progressive Steps for Excessive Absence/Tardiness**

**Step 1** Principal will contact the parent by phone or letter to identify the problem and to solicit additional information.
**Step 2** Principal will contact the parent by phone or letter to set up meeting. The principal will document a plan for improvement. The principal will make a referral to an external agency, such as Youth Assistance, if appropriate.

**Step 3** Principal will notify the District Pupil Accounting Office before referring the parent and student to the Truancy Office of Oakland County.

**Step 4** Attendance officer or designee files in juvenile court for parent neglect due to nonattendance.

**Progressive Steps for Leaving Early**

**Step 1** Principal documents and contacts parents to discuss the problem and to solicit additional information.

**Step 2** Principal sends home letter to the parent to contact the principal’s office to set up a meeting. Parent meeting is held with the principal.

**Step 3** Principal arranges for a second parent meeting. Principal makes a referral to an external agency, such as Youth Assistance.

**Step 4** Principal arranges for a third parent meeting.

**B. MIDDLE SCHOOL**

1. Teacher classroom attendance records must be maintained daily according to School District policy and State of Michigan child accounting procedures.

2. Teachers shall take attendance daily in all classes. A master absence list will be compiled daily and used to check student attendance each class period.

3. Contact will be made with parents or guardians whose children are frequently absent and/or tardy.

4. Excessive absences [ten (10) or more] will result in a letter sent from the principal and/or designee to the parents and/or legal guardians to express concern for poor attendance.

5. If excessive absences continue [fifteen (15) or more], the school principal and/or designee will request a conference with the parents or guardians. If deemed appropriate by the principal and/or designee, the student will develop an attendance action plan/contract.

6. If the absence pattern persists [twenty (20) or more], the family will be referred to an external agency, such as Royal Oak Youth Assistance or juvenile authorities.

7. Students are expected to be on time for school and in the classroom at the assigned start times. An unexcused tardy will be recorded when a student enters class after the start time without an excused pass. Students, who demonstrate a pattern of tardiness, are subject to progressive discipline as assigned by the school principal and/or designee.

   i. A pattern of tardiness may involve multiple instances of being tardy to a single class or a pattern of tardiness across the day. Tardiness will be addressed consistently as a student learning issue.

   ii. Consequences related to tardiness will begin with a student conference and may result in an attendance action plan/contract, detention, and other progressive actions.

8. The Middle School building principal and/or designee shall act as the attendance officer in the building to which she/he is assigned.

**C. HIGH SCHOOL**

1. Each teacher, for all assigned classes, must maintain an accurate accounting of each student’s attendance, including dates and the number of days a student is absent during each semester. Teacher classroom attendance records must be maintained according to established School District policy and State of Michigan student accounting procedures.

2. Student attendance and tardiness will be recorded on each student’s report card. In addition, student attendance records will be accessible online. Upon confirmation of truancy, or when deemed necessary by the building administration, a parent conference may be required to
review reasons for absences, student performance, potential for school success, and conditions for potential loss of credit.

3. Documentation: Parents must initiate a telephone call on the day of the absence or provide a written note on the day of return indicating a reason for each student absence. If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the non-custodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent. Absences shall be considered authorized or excused if they result from:
   a. Personal illness, family illness or family emergency.
   b. Participation in school-sponsored activities will be recorded as school related and not considered to be an absence under this policy.
   c. Students who have authorized absences for any of the reasons stated above may make up classroom work by making arrangements with the teacher(s). Normally at least one day for each day of excused absence will be permitted for makeup work. Absences for unauthorized reasons or unconfirmed by parent communication will be considered as unexcused.

4. Penalties: Detentions may be assigned for unexcused absences.

5. All unexcused absences will result in a zero or no credit on assignments/assessments.

6. Parents have up to 48 hours to excuse an absence.

7. Excessive absences may result in a truancy referral.

DISCIPLINE ACADEMIC PROBATION AND READMISSION POLICIES

The school is a part of the total community. School rules and regulations are established for the protection of the rights of all of its members. Violations of school rules and regulations are cause for action as described herein.

