



ROYAL OAK SCHOOLS

A COMMUNITY OF EXCELLENCE

2026-2027

School Information
and Student Handbook

Royal Oak Middle School

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<http://www.royaloakschools.org>

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WELCOME TO ROYAL OAK SCHOOLS

Dear Royal Oak Families:

Welcome to the 2026–2027 school year at Royal Oak Middle School!

We are excited to begin another year of learning, growth, and connection with our students and families.

Within this handbook, you will find important information about the policies, procedures, and expectations that help guide our work and support a safe, positive, and successful school experience for all students. We encourage you to review it carefully and keep it as a resource throughout the school year.

If you have any questions, please do not hesitate to reach out to your school or program administrator.

On behalf of our entire ROMS team, thank you for your partnership and trust. We look forward to working alongside you and our community to support every student's success and growth this year.

Go Bulldogs!

Sincerely,



Dr. John Tafelski
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 2026–2027 school year is here, and we are thrilled to welcome our students back to Royal Oak Middle School!

This year, we are deepening our focus on student engagement and strengthening Tier 1 instruction in every classroom. We believe that when students are actively engaged—emotionally, socially, and intellectually—they thrive. Our commitment is to create classrooms that are inclusive, rigorous, and student-centered, where all learners have access to meaningful learning experiences and are inspired to grow.

A continued priority at ROMS is our dedication to building **strong relationships** and honoring the identities of each student and family. Every child who walks through our doors is a whole person with a unique story, and we work hard to ensure that all students feel seen, valued, and safe to be their authentic selves. We reject the idea of a “one-size-fits-all” mold and embrace the individuality that makes our school community so vibrant.

This year, we are proud to strengthen our work through **Bulldog Belongings—our proactive schoolwide framework designed to ensure every student gets the support they need to succeed**. Through Bulldog Belongings, we intentionally implement our Multi-Tiered System of Supports (MTSS), Positive Behavioral Interventions and Supports (PBIS), and Social-Emotional Learning (SEL) curriculum to identify student needs early and provide targeted academic, behavioral, and emotional supports. This proactive approach allows us to meet students where they are while holding high expectations for growth, responsibility, and belonging.

We are also excited to launch our new **WIN (What I Need) Advisory Period** this school year. This dedicated time ensures that every student has intentional support built into their day for the important work of middle school—building relationships, developing organization and study skills, engaging in character development, receiving intervention or enrichment, and strengthening connections to their school community. WIN reflects our belief that student success is about more than academics; it’s about supporting the whole child.

Whether you are returning or new to ROMS, you will find a faculty deeply committed to your child’s success. Our educators are here with you and for you—and we are excited to be a relentlessly positive force as your children grow academically, socially, emotionally, and physically. Encourage your children to share their learning, reflect on their progress, ask questions, and take ownership of their journey. ROMS students will have varied and authentic opportunities to demonstrate their learning, and we encourage them to get involved in all that our school offers.

This publication is intended to serve as a guide for our ROMS families, but it is no substitute for your active involvement. Join the PTSA, reach out to staff, check websites and calendars, walk alongside your children, and stay connected. We want and welcome your partnership.

We are so excited for the year ahead and grateful to be on this journey with you.

Let’s make it a great year—together.

Warmly,
Kristin Meldrum
Principal, Royal Oak Middle School



REGISTRATION INFORMATION

Our Annual Registration forms will be available starting August 4, 2025. To access Annual Registration, follow the steps below:

- Go to the annual registration page on the district website:
https://www.royaloakschools.org/parents_guardians/annual_registration
- [Login to the MIStar Parent Portal](#)
- Select Annual Registration
- Complete all steps for all students in the household

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

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

- Click the [Parent Portal link](#) on our district web page, www.royaloakschools.org.
- 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.)

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

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

On August 13, student class information can be viewed online through the Parent Portal. This will include teacher information. **All components of the online registration must be completed to gain access.**

