



ROYAL OAK SCHOOLS

A COMMUNITY OF EXCELLENCE

2022-2023

School Information
and Student Handbook

Royal Oak Middle School

709 N. Washington, Royal Oak, MI 48067

248.541.7100 (main office) 248.541.0408 (FAX)

<http://www.royaloakschools.org>

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WELCOME TO ROYAL OAK SCHOOLS

Dear Royal Oak Families:

Welcome to the 2022-23 school year.

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

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

Sincerely,



Mary Beth Fitzpatrick
Superintendent of Schools

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

ROYAL OAK SCHOOLS BOARD OF EDUCATION

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LETTER FROM THE PRINCIPAL

Hello to all ROMS Students & Families,

The 2022-2023 school year is here, and we are looking forward to welcoming our students.

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

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

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

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

This is going to be a great school year!

Sincerely,

Kristin Meldrum
Principal, Royal Oak Middle School



REGISTRATION INFORMATION

Our Annual Registration forms will be available online starting August 15, 2022. To access Annual Registration, follow the steps below:

- Login to the district homepage at www.royaloakschools.org (or go directly to the school site)
- Click the Our Schools tab
- Select Royal Oak Middle School
- Select Annual Registration Instructions

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

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

- Click the [Parent Portal link](#) on our district web page, www.royaloakschools.org.
- There will be a link under the PIN and password that says "Need Your Login Information".
- Click this link and your password will be emailed to you directly. (Please note: If your email address is not recognized, please contact the secretary at your child's school for assistance with login information; if you are not able to reach the school secretary then contact Anne Njovu at 435-8400, ext. 1217 or anne.njovu@royaloakschools.org.)

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

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

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

On August 30, 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.

SCHOOL INFORMATION

ROYAL OAK MIDDLE SCHOOL FACTS

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

ARRIVAL & DISMISSAL

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

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

*Alternative safe locations for students after school are:

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

Please contact these locations for more information.

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

ROMS strives to make our building a safe place where students can focus on growth and achievement. As they journey to school and home, students are asked to observe health and safety standards.

Students riding district buses for school sponsored events are requested to review the behavior expectations published in the student planner.

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

ATHLETICS

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

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

Fall	Winter	Spring
Girls Basketball	Volleyball	Track
Football	Boys Basketball	
Cross Country	Swimming	
	Wrestling	

Student - Athlete Academic Requirements

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

Eligibility Requirements

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

Progress Monitoring

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

ATTENDANCE INFORMATION

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

The ROMS expectation is that students attend every class every day, on time. Regular school attendance is essential to comprehensive academic success. Daily instruction, interactions with peers and teachers, and explanation and clarification are crucial and cannot be duplicated outside the academic day. Research has shown positive daily attendance correlates highly with academic achievement and helps develop valuable personal habits that prepare students for adulthood and future career endeavors.

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

6 th grade	248-541-7100 x2136
7 th grade	248-541-7100 x2137
8 th grade	248-541-7100 x2138

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

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

If a family is unable to contact the school, please provide a note with the information above.

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

Prearranged Absences

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

Hall Passes

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

Tardy

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

Make-Up Work

When absent, students have two (2) school days to complete assignments for each day of excused absence.

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

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

Family Trips

When trips cannot be scheduled during school breaks, the family should contact the grade level office as soon as possible. The student is responsible for making arrangements with teachers to maintain academic progress in course work during the absence.

Moves Out of District

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

BOOK BAGS

Because of health and safety concerns, as well as space limitations, students are required to leave their book bags in their lockers during the school day.

COUNSELING/SOCIAL WORK

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

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

DISCIPLINE

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

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

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

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

DRESS EXPECTATIONS

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

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

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

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

EMERGENCY PROCEDURES

1. Health Issues

A. After School Participation

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

B. Illness

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

C. First Aid

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

D. Immunization

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

E. Insurance

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

F. Medication at School

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

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

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

2. Emergency Drills

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

A. Fire Drills

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

B. Tornado Drills

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

C. Lockdown Drills

At certain times of the year, it may be appropriate to conduct a school lockdown drill. In case of a lockdown drill, classroom teachers will keep students within their classroom until an announcement is made by school administration. Lockdowns are conducted during emergencies within the community where it is felt necessary to keep students safely inside the school.

D. Early Dismissal

Generally, we try not to send students home after school has started. However, if mechanical failures occur in the building or inclement weather develops after school is in session, it may become necessary to dismiss students early. When that happens, the local police will be notified and the administration will send out electronic communications with details. It is important that each family discuss the possibility of early dismissal with his or her child and make sure the child knows where to go when parents are not home.

***FIELD TRIPS**

6th GRADE CAMP

An overnight camping experience at Camp Copneconic takes place in the fall during the sixth grade.