The rules and policies of Royal Oak Schools apply to any student who is on school property or school-affiliated transportation, which is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place interferes with the operations, discipline, or general welfare of the school, regardless of location, date or time.

A. LEGAL BASIS FOR SCHOOL DISCIPLINE

“Sec. 1312(8) of the Revised School Code. A local or intermediate school district or a public school academy shall develop and implement a code of student conduct and shall enforce its provisions with regard to pupil misconduct in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school sponsored activity or event whether or not it is held on school premises.” “Sec. 1311 of the Revised School Code. Subject to subsection (2), the School Board, or the School District Superintendent, a building principal, or another school district official if designated by the School Board may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience if, in the judgment of the School Board or its designee, as applicable, the interest of the school is served by the authorization or order.

B. TYPES OF DISCIPLINARY ACTION

1. Suspension, up to ten school days
   a. Suspension from school and/or class shall be for a period not to exceed ten school days.
   b. Action for suspension up to 5 days may be taken by the building principal and/or designee.
   c. Action for suspension 6 to 10 days must have the approval of the Superintendent or designee.
   d. A student may be suspended for a violation of school rules or regulations.
   e. Parents and/or legal guardians and the student, if 18 years of age, shall be notified of suspension by phone and in writing. A re-entry conference with students and parents is
strongly recommended. The need for such a conference will be determined by the building administrator.
f. Suspensions of six or more instructional days will be reported to the Superintendent or designee’s office.

2. **Removal from school pending action of the Board of Education**
   a. The Superintendent or the Superintendent’s designee may, independently or upon recommendation of the principal, remove a student from school for up to 10 school days pending an investigation into a violation of the code of conduct or action for long-term suspension or expulsion by the Board of Education.
   b. Parents and/or legal guardians and the student, if 18 years of age, shall be notified by certified mail.
   c. The Superintendent or designee shall notify the Board of Education of the student’s suspension in writing with recommendation for action.

3. **Long-term suspension for a definite period, in excess of 10 school days**
   a. Suspension from school/class assignments is for a specified period greater than 10 school days.
   b. This action may be taken by the Board of Education only after an opportunity for hearing is given.
   c. Causes for suspension for a definite period are those defined in the Royal Oak Schools Code of Conduct and/or Michigan School Code.
   d. School administration shall recommend cases for suspension for a definite period to the Board of Education through the Superintendent.
   e. If the school administration recommends a student for suspension for a definite period, parents and/or legal guardians and the student, if 18 years of age, shall be notified by first class mail or in person at least 48 hours before the scheduled hearing with the board (see C for additional information regarding notification).
   f. The Board of Education is vested with final authority in all cases of suspension for a definite period in excess of ten (10) school days.
   g. A conference with the parent, student and school administration will occur at the end of the suspension before the student returns to school at the end of a long-term suspension. The parents and/or legal guardians, and the student, if 18 years of age, shall be notified of the decision of the Board of Education by the Superintendent or designee.

4. **Withdrawal before Board of Education disciplinary action may be authorized by the Superintendent and is to be interpreted as follows:** (Withdrawal is not an option when mandatory expulsion is required under the Revised School Code.)
   a. **Student under age 16** – separation from school for a period not to exceed one hundred eighty (180) school days with consent of his/her parents or legal guardians and written notice to Juvenile Court.
   b. **Student age 16 or older** – separation from school for a period not to exceed one hundred eighty (180) school days with consent of his/her parents or legal guardians.
   b. Disciplinary action shall be held in abeyance during the period of withdrawal. Students shall petition in writing for readmission and shall be readmitted upon the recommendation of the readmission committee and Board of Education approval. The decision regarding readmission requests shall be communicated by letter. Upon determination by the principal that there has not been satisfactory elimination of the cause for withdrawal, the matter shall be referred to the Board of Education with the recommendation of the Superintendent.
   c. Parents and/or legal guardians and the student, if 18 years of age, shall receive written notification of the decision.