SCHOOL INFORMATION

ROYAL OAK MIDDLE SCHOOL FACTS

- School Improvement Plan focused on Student Engagement, Social-Emotional Learning (SEL), Tier 1 Instruction, and Student Belonging
- A proactive Bulldog Belongings framework integrating MTSS, PBIS, and SEL to provide targeted student supports
- A dedicated WIN (What I Need) Advisory Period focused on intervention, enrichment, relationship-building, and student support
- A strong Professional Learning Community (PLC) culture centered on collaboration, common curriculum, common assessments, and data-driven instruction
- Approximately 1,150 students
- Serving students in Grades 6, 7, and 8
- Three grade-level Counseling and Administrative Teams to support students and families
- Focus on strong Tier 1 Instruction with inclusive and differentiated learning opportunities
- Advanced coursework opportunities, including Geometry in 8th grade
- Standards-based teaching and learning practices aligned to grade-level expectations
- Comprehensive Counseling, Social Work, and Mental Health Supports
- Opportunities for academic intervention and enrichment built into the school day
- Wide variety of extracurricular activities and student clubs
- Intramural and interscholastic athletics for student involvement and connection
- Active PTSA-sponsored family and community events
- Daily opportunities for relationship-building, character development, and student leadership
- Dedicated, caring teachers, administrators, and support staff committed to student success

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 (Door #23) or through the back parking lot (Door #30). The **ROMS Breakfast Club** is warm, welcoming, and conducive to a friendly chat or a study session. Students can work with our teachers during this time by obtaining a pass the day before.

Transportation arrangements from campus for students not involved in an after-school club or activity should be made daily within 15 minutes of the end of the school day. Please familiarize yourself with ROMS's student drop-off, pick-up, and parking regulations. There is no general education bussing, and the students walk, ride bikes, or are driven to and from school. Please make specific arrangements for drop-off and pick-up.

*Alternative safe locations for students after school are:

- Metro Detroit Youth Clubs (MDYC)
- Salvation Army
- YMCA
- Royal Oak Public Library

Please contact these locations for more information.

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

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

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

ATHLETICS

Royal Oak Middle School provides a variety of athletic programs to students. All students must have a physical **dated on or after April 15 of the current school year to be valid for the following school year (ie. a physical dated April 15, 2026 is valid for the entire 2026-27 school year)**. No student will be allowed to participate in athletics without a physical.

Physical examination cards furnished by the MHSAA may be used; the MHSAA form is available on the school website or a signed statement by an examining physician is also acceptable.

We offer:

Fall (Aug - Oct)	Winter 1 (Nov - Jan)	Winter 2 (Feb - Mar)	Spring (Apr - May)
Girls Volleyball (7/8)	Comp. Cheer (6-8)	Co-Ed Wrestling (6-8)	Co-Ed Track
Co-Ed Football (7/8)	Boys Basketball (7/8)	Girls Basketball (7/8)	Girls Softball
Girls Sideline Cheer (6-8)	Co-Ed Swim & Dive (7/8)		Boys Baseball
Co-Ed Cross Country (6-8)			

Student-Athlete Academic Requirements

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

Eligibility Requirements

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

Progress Monitoring

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

Attendance and Truancy Guidelines

At 8 Absences in a Semester (Excused or Unexcused)*

- Grade level secretary coordinates with counselor to see which names should be passed on to AP
- Grade level secretary sends list to AP

At 10 Absences in a Semester (Excused or Unexcused)

- Grade level secretary reports to AP
- If absence pattern necessitates, AP holds meeting with student (counselor & AP - Parent Contacted, MiStar Visits)
- Attendance Letter sent home
- BTS Officer meeting for students with 10% absences not for illness (monthly)

At 15 Absences in a Semester (Excused or Unexcused)

- AP referral to principal
- Attendance Letter sent home
- If absence pattern necessitates, Principal holds meeting with student (counselor & AP - Parent Contacted)
- Consider ROYA
- Principal coordinates with team to determine if truancy referral should be considered in next step

At 20 Absences in a Semester (Excused or Unexcused)

- Principal makes ROYA referral - see code of conduct
- Parent meeting before ROYA referral
- Evaluation for truancy referral

**Students that are reviewed at 8 absences by counselor and determined to not be passed to AP should continue to be reviewed and considered to follow process as absences accumulate*

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

6th grade Attendance Line 248-541-7100 x2136
7th grade Attendance Line 248-541-7100 x2137
8th grade Attendance Line 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 cannot contact the school, please provide a note with the information above.

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

Prearranged Absences

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

Hall Passes

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

Tardy

ROMS Administrators and teachers will work with students who develop a late arrival pattern. [Here](#) is our Tardy Policy for 2026-2027.

Make-Up Work

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

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

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

Family Trips

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

Moves Out of District

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

BOOK BAGS

For health, safety, and space considerations, students are expected to keep their book bags and backpacks in their lockers during the school day unless otherwise specified as an accommodation in their 504 Plan or IEP.