WASHINGTON, D.C.

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

Cost and details for both programs will be provided through the teachers. Students will have plenty of opportunities to sign-up and participate in fundraising activities for the Washington trip.

For those students who do not choose to go to camp or D.C., a school-based program is provided. Students who are suspended or receive multiple Responsible Choices Room detentions may be reviewed for eligibility.

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

FOOD & 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 new federal standards do not affect food sales at events that happen outside of normal school hours.

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

INTRAMURALS AND EXTRACURRICULAR ACTIVITIES

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

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

LEARNING COMMONS

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

LOCKS AND LOCKERS

Students are encouraged to make full use of their locker to safeguard their belongings; **sharing lockers is not permitted as it may lead to loss and/or theft of personal and school property.** All students are assigned a hall locker with a combination lock that should be kept from sharing with others. If students have trouble with their lock or locker, they are to go to the grade level office. Lockers will only be opened for the student to which it has been assigned. The responsibility for the security of the locker rests with the student.

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

School Supplies

Your child’s teachers will supply a list of school supplies and a suggested list will be posted to the building website.

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

Computer Use

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

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

MIDDLE YEARS PROGRAMME, INTERNATIONAL BACCALAUREATE

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

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

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

PICTURES AND YEARBOOK

Lifetouch Studios sends picture packet information to parents prior to registration dates. ID photos will be taken by Lifetouch Studios on September 9, 2022.

Jostens's yearbook information is included in this packet and can be found at jostensyearbooks.com. Order forms are due by September 25.

PHYSICAL EDUCATION UNIFORMS

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

Black mesh shorts with 8-9” inseam and ash-colored t-shirt are available for a cost of \$10 each. If families choose to purchase physical education gear elsewhere, the clothing still must meet the same specs as detailed above.

PROFESSIONAL LEARNING DAYS – LATE START

On specific Wednesdays, students will be beginning their instructional day one hour later. This will provide time for regular and consistent teacher professional development and collaboration. On those dates, school will start at **9:00 a.m.** Please refer to the school calendar on a regular basis, as there are rare occasions these dates may change.

- September 14, September 21, September 28
- October 5, October 12, October 19, October 26
- November 2, November 16, November 30
- December 7, December 14
- January 11
- February 1, February 8, February 15
- March 1, March 8, March 15
- April 19, April 26
- May 3, May 10, May 17, May 24

Royal Oak Middle School Organizational Structure 2022 - 2023

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

ROMS features the following:

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

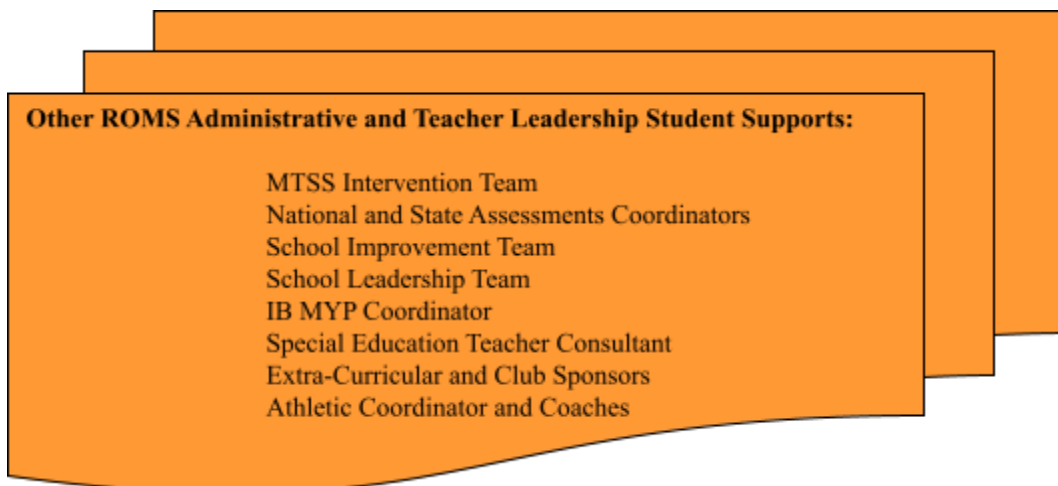
Main Office: Building Principal/Secretary/*Clerk

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

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

Grade 6 administrative office: Building Administrators /Counselor/Secretary

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



Royal Oak Schools Middle Years Programme Academic Honesty Policy

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

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

Students should be aware of the following forms of academic dishonesty that are unethical, which include cheating, collusion, and plagiarism.