5. **Expulsion**
   a. Expulsion means permanent removal from school and exclusion from school district programs and facilities by action of the Board of Education.
b. This action may be taken by the Board of Education only after a hearing is conducted.
c. Causes for expulsion are those defined in the Michigan School Code.
d. The school administration shall recommend cases for expulsion to the Board of Education through the Superintendent.
e. Parents and/or legal guardians and the student, if 18 years of age, shall be given notice as in paragraph 3e above.
f. The Board of Education is vested with final authority in all cases of expulsion.

6. State Mandated Expulsions
In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon* in a weapon free school zone or commits either arson, or criminal sexual conduct, or who is in grades 6 or above and who physically assaults an employee, contractor, or volunteer of the District.

*For purposes determining whether the student is subject to mandatory expulsion under the Revised School Code, a dangerous weapon is defined as a “firearm, dagger, dirk, stiletto, knife with blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

The Board need not expel if the student can establish to the satisfaction of the Board that:
a. The object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
b. The weapon was not knowingly possessed.
c. The student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon.
d. The weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

C. PROCEDURE FOR LONG-TERM SUSPENSION OR EXPULSION, INCLUDING STATE MANDATED EXPULSIONS
When a long-term suspension or expulsion is recommended, an opportunity for a hearing before the Board of Education shall be given to the affected student. Written notice of such opportunity for hearing shall be sent to the student, parents, and/or legal guardians at their last known address according to school records by first class mail at least 48 hours prior to the date set for hearing, or such shall be hand delivered to the students, parents, and/or legal guardians at least 48 hours prior to the start of the meeting. The written notice shall include the following:

- Specific charge(s) against the student, including the specific provisions (Attach copies of the relevant portions of the Student Code of Conduct and Board policy)
- Brief statement of facts as determined by the school’s investigation. Proposed punishment, including length of proposed disciplinary removal
- Date, time, and location of hearing
- Description of the hearing procedures including any rights to appeal the decision (Attach Board policy or relevant portion of the Student Code of Conduct describing the hearing procedures)
- Notice of student and parent right to review education records. Name and contact information of appropriate school staff member, should the parent or student have any questions

The Board of Education shall take action on the recommendation as it may judge appropriate.
The hearing may be held in open or closed session at the choice of the student, the student’s parents and/or legal guardians. The student shall be entitled to such representation by legal counsel as the student, the parents and/or legal guardians desire to provide at their expense and to present information or to call upon witnesses pertinent to the disposition of hearing matters.

**D. READMISSION FOR EXPELLED STUDENTS** (including students expelled from school districts other than Royal Oak Schools and State Mandated expulsions)

1. **Petition for Reinstatement**
   The parents of a student enrolled in grades 5 or below at the time of the expulsion who was expelled for possession of a dangerous weapon or for threatening another person with a dangerous weapon may petition the Board of Education for the student’s reinstatement after the student has been expelled for at least 60 school days. The Board of Education may not reinstate the student until the student has been expelled for at least 90 school days. The parents of a student enrolled in grades 5 or below at the time of the expulsion who was expelled for criminal sexual conduct or arson, or any other gross misdemeanor or, persistent disobedience, may petition the Board of Education for the student’s reinstatement at any time. The Board of Education may not reinstate the student until the student has been expelled for at least 10 school days.

   The parents of a student enrolled in grades 6 or above at the time of any mandatory expulsion under Sec. 1311(2), or expulsion for any other gross misdemeanor or persistent disobedience, or the student if the student is over 18, may petition the Board of Education for reinstatement after the student has been expelled for at least 150 school days. The Board of Education may not reinstate the student until the student has been expelled for at least 180 school days.

2. **Upon receipt of a petition for reinstatement, the District shall do the following:**
   a. At the yearly organizational meeting, the Board shall approve a Readmission committee.
   b. No later than ten (10) school days after receiving a petition for reinstatement, the Readmission Committee shall meet with the student, parents or legal guardian and review the petition for reinstatement and any supporting information submitted by the student, parents, or legal guardian.
   c. The Superintendent may prepare and submit for consideration by the committee, information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement.