Royal Oak Middle School Personal Device Policy 2026-2027

Royal Oak Middle School Personal Device Policy 2026-2027

[“Away for the Day!”](#)

Personal Device Policy: Cell Phones, iPads, Smartwatches & Communication Devices

As a **technology-forward school**, Royal Oak Middle School is committed to helping students develop appropriate digital citizenship skills in a world increasingly shaped by technology. To support that goal, we are implementing a consistent, school-wide policy that limits **non-instructional use of personal electronic devices**—including **cell phones, iPads, [Meta Glasses](#), smartwatches (e.g., Apple Watches), and any device used for texting, messaging, or social media**—during the school day.

Our goal is to help students remain **fully present, engaged, and connected** to their learning and peers during school hours. Removing access to non-essential communication tools during class reduces distractions, promotes academic focus, and encourages face-to-face social interaction.

Every ROMS student is provided access to a **school-issued Chromebook**, and they are expected to bring it to school fully charged each day. This equitable access ensures all students are using the same platform for learning and allows us to limit the need for personal devices during instruction.

Permitted Use:

- **Before and after school**, students may use cell phones and other personal devices **only for appropriate, non-filming purposes**.
- **Filming is strictly prohibited** by students at any time (before, during, or after school) **without explicit administrative permission**.

Restrictions During the School Day:

- Personal devices including **cell phones, iPads, smartwatches**, and similar devices **may not be used during class time, passing time, lunch, restrooms, or in school offices**, unless explicitly permitted by a teacher or administrator for instructional purposes.
- Devices must remain **out of sight and silenced (preferably stored in lockers)** from the first bell to dismissal.
- **Smartwatches used for communication** (e.g., texting, calling, notifications) fall under the same restriction as phones and must also remain out of use during the school day.

Communication in Emergencies:

In the event of an emergency, Royal Oak Middle School will support communication between students and their parents/guardians using school telephones. All classrooms are equipped with landlines to ensure timely and effective contact when needed.

Responsibility:

ROMS is **not responsible** for any lost, stolen, or damaged personal devices. Students bring these items to school at their own risk.

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.

Student Behavior Support and Discipline

At Royal Oak Middle School, we want every learner to feel safe, supported, and have every opportunity to achieve. We are committed to creating a positive learning environment built on respect, responsibility, and strong relationships.

When classroom disruptions or inappropriate behavior occur, teachers will address the behavior directly whenever possible. Our goal is always to teach, reteach, and restore so students can make positive choices moving forward. If the concern continues or requires additional support, it may be referred to the grade-level counselor and, if needed, to a building administrator.

In most cases, parents/guardians will be contacted by the classroom teacher regarding classroom behavior concerns.

Lunch Reset (Lunch Detention)

As part of our behavior support system, students may be assigned a Lunch Reset when behavior needs to be addressed during the school day. Lunch Reset provides students an opportunity to reflect, reset, and reconnect to expectations while minimizing lost instructional time.

Teachers assigning a Lunch Reset will:

- Contact the parent/guardian
- Inform and remind the student of the assigned Lunch Reset
- Provide the student with a Lunch Reset pass to the assigned room

Lunch Reset is supervised by staff members at each grade level and begins September 29 each school year.

DRESS EXPECTATIONS

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

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

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

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

EMERGENCY PROCEDURES

1. Health Issues

A. After-School Participation

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

B. Illness

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

C. First Aid

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

D. Immunization

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

E. Insurance

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

F. Medication at School

If a student needs to take medication during school hours, the necessary arrangements must be made through the grade-level office. School district procedures are very specific concerning dispensing medication to students and are in compliance with state law. **Medication forms are available in the main office vestibule through Door #1.**

The following guidelines will be followed in the dispensing of medication:

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

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

2. Emergency Drills

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

A. Fire Drills

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

B. Tornado Drills

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

C. Lockdown Drills

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

D. Early Dismissal

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

FOOD & FUNDRAISERS

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

Occasional in-school bake sales and other fundraisers that sell sweet food and drinks are still allowed. You can distribute fundraiser order forms and food items in school if the food is eaten outside the

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

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

INTRAMURALS AND EXTRACURRICULAR ACTIVITIES



Homework Place: Your After-School Study Hub

Homework Place is a club that operates daily after school in room A-112 from 3:00 PM to 4:00 PM. It provides a quiet environment for students to focus on their homework, receive additional assistance in their classes, and retake assessments when necessary.

All students are welcome at Homework Place, anytime!