Cheating and Collusion

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

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

Plagiarism

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

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

Plagiarism includes, but is not limited to:

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

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

Academic Dishonesty Procedure/Consequences:

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

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

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

Second building offense teacher writes administrative referral:

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

Third and subsequent building offense teacher writes administrative referral:

- o Administrative referral for suspension

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

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

DISTRICT INFORMATION

CHANGING RESIDENCE AND SCHOOL ENROLLMENT

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

COMMUNICATIONS AND NEWS

- In addition to building newsletters and communications, there are several ways to follow what’s going on in the district. “Like” the district on Facebook ([@RoyalOakSchools](#)), and follow us on Twitter ([@RoyalOakSchools](#)) and Instagram ([@roschools](#)) for updates throughout the year. The District is also on [LinkedIn](#) and [YouTube](#).
- *The District Dispatch* is the official Royal Oak Schools digital magazine newsletter. Most parents are already subscribed or can go to www.royalockschools.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.)

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.royalockschools.org) for general information about the School District's Emergency Preparedness Planning procedures.

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

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

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

Q: What is a secure mode?

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

Q: What is a lockdown?

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

Q: Why can't a parent get into the building during a lockdown?

Presence of non-emergency responders compromises 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.

MICHILD HEALTH INSURANCE

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

You can apply by:

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



1-888-988-6300

MISStar/PARENTCONNECT STUDENT INFORMATION SYSTEM

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

MISStar/ParentConnect also provides news updates, email notifications and emergency phone alerts. You are able to access food service accounts, parent contact information, student grades and attendance for all your children, all in one place, using a single password. Students, using MISStar/StudentConnect, have access to view their grades and attendance using their own unique password. If you have questions, or want to know more about MISStar/ParentConnect, please contact Anne Njovu at (248) 435-8400 ext. 1217.

PEACHJAR

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

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).

ANNUAL NOTICES

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

EQUAL EDUCATION OPPORTUNITY (NON DISCRIMINATION/TITLE IX)

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:

Karen Powell, Supervisor, Vocational and Continuing Education

(248) 588-5050

Inquiries concerning equal opportunity for individuals with disabilities should contact:

Ericka Watson, Director, Special Education

(248) 435-8400

Inquiries concerning equal opportunity on the basis of gender should be directed to either:

Patrick Wolynski, Executive Director, Staff & Student Services

or

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.

[Board Policy 2225](#)

DIRECTORY INFORMATION

[Board Policy 8330](#)

The Family Educational Rights and Privacy Act (FERPA) requires that Royal Oak Schools, with certain exceptions, obtain your written consent 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, then clicking on the Our District tab, then clicking Board of Education.

PROJECT FIND SPECIAL EDUCATION/ SECTION 504 NOTICE

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

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

The Environmental Protection Agency (EPA) requires that 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](#).

2022-2023 FOOD SERVICE INFORMATION

School meals will no longer be free to all students starting Fall 2022. Since the beginning of the COVID-19 pandemic, we have been able to offer free meals to all students thanks to nationwide waivers and federally funded meal programs. These programs are expiring at the end of the 2021-22 school year which means meals will be available at regular prices. We will continue to offer free and reduced meals to those students who qualify.

[Free and reduced meal applications are available on our website](#) and mailed to families in August. Families can fill out the forms online or mail them to the high school. It is our goal to continue to support all students and families by ensuring those who need free meals at school will be able to receive them. The application is confidential and critical to ensuring there are no gaps in meal benefits.

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 2022-2023 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.

Royal Oak Schools offers healthy meals every school day. Breakfast costs \$1.25, Oakland and Upton Elementary breakfast is free for all students; lunch costs \$2.60 for elementary students and \$3.00 for secondary students. Your children may qualify for free meals or for reduced-price meals. Reduced-price is \$.30 for breakfast and \$.40 for lunch.

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

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

USDA Rules for 2022-2023: • Students are required to select at least one serving of fruit or vegetable at lunch and breakfast (100% juice counts as a serving of fruit). • Smart Snacks in School, the USDA’s “All Foods Sold in Schools” Standards ensure kids are only offered tasty and nutritious foods during the school day. Nutrition Standards for All Foods Sold in Schools: Any food sold in schools must: • Have as the first ingredient a fruit, vegetable, dairy product, or a protein food; or • Be a combination food that contains at least ¼ cup of fruit and/or vegetable; or • Contain 10% of the Daily Value of one of the nutrients (calcium, potassium, vitamin D, or dietary fiber) Foods must also meet several nutrient requirements: • Calorie limits: snacks - 200 calories; entrees 350 calories • 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 is required, just visit this site and choose your menu.

STUDENT IMMUNIZATIONS

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

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

For more information, go to www.oakgov.com/health or contact Nurse On-Call (NOC) at 1-800-848-5533.

New enrollees, including 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.

INJURY AND ILLNESS

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

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

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE & SAFETY

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

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy [5136](#)), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). 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 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.