   The committee shall prepare a recommendation for the unconditional reinstatement or conditional reinstatement, or against reinstatement, and shall include an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement.

3. **Criteria for Reinstatement**
   The designated committee and the Board of Education shall consider at least the following factors when a petition for reinstatement is submitted:
   a. whether the reinstatement would create a risk of harm to other students or school personnel;
   b. whether reinstatement would create a risk of School District or individual liability for the School Board or School District personnel;
   c. the age and maturity of the individual;
   d. the individual’s school record before the incident that caused the expulsion;
   e. the individual’s attitude concerning the incident that caused the expulsion;
   f. the individual’s behavior since expulsion and the prospects for remediation of the individual;
   g. the degree of cooperation and support from the individual’s parents or legal guardians (if the petition was filed by a parent or guardian) as well as any support which may be expected from
a parent or guardian, if the expelled student is reinstated, including, but not limited to, receptiveness toward possible conditions placed on the reinstatement.

h. petitions for reinstatement from students expelled by the Board of Education or another school district shall not be processed if that student has not first submitted a petition for reinstatement to the expelling Board. This School District will only consider reinstatement, to the extent required by law, upon receiving written verification of the denial of the student’s petition for reinstatement by the expelling Board.

4. Conditions of Reinstatement:
The School Board may require an expelled student (and if the petition was filed by a parent or legal guardian, the parent or legal guardian) to agree in writing to specific conditions before reinstating the student. These conditions may include, but are not limited to:
   a. signing a behavior contract;
   b. participation in or completion of an anger management program or other appropriate counseling (at the expelled student’s expense);
   c. periodic progress reviews; and
   d. specific immediate consequences for failure to abide by any conditions of reinstatement.

5. Reinstatement
If the School District decides to reinstate an expelled student, those who were in grade 5 and below at the time of expulsion shall not be reinstated before the expiration of 90 school days subsequent to the date of expulsion, unless a longer period of expulsion is required pursuant to the Federal Gun-Free Schools Act.

The Superintendent may submit his or her own recommendation to the Board of Education, in conjunction with the designated committee’s recommendation, to modify the permanent expulsion requirement (on a case-by-case basis) to a period of time not less than 90 school days. Individuals in grade 6 or above at the time of expulsion shall not be reinstated before the expiration of 180 school days after the date of expulsion.

E. CLASS SUBJECT AND ACTIVITY SUSPENSIONS
A teacher under contract with Royal Oak Schools may suspend a student from class, subject or activity when a student engages in any of the following types of conduct during the class, subject or activity.
   1. Physically fighting.
   2. Engaging in conduct that threatens to incite violence or seriously threaten the safety of students and/or school personnel. Any student suspended pursuant to this policy shall not be allowed to return to the class, subject, or activity from which he or she was suspended until the passage of one full school day from the time of the student’s infraction unless otherwise permitted by the teacher who ordered the suspension. Students attending separate class periods throughout the school day may be permitted during the term of the suspension to attend other classes taught by other teachers at the discretion of the building administrator.

F. STUDENT IDENTIFICATION
Each student enrolled in high school shall be issued a student identification card which should be upon the student’s person at all times while the student is on school premises. The student identification card must be produced on the request of any School District teacher or other personnel or any other person authorized by law or by the school principal to deal with matters of student behavior or discipline.

G. ELECTRONIC DEVICES
Students are allowed to possess electronic communication devices on school property; however, such devices shall not be used in a manner that disrupts school activities or events. Any device found to be
used for any illegal purpose or used in a manner that violates the Student Code of Conduct may be confiscated pending parent conference. Where appropriate, police authorities may be contacted.