Semester 1	Semester 2
<ul style="list-style-type: none"> • Pretty Brown Girls • National Junior Art Honors Society (NJAHS) • Pokemon Club • Anime Club • Coed Morning Basketball • Ping-Pong Club • U-Matter Club • Forensics Speech and Debate** • Sewing Club • Crochet Club • Lego Club • Quiz Bowl Club* • Fall Tennis Club • Dungeons & Dragons Club • Newspaper Club • Teen Court* • SAGA Club • eSports** 	<ul style="list-style-type: none"> • 6th Grade Swim** • Intramural Volleyball • National Junior Art Honors Society (NJAHS) • Pretty Brown Girls • Pokemon Club • Trading Card Club • Star Wars Club • Ping-Pong Club • U-Matter Club • Drama Club** • Forensics Speech and Debate** • Dungeons & Dragons Club • Newspaper Club • Teen Court* • SAGA Club • Anime Club • Guitar Club • eSports** • Weight Lifting Club

*Indicates a club that ventures off-site.

**Indicates a club that ventures off-site and may incur additional fees.

LOCKS AND LOCKERS

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

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

School Supplies

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

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

PICTURES AND YEARBOOK

Pictures are scheduled for Thursday, Sep 4, 2026 and will be held in the gymnasium. Picture retakes will be Thursday, October 9, 2025.

Jostens's yearbook information is included in this packet and can be found at jostensyearbooks.com.

PHYSICAL EDUCATION UNIFORMS

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

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

PROFESSIONAL LEARNING DAYS – LATE START

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

September 10, 24

October 8, 22

November 19

December 3, 17

January 14, 28

February 11, 25

March 11, 25

April 15, 29

May 6, 13

Royal Oak Middle School Organizational Structure 2026–2027

Royal Oak Middle School is a collaborative learning community made up of dedicated professionals committed to supporting the academic, social, emotional, and behavioral success of every student. Our staff includes general education teachers, special education teachers, counselors, social workers,

psychologists, paraprofessionals, media specialists, custodians, cafeteria personnel, and other support staff—all working together to serve more than 1,150 middle school students.

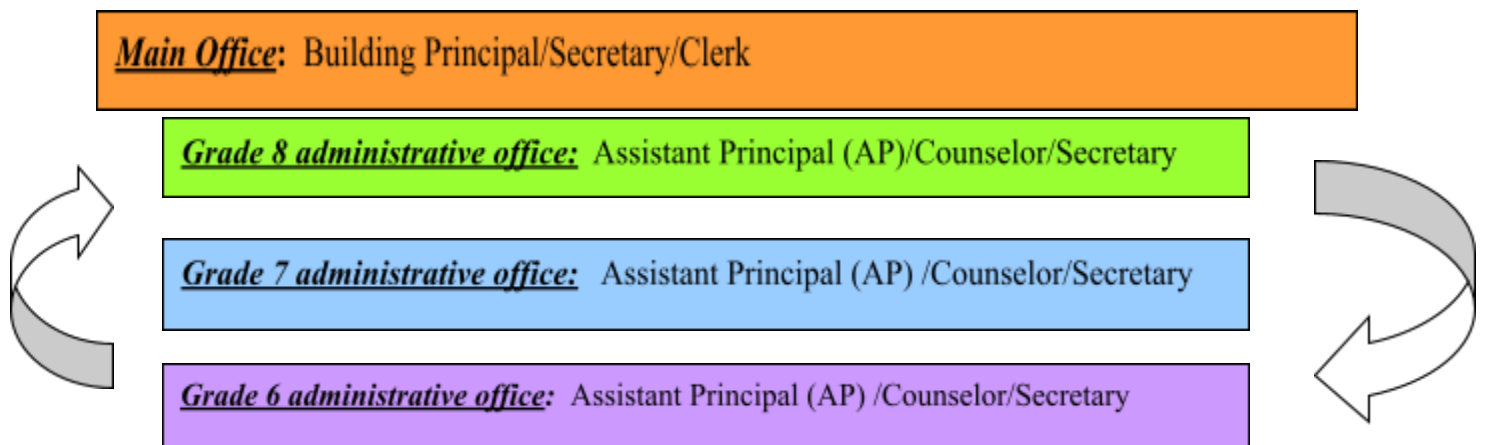
To create a strong sense of belonging and provide intentional grade-level support, ROMS is organized by grade level, with each grade housed on its own floor and supported by a dedicated grade-level team:

- 6th Grade — First Floor
- 7th Grade — Second Floor
- 8th Grade — Third Floor

Each grade-level team includes administrators, counselors, teachers, and support staff who work collaboratively to meet student needs and build strong relationships with students and families.

ROMS is committed to fostering a positive school culture through our Bulldog Belongings framework, grounded in our core expectations of being Respectful, Responsible, and Safe. Through the implementation of MTSS, PBIS, SEL, and restorative practices, we proactively support student growth, build strong relationships, and create a school environment where every student feels connected, valued, and supported.

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.



Note: The grade-level Assistant Principal, Counselor, and Secretary team rotates annually with each class of students, allowing for continuity in student support and family relationships throughout the middle school experience. This structure ensures that students and families build strong, consistent connections with their grade-level support team while receiving developmentally appropriate support at each stage of middle school. Assignments are based on grade level and move with the student cohort each year at ROMS.

Academic Integrity

The Royal Oak Schools community is committed to academic integrity and honesty in all written, spoken, visual, and digital work. Our goal is to create an academic environment where each student's learning reflects their own effort, thinking, creativity, and growth. Academic integrity is essential in building trust, responsibility, and strong character in our school community.

At Royal Oak Middle School, students are expected to demonstrate honesty, responsibility, and ethical decision-making in all academic work. This includes completing assignments independently, giving proper credit to the work and ideas of others, and using technology responsibly and ethically.

Students should be aware of the following forms of academic dishonesty, including cheating, collusion, plagiarism, and misuse of artificial intelligence (AI).

Cheating and Collusion

Cheating is the use of unauthorized answers, materials, technology, or sources to receive credit for schoolwork. **Collusion** is working with another person or using technology for a dishonest or fraudulent purpose.

Cheating and collusion include, but are not limited to:

- Using another person's assignment and submitting it as one's own
- Allowing another student to use an assignment or test and submit it as their own
- Looking at another student's test, quiz, or assignment and presenting it as one's own work
- Knowingly assisting another student in cheating
- Sharing or discussing test or quiz questions with students who have not yet taken the assessment
- Using unauthorized electronic devices, websites, or applications to complete work dishonestly

Artificial Intelligence (AI) Use

Artificial intelligence tools can be useful for learning, brainstorming, and practicing skills when used appropriately and with teacher permission. However, using AI to complete assignments, generate answers, write essays, solve problems, create projects, or produce images or artwork for submission as your own work is considered academic dishonesty unless specifically approved by the teacher.

Misuse of AI includes, but is not limited to:

- Submitting AI-generated writing as your own work
- Using AI to answer questions or complete assignments **without teacher approval**
- Using AI-generated images, artwork, graphics, or designs for projects without permission or disclosure
- Editing or altering images using AI in a way that misrepresents original work
- Presenting AI-created content, ideas, or visuals as original student-created work

Students are expected to be transparent about AI use and follow teacher guidelines regarding when and how AI tools may be used in class.

Plagiarism

Students are expected to value the ideas and intellectual property of others by giving proper credit when using another person's words, ideas, images, or work. Failing to do so is considered plagiarism.

Plagiarism includes, but is not limited to:

- Quoting or paraphrasing someone else's written, spoken, or visual work without proper citation
- Presenting another person's idea, theory, image, or work as one's own
- Submitting work completed by another student or group as one's own
- Using information, facts, or statistics without identifying the source
- Copying and pasting information from the internet or another source without proper acknowledgment

Examples of plagiarism include:

- Submitting another person's work as your own
- Purchasing or obtaining work created by someone else and submitting it for credit
- Copying portions of another's work without citing the source
- Using quotations without quotation marks, even if the source is listed
- Paraphrasing someone else's ideas without proper citation
- Using AI-generated content or images without permission or acknowledgment

Academic dishonesty in any form is unacceptable. Whether intentional or unintentional, students are responsible for understanding and following expectations related to academic honesty. Staff will provide instruction and support in proper research, citation practices, responsible technology use, and ethical AI use to help students build these important lifelong skills.

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

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

Second building offense teacher writes administrative referral:

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

Third and subsequent building offense teacher writes administrative referral:

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

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

DISTRICT INFORMATION

CHANGING RESIDENCE AND SCHOOL ENROLLMENT

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

COMMUNICATIONS AND NEWS

- In addition to building newsletters and communications, there are several ways to follow what’s going on in the district. “Like” the district on Facebook ([@RoyalOakSchools](#)), and follow us on Instagram ([@roschools](#)) for updates throughout the year. The District is also on [LinkedIn](#), [YouTube](#), and [TikTok](#).
- *The District Dispatch* is the official Royal Oak Schools digital magazine. 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). Be sure to “opt-in” for text messages when registering.