H. SCHOOL LOCKER SEARCH
Student lockers and desks are school property and remain at all times under the control of Royal Oak Schools. Students assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding any item placed in school property because school property is subject to search at any time by school officials. Non-authorized locks placed on school lockers will be removed by school personnel. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

DISCIPLINARY STEP SYSTEM
Discipline shall be administered with the expectation that students will learn from their mistakes. Therefore, consideration should be given to provide the optimum learning from each infraction or misdemeanor. The disciplinary consequences of a student’s misconduct will be determined by the nature and severity of the misconduct and/or the student’s prior disciplinary history. These steps are guidelines for providing consistency and equity for administering consequences for students charged with the same level of misconduct; they are not necessarily progressive steps in a sequential process. The nature and severity of the misconduct and/or the student’s prior disciplinary history will be considered in determining the step assigned.

The rules and policies of Royal Oak Schools apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place interferes with the operations, discipline, or general welfare of the school, regardless of location, date, or time.

DISCIPLINE STEPS

Step 1 Administrative conference with the student that will include reviewing the disciplinary policy, procedure, and notification that the next infraction of rules may result in action on at least the second step. The student’s parents shall be notified (please document).

Step 2 An administrative conference with students and parents.

Step 3 Suspension for One to two-day (short term)*

Step 4 Suspension for Three to four-day (short term).*

Step 5 Suspension for Five-day (short term).*

Step 6 Suspension for Six to ten-day * (with superintendent or designee approval)

Step 7 Recommendation for long-term suspension (longer than 10 days) and/or recommendation for permanent expulsion for misconduct not included in Step 8. Approval of the recommendation requires a Board of Education hearing.

Step 8 Recommendation for permanent expulsion for possession of a dangerous weapon, arson, criminal sexual conduct, or physical assault of a district employee, volunteer, or contractor. Approval of the recommendation requires a Board of Education hearing.

Note: As used above, all references to days are days of student instruction rather than calendar days.

The following acts of misconduct will be reported to law enforcement: This list is not intended to be exhaustive, and includes, but is not limited to the following:

- Armed Student or Hostage
- Mineral in Possession of Alcohol or Tobacco
- Arson
- Physical Assault or Fights
- Bomb Threat
- Bus Incident and Accident
- Death or Homicide
- Drive-by Shooting
- Drug Possession or Drug Sale
- Explosion
- Illegal Drug Use or Overdose
- Intruders
- Larceny
- Robbery or Extortion
- Sexual Assault (Criminal Sexual Conduct)
- Speeding or Reckless Driving
- Suicide Attempt
- Suspected Armed Student
- Threat of Suicide*
- Unauthorized Removal of Student
- Vandalism or Destruction of Property
- Weapons on School Property

**CATEGORIES OF MISCONDUCT**

To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety, and welfare of all students and employees of Royal Oak Schools, the following categories of misconduct have been adopted along with guidelines for consequences when a student engages in such misconduct. These standards of conduct apply to all students for all activities of the District. This list is not intended to be exhaustive, and includes, but is not limited to the following:

**Alcohol/Drug/Chemical Consumption and/or Possession**
Use, possession, or under the influence of alcoholic beverages, controlled or illegal drugs* (legal intoxication not required). Willful misuse of medication or abuse of other substances, including over-the-counter treatments or products (e.g. inhaling glue or aerosol can contents) that result in or could result in intoxicating effects.

Elementary School, Steps 2-5  
Middle School, Steps 3-6  
High School, Steps 3-6

**Alcohol/Drug/Chemical Sale or Distribution**
Selling, supplying, or arranging for the sale or supply of alcoholic beverages, illegal drugs,* drug paraphernalia, or “look-alike substances” that are misrepresented as drugs to another person. *Illegal drugs include, but are not limited to, cocaine, heroin, marijuana, steroids and any other illegal substance.

Elementary School, Steps 3-7  
Middle School, Step 7  
High School, Step 7

**Arson/Burning**
The term burn as used in this paragraph shall mean setting fire to, or doing any act which results in the starting of a fire, or aiding, counseling, inducing, persuading or procuring another to do such act or acts.

Elementary School, Steps 3-7  
Middle School, Steps 3-7  
High School Steps 3-7

**Arson/Felony (State Mandatory Expulsion)**
“Arson” means a felony violation of MCL 750.71 et seq.

Elementary School, Step 8  
Middle School, Step 8  
High School, Step 8

**Assault – Physical – Pupil to Pupil**
Intentionally causing or attempting to cause physical harm to another person through force or violence.

Elementary School, Steps 3-5  Middle School, Steps 3-7  High School, Steps 3-7

**Assault – Physical against an Employee, Volunteer or a Person Contracted by the District (State Mandatory Expulsion)**

Intentionally causing or attempting to cause physical harm to a district employee, volunteer or contractor through force of violence.

Elementary School, Steps 2-7  Middle School, Step 8  High School, Step 8

**Bomb Threat**

The act of communicating any kind of notice of a bomb threat (or any other destructive or disruptive threat) directed at a school building, other school property, or a school-related event.

Elementary School, Steps 2-5  Middle School, Steps 2-7  High School, Steps 3-7

**Bullying**

Any gesture, or written, verbal, graphic, or physical act that are repetitive and targeted (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (PDA), or wireless handheld device) that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by another distinguishing characteristic.

Elementary School, Steps 1-5  Middle School, Steps 2-6  High School, Steps 2-6

**Cheating**

Plagiarizing, gaining unauthorized access to, and copying another’s work.

At all grade levels, an administrative conference will occur. Grade change and/or loss of credit may occur with administrative recommendation

**Coercion/Extortion**

Obtaining money, property, or favors from an unwilling person or forcing an individual to act by either physical force or intimidation.

Elementary School, Steps 1-3  Middle School, Steps 1-5  High School, Steps 1-5

**Criminal Acts**

Any act or omission (of an act) in violation of a public law forbidding or commanding it.

Elementary School, Steps 3-7  Middle School, Steps 3-7  High School, Steps 3-7

**Disruption of School**

Behavior that obstructs or disrupts the educational process.

Elementary School, Steps 1-3  Middle School, Steps 1-4  High School, Steps 1-4

**Dress**

Dress will be appropriate and will not disrupt the educational process.
Electronic Communication Devices
Electronic communication devices: Electronic communication devices shall be regulated by policy (see section G above). Such devices shall not be used in a manner that disrupts school activities or events and should only be used in classroom settings with explicit teacher or staff permission.

False Allegations
Intentional reporting of false information that the student knew was false or had no reasonable basis to believe was true.

False Fire Alarm
Tampering with a fire alarm box, system, or firefighting equipment when no emergency exists. Knowingly making a false fire alarm, either orally or by activating a mechanical or electrical alarm.

Fighting
The act of engaging in hostile physical contact with another individual.

Fireworks, Explosives, Chemical Substances
Possession of any explosive or incendiary device or noxious or dangerous chemical, including, without limitation, dynamite, bombs, gunpowder, fireworks, bleach, ammonia, or other substances that are considered caustic or dangerous.

Forgery or Falsification of Records
A student shall not use the name of another person or falsify times, dates, grades, addresses or any other data on School District forms or records. A student shall not provide false, misleading or inaccurate statements or information on School District forms or records.

Gambling
Playing games of chance for money or stakes.

Harassment
Inappropriate conduct that is repeated enough or serious enough to negatively impact a student’s educational, physical or emotional well-being. This would include harassment based on characteristics, such as, sex, race, color, national origin, religion, height, weight, marital status, sexual orientation, sexual identity, or disability. This includes, but is not limited to any harassment that
would negatively impact students such as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

**Hazing**
See district policy for definition of hazing. (This policy applies “regardless of whether the hazing is done with or without the consent of the person or persons hazed”).

Any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District.

Soliciting, encouraging, aiding, or engaging in “hazing” on or in any school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property, is strictly prohibited. Any employee or student of the District aware of the planning or occurrence of hazing activities is required to notify the appropriate District administrator immediately. * See MCL 750.411t

**Inciting**
The act of instigating or prompting others into action that violates any of the school policies or procedures. Planning or pre-arranging any action, which violates any of the school policies or procedures.