EMERGENCY PREPAREDNESS AND SUPPORT

In the event of a school emergency, please be assured that:

1. Student and staff safety is our first concern.
2. Emergency plans are in place in all School District buildings
3. Only emergency responders will have access to school. Parents should not come to schools unless instructed to do so.
4. School officials will communicate with parents in a timely manner as possible. Royal Oak Schools continues to take proactive measures to protect the safety of all of our students and staff. The School District meets regularly with local police, fire, and county health department officials to plan our response to our school community’s potential threats.
5. Safety information can be found on our website: [Safety](#).

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

The action taken during any emergency situation by 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 directions from public safety officials during any critical incident.

Each emergency management plan includes a parent communication component. The School District broadcasts information, when necessary, using a variety of media. When needed, our emergency notification system (ENS) broadcasts information by telephone and email to all emergency contacts for Royal Oak Schools' students. Refer to the District website (www.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 the safety of students and staff.

Q: What is the district plan for an outbreak of a viral or bacterial illness?

Schools take direction from Oakland County Health Department and other local emergency responders.

Q: Where may I obtain information about the school evacuation plan?

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

Q: How will I be communicated with during an emergency incident? (ENS/building communication)

The district will broadcast information using the ENS 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

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 the front office at (248) 435-8400.

DIGITAL FLYERS VIA EMAIL

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

Occasionally, the District is requested to reimburse students or a parent for personal property reported damaged, lost, misplaced, or otherwise disappeared from school buildings or grounds. Students and parents should be aware that the School District is not responsible for personal property brought to school premises (nor does the District maintain insurance for such purposes).

ANNUAL NOTICES

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

EQUAL EDUCATION OPPORTUNITY (NON DISCRIMINATION/TITLE IX)

Royal Oak Schools' policy is to provide an equal education opportunity for all students.

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

Royal Oak Schools Compliance Officers

Patrick Wolynski, Executive Director, Staff & Student Services

or

Joseph Youanes, Executive Director, Curriculum & Instruction

800 Devillen

Royal Oak, MI 48073

248-435-8400

Complaints will be investigated per the procedures described in [Board Policy 2260](#). Any student making a complaint or participating in a school investigation will be protected from threats or retaliation. The Compliance Officers can provide additional information concerning equal access to educational opportunities.

NONDISCRIMINATION IN CTE PROGRAM

All School-to-Career education courses/programs follow the District policies of non-discrimination on the basis of race, color, national origin, sex, age, or disability in all activities and in employment.

Additional arrangements can be made to ensure that a lack of English language skills is not a barrier to admission or participation.

For general information about these School-to-Career programs, contact:

Karen Powell, Supervisor, Vocational and Continuing Education

(248) 588-5050

Inquiries concerning equal opportunity for individuals with disabilities should contact:

Dr. Ericka Watson, Director, Special Education

(248) 435-8400

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

Patrick Wolynski, Executive Director, Staff & Student Services

or

Joseph Youanes, Executive Director, Curriculum & Instruction

(248) 435-8400

Mailing address:

Royal Oak Schools

800 DeVillen

Royal Oak, MI 48073

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District. Parents should contact the Instructional Office at 248-435-8400 x1232 to inquire about evaluation procedures and programs offered by the District.

[Board Policy 2225](#)

DIRECTORY INFORMATION

[Board Policy 8330](#)

The Family Educational Rights and Privacy Act (FERPA) requires that Royal Oak Schools, with certain exceptions, obtain your written consent before disclosing personally identifiable information from your child's education records. Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. a student's name;
- B. address;
- C. participation in officially recognized activities and sports;
- D. date of graduation;
- E. awards received;
- F. honor rolls;
- G. scholarships;
- H. school photographs or videos of students participating in school activities, events, or programs;
- I. School-assigned email addresses only to register for online educational service providers, including mobile apps, as utilized by the student for educational purposes;
- J. dates of attendance;
- K. weight and height, if a member of an athletic team

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student has opted out of the provision of this information in some or all circumstances by filling out, signing, and returning the Opt-Out Form or notifying the School in writing within ten days (refer to Policy 8330) from the date of this notification that s/he will not permit distribution of any or all such information. Directory information and other personally identifiable information that is part of a student's education records will not be sold or provided to any organization for any profit-making purpose except as otherwise permitted in Policy 8330.