**Insubordination**
Actions undermining the effectiveness and/or authority of school personnel. Refusing to comply with reasonable requests of any school employee or school volunteer.

**Profane or Obscene Language (or Indecency)**
Insulting or obscene gestures or words toward anyone either verbally, in writing, with photographs or drawings electronically or in any other manner. Conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, or the use of language in verbal or written form, or in pictures, or in a caricature or gesture, which are offensive to the general standards of propriety.

**Repeated and Consistent Violation of Rules and Regulations**
Continuous and consistent violation of the established rules and regulations that disrupt the educational process, the classroom or school.
**Sexual Conduct – Criminal (State Mandatory Expulsion)**
Any act of sexual misconduct in violation of section 520b, 520c, 520d, 520e, or 520g of the Michigan Penal Code is prohibited.

Elementary School, Step 8  
Middle School, Step 8  
High School, Step 8

**Sexual Misconduct**
Any sexual activity, consensual or non consensual, includes indecent exposure.

Elementary School, Steps 2-5  
Middle School, Steps 2-7  
High School, Steps 2-7

**Smoking/Tobacco Use or Possession of Tobacco and/or Electronic Cigarettes**
The use and/or possession of any tobacco products or e-cigarettes as defined in board policy.

Elementary School, Steps 2-3  
Middle School, Steps 3-4  
High School, Steps 3-4

**Technology Violation of the Policy (See signed technology use agreement)**
Any unauthorized, illegal, inappropriate, offensive or immoral use of District-owned technology.

Elementary School, Steps 1-3  
Middle School, Steps 1-6  
High School, Steps 1-7

**Theft or Possession of Stolen Articles**
The taking, holding, or use of personal property of another without the owner’s permission.

Elementary School, Steps 1-3  
Middle School, Steps 2-5  
High School, Steps 2-5

**Threat – Verbal**
A communication by a student directed at another person that, in the judgment of administration, is hostile and threatens to do harm to another person or to property.

Elementary School, Steps 1-3  
Middle School, Steps 1-6  
High School, Steps 1-6

**Trespassing or Loitering**
Being in an unauthorized place or lingering about school property, refusing to leave when directed to do so by school personnel.

Elementary School, Steps 1-3  
Middle School, Steps 1-4  
High School, Steps 1-4

**Unsafe Driving Practices on School Property**
Operating a motor vehicle so as to endanger the safety, health or welfare of others on school property or in adjacent public areas.

Possible loss of parking privileges.

**Vandalism/Damage to Property**
Willful destruction or defacement of property belonging to the school district or personal property of others.

Elementary School, Steps 1-3  
Middle School, Steps 2-5  
High School, Steps 2-5

**Weapon Look-Alike/Replica**
Possession of any item or object that might be mistaken for a real weapon.
Weapon/Dangerous (State Mandatory Expulsion)
For purposes determining whether the student is subject to mandatory expulsion under the Revised School Code, a dangerous weapon is defined as a “firearm, dagger, dirk, stiletto, knife with blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

EQUAL EDUCATION OPPORTUNITY (NON DISCRIMINATION/TITLE IX)
It is the policy of Royal Oak Schools to provide an equal education opportunity for all students.

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

Royal Oak Schools Compliance Officers
Patrick Wolynski, Executive Director, Staff & Student Services
or
Sarah Olson, 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 any threat or retaliation. The Compliance Officers can provide additional information concerning equal access to educational opportunity.

SEXTING
Balancing the Law, Teens and Technology
“Sexting” the act of sending sexually explicit messages or photos electronically, primarily between cell phones. “Sexting” is a practice that may bring teens into the criminal justice system.

A conviction for a sexual offense has serious consequences which include registering as a sex offender. Sending nude or explicit photos of any minor may be considered and prosecuted as trafficking in child pornography. Even if “sexting” does not result in judicial system intervention, the impact can last a lifetime.

Before You Hit “Send”
Don’t assume that anything you send or post is going to remain private – it won’t.