Parents or eligible students who prohibit the Board from disclosing any or all such directory information may not prevent the Board from requiring a student to wear, publicly display, or disclose a student ID card or badge that exhibits directory information. Students enrolled in online courses or

programs sponsored or conducted by the Board must disclose or permit the disclosure of the student's name, identifier, or school email address in a class in which the student is enrolled.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (STUDENT RECORDS)

Board Policy 8330

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to obtain a copy of the school district's student records. To obtain a copy a written request needs to be submitted at 800 Devillen, Royal Oak, MI., 48073 to the attention of the Executive Director, Staff & Student Services.
3. The right to request an amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the Royal Oak Schools to amend a record they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

Suppose the district decides not to amend the record as the parent or eligible student requested. In that case, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4. The right to consent to disclosures of personally identifiable information in the student's education records, except that Federal and/or State law authorizes disclosure without consent (e.g. disclosure to school officials with legitimate educational interests). The school's AG 8330 describes those exceptions and is available upon request. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Royal Oak Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy and Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

High school students and their parents/ guardians may prevent disclosure of a student's name, address, and telephone number to military recruiting representatives (who can only use that information to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies) by submitting a signed written request to that effect to the high school principal.

Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 and older or emancipated minors rights regarding school district surveys, collecting and using information for marketing purposes, and certain physical exams. These include the right to:

1. Consent to federally funded surveys concerning protected information. If the U.S. Department of Education provides funding for a survey, a student's parents or eligible student must consent in writing before the student may provide information relating to the following categories:

- Political affiliations
- Mental or psychological problems of the student or student's family
- Sexual behavior or attitudes • Illegal, anti-social, self-incriminating or demeaning behavior
- Critical appraisals of student's family members
- Religious practices, affiliations, or beliefs of the student or student's parents; or income other than that required by law to determine program eligibility.

A survey that concerns any of these points is called a "protected information survey." Royal Oak Schools may conduct anonymous surveys of its students throughout the year. The surveys do not include contact addressed by any of the protected categories.

2. Opt out of certain surveys and exams. Parents and eligible students will receive notification of any of the following activities and will have the right to opt out of them:

- Activities involving collecting, disclosing, or using personal information or selling or otherwise distributing information to others.
- Any protected information survey, regardless of findings, and any nonemergency, invasive physical exam or screening required as a condition of attendance administered by the school and not necessary to protect the immediate health and safety of a student or another student, except for hearing, vision, or scoliosis screening or any physical exam or screening permitted or required under state law.

3. Inspect certain materials. Parents and eligible students have the right to inspect the following material, upon request, before the District administers or uses them:

- Protected information surveys of students (including any instructional materials used in connection with the survey)
- Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
- Instructional materials used as part of the educational curriculum

4. Receive notification of District policy. The school district has developed a policy regarding these rights in consultation with parents. It has made arrangements to protect student privacy in administering protected information surveys and collecting, disclosing, or using personal information for marketing, sales, or other distribution purposes. This article serves as Royal Oak Schools annual notification of parents about this policy.

5. Report violations. Parents and eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office U.S. Department of Education, 400 Maryland Ave., SW Washington, DC 20202-4605

DISTRICT POLICIES & PROCEDURES

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

PROJECT FIND SPECIAL EDUCATION/ SECTION 504 NOTICE

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

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

The Environmental Protection Agency (EPA) requires that District workers and building occupants receive notification about asbestos activities, such as response actions and inspections each year. The purpose of this communication is to meet those requirements and familiarize you with asbestos-related activities that have been conducted in Royal Oak Schools during the last year.

Management Plans: Royal Oak Schools contracted with Environmental Consultants, Inc. to inspect asbestos-containing material (ACM) within all District-owned buildings. The School District's asbestos consulting firm compiled this information into Asbestos Management Plans. These Management Plans are located in the administrative office of each building and are available for review. A copy of each building's Management Plan is also located in the Operations Department.

Surveillance Activities: Royal Oak Schools complies with AHERA regulations which require the surveillance of the condition of ACM every six months. These surveillance activities are conducted by a contracted environmental consulting firm and, subsequent to completion, are included as part of the building's Management Plans.

Asbestos Abatement: Royal Oak Schools conducted an isolated asbestos removal project at Oakland Elementary during the 2011-2012 school year. The removal project was performed by Michigan Licensed Asbestos Abatement Contractors and managed by Arch Environmental Group. All documentation regarding this project is available for your review in the building file and at the Maintenance Department. Air tests were conducted throughout all phases of the asbestos removal at the building. The air samples were collected and analyzed in accordance with all regulatory agency requirements. The results of the air tests for this project were well within the limits established by the governing agencies.

Questions regarding asbestos removal projects or any issues can be addressed by calling (248) 545-0064.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. Demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying are expected of administrators, faculty, staff, and volunteers to provide positive examples of student behavior. This policy applies to all “at school” activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

The district's complete bullying policy, including reporting instructions, can be found in [Board Policy 5517.01](#).