Your messages and images will get passed around, even if you think they won’t. Forty percent of teens and young adults say they have had a sexually suggestive message (originally meant to be private) shown to them and 20% say they have shared such a message with someone other than the person for whom it was originally meant.
You can’t change your mind once you send or post a photo in cyberspace.

Something that seems fun and flirty and is done on a whim can never really be retracted. Potential employers, college recruiters, teachers, parents, families, enemies, strangers, and others may all be able to find your past posts, even after you delete them. It is nearly impossible to control what other people are posting about you. Think about it: even if you have second thoughts and delete a racy photo, there is no telling who has already copied the photo and posted it, or forwarded it, somewhere else.

Don’t give into the pressure to do something that makes you uncomfortable, even in cyberspace.

More than 40% of all teens and young adults say that pressure from guys is a reason that girls and young women send and post sexually suggestive messages and images. More than 20% of all teens and young adults say “pressure from friends” is a reason that guys send and post sexually suggestive messages and images.

Consider the recipient’s reaction.

Just because a message is meant to be fun doesn’t mean the person who gets it will see it that way. Four in ten teen girls who have sent sexually suggestive content say they did so as a joke, but many teen boys (29%) agree that girls who send such content are “expected to date or hook up in real life.” It’s easier to be more provocative or outgoing online, but whatever you write, post or send does contribute to the real life impression you’re making.

Nothing is truly anonymous.

Nearly one in five young people who send sexually suggestive messages and images send them to people that they only know online (18% total). It is important to remember that even if someone only knows you by screen name, online profile, phone number, or email address, they can probably find you if they try hard enough.

Tips for Parents
Talk to your kids about what they’re doing in cyberspace. Make sure they fully understand that messages or pictures they send over the internet or their cell phones are not truly private and that those pictures may be forwarded to people they don’t know. It’s important that you help your kids understand the potential short-term and long-term consequences of their actions.

Know who your kids communicate with online, both on the computer and on their cell phone. Supervising and monitoring your kids in real life and in cyberspace doesn’t make you a nag; it is part of your job as a parent. Beware of what your teens are posting on social networking sites. This isn’t snooping; this is information your kids are making public. If everyone else can view it, why shouldn’t you?

Set expectations; make sure you are clear with your teen about what you consider appropriate behavior. Just as certain clothing is off-limits for your child, or certain language is deemed unacceptable for your child to use, make sure your child knows what not acceptable online behavior is.

The Law:
In Michigan, the act of creating, soliciting, possessing, or distributing sexually explicit photos of a minor under 18 is a felony (MCL 750.145c). These photos can be sent between computers or cell phones – it makes no difference. The inquiry is whether the photo depicts someone under 18; the
medium and the age of the creator, requestor, sender, recipient, or possessor are irrelevant. The potential criminal penalty is significant incarceration and registration on the Sex Offender Registry.

There are other crimes that can be committed with computers and cell phones. They include, but are not limited to:

- Accosting, enticing, or soliciting a child under 16 for an immoral purpose (sexual intercourse, act of gross indecency, or delinquency) MCL 750.145a.
- Installing a device to observe, photograph, or eavesdrop on a person where the person has an expectation of privacy (exception for home security systems). MCL 750.539d
- Using a phone to threaten physical harm or damage to a person or property in the course of a conversation or message. MCL 750.540e

(Used with permission of the Weld County District Attorney’s Office, Greeley, CO. Information was taken from a national survey entitled “Sex and Tech,” a combined endeavor between The National Campaign to Prevent Teen and Unplanned Pregnancy and CosmoGirl.com)

**FORMS**

**REQUIRED**

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

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

For reference purposes you can find the required forms at:

http://www.royaloakschools.org/district/enrollment/handbooks--forms/

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

http://www.royaloakschools.org/district/enrollment/handbooks--forms/

- Free & Reduced Lunch Application & Meal Sharing Information Form
- PTA Application
- Volunteer Form

**BUILDING SPECIFIC**

- Student Parking Application
- Senior Pictures
- Athletic Pass
- Physical Education Uniform Letter
- Concussion Information Sheet
- MIHS Athletic Assoc. Medical History Form