2025-2026 FOOD SERVICE INFORMATION

As we prepare for the new year, we want to remind families that funding for free meals for all students has not yet been finalized. While the Michigan School Meals Program provided free meals last year, we are awaiting guidance from the state on whether that will continue.

It is more vital than ever that eligible families fill out a free/reduced meal application: A school’s eligibility for federal Child Nutrition Programs such as Summer Food Service Program and more is based on free and reduced-price eligibility. Students and families may qualify for other program fee reductions based on their eligibility for free or reduced-price meals. Federal and state education funding uses free and reduced-price eligibility.

[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. The application is confidential and critical to ensuring there are no gaps in meal benefits.

Parents can access the application in MISTar Parent Connection by doing the following:

- Go to royaloakschools.org
- Select PARENTS/GUARDIANS
- Select MISTAR Parent Portal
- Log in using your Pin and Password
- Click on your child's name
- Click Apply for Free or Reduced-Price Meal Benefits
- Click Submit

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.

Elementary school lunches must be pre-ordered a day in advance in the classroom at the beginning of the day. Developmental Kindergarten and Kindergarten students can submit a monthly menu with choices circled. Check with your child’s teacher for specifics. Your child’s teacher will handle school lunch ordering and pass along the order to Food Service. The first day of school and the first day after winter break are exceptions to this rule and although pre-orders will be taken, they are not required.

If/when your school begins offering ala carte items, please note that they will not be free and must be paid for with cash or through your student’s pre-paid food service account. Ala carte examples are bottled water, chips, cookies, and milk. Unfortunately, milk by itself is not free. To get milk, a complete meal must be received or can be paid for separately. Elementary students must continue to pre-order lunch one day ahead. Last-minute decisions to eat an elementary school lunch can result in shortages for other students that did order in advance.

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 2025-2026: ● Students are required to select at least one serving of fruit or vegetable at lunch and breakfast (100% juice counts as a serving of fruit). ● Smart Snacks in School, the USDA’s “All Foods Sold in Schools” Standards ensure kids are only offered tasty and nutritious foods during the school day. **Nutrition Standards for All Foods Sold in Schools:** Any food sold in schools must: ● Have as the first ingredient a fruit, vegetable, dairy product, or a protein food; or ● Be a combination food that contains at least ¼ cup of fruit and/or vegetable; or ● Contain 10% of the Daily Value of one of the nutrients (calcium, potassium, vitamin D, or dietary fiber) Foods must also meet several nutrient requirements: ● Calorie limits: snacks - 200 calories; entrees 350 calories ● Fat limits: total fat 35% of calories; saturated fat 10% of calories; trans fat zero grams ● Sugar limit: 35% of weight from total sugars in foods *Note: These guidelines also pertain to fundraising programs unless the school has granted an “exception” to the fundraising group. **Nutrition Information:** Digital menus are available via Nutrislice. Features will include mobile and web application convenience, improved communication with parents, students, and community, enhanced navigation for food allergies and dietary concerns, easy to access anytime and anywhere. www.royaloakschools.nutrislice.com. No login is required, just visit this site and choose your menu.

STUDENT IMMUNIZATIONS

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

Waivers exempting children from receiving immunizations can no longer be obtained from a school or childcare provider. Non-Medical waivers based on religious or philosophical beliefs must first be

certified at the Oakland County Health Division. Parents/guardians of children who cannot receive vaccinations for medical reasons should consult their healthcare provider for a medical waiver form.

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

New enrollees, including kindergarteners, cannot attend without the required immunization or waiver.

HOMEBOUND AND HOSPITALIZED INSTRUCTION

Homebound and hospitalized services provide continuity of educational programming when pupils have medical conditions that prevent them from physically attending school during the school year.

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

INJURY AND ILLNESS

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

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

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE & SAFETY

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

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

This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to [Policy 5136](#), computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District's network, the District's Internet connection, and online educational services ("Education Technology" or "Ed-Tech"). All users' due process rights will be respected if there is a suspicion of inappropriate use of the Education Technology. Users have no right

or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

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

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

Parents/guardians are advised that a determined user may gain access to Internet services that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial.

Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards their children should follow when using Education Technology. The Board supports and respects each family's right to decide whether to apply for independent student access to Education Technology.

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

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent in the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying, and other unlawful or inappropriate activities by students online, and

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

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

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

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

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

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

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

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked and disciplinary action taken against them. Users of the Board's Education Technology are personally liable, both civilly and criminally, for uses of the Education Technology not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Executive Director, Teaching and Learning, as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to using the District's Education Technology and the Internet for instructional purposes.