

**Novi Community Schools
Middle School/District**

Parent/Student Handbook



Home of the Wildcats

MESSAGE FROM THE PRINCIPAL 学校長からの言葉

Welcome to an exciting and rewarding time in your life ... the middle school experience. The faculty and staff at Novi Middle School are committed to providing a comprehensive and caring program of instruction for each and every student. Through the process of active participation in both the academic and extra-curricular programs available at the middle school, a thorough and comprehensive developmental program can be yours. The teachers are prepared and ready to assist you with the materials, guidance and knowledge essential to success. 人生において活気があり、有益な時期である中学生活によろこそ。ノバイ中学校では、全ての生徒に職員一同が思いやりのある総合教育を提供する事をお約束いたします。当中学校で提供されている基礎学科及び教科外の科目の積極的な参加を通して、徹底した総合教育を身につけることができます。当職員は生徒の成功に欠かせない教科面での指導、進路指導、そのための知識と経験を備えております。

Effective communication is critical to a sound school experience. Parents and students are both encouraged to take an active part in the educational process by meeting with teachers, counselors, and available staff when needed. We are here to assist in making the middle school years positive and productive. Working together, we can make the years valuable and exciting ones that will provide everyone with fond memories, a high regard for education, and a love for learning. 健全な学校生活のためには、効果的な意思疎通が欠かせません。保護者・生徒が、教師、カウンセラー、その他の職員と必要に応じて面談し、積極的に教育課程に取り組む事をお勧めいたします。私共は中学校生活を前向きで実りあるものにするために手助けを致します。私共は、相互協力により、生徒一人一人が中学校生活に良き思い出を持ち、教育に対して高い関心と向学心を持てるよう、この2年間で意義のあり活気にあふれたものにしたいと思っております。

Sincerely,
敬具



Stephanie A. Schriener, Principal
学校長 ステファニー・シュライナー

STUDENT PLANNER 生徒予定表 (プランナー)

This time management tool will help students have a successful school year. Please review this booklet daily. This planner also has been prepared to explain and clarify the procedures, policies, and regulations at Novi Middle School. You can contact Mr. Milan Obrenovich or Ms. Marie Piper if you have any questions. The planner is financially supported by the Middle School PTO and Goodman Orthodontics of Novi. There is no initial cost to the student. To replace the booklet, purchase can be made at the main office at the cost of five dollars (\$5.00). このプランナーは生徒が成果のある学年を送るために必要なものです。このプランナーを毎日活用しましょう。また、このプランナーには、ノバイ中学校の課程、方針、規則が明確に説明されています。質問があれば、オブレノヴィッチ校長、またはパイパー教頭までご連絡ください。このプランナーは、当中学校 PTO 及びノバイグッドマン矯正歯科の協力により提供されています。1冊目は無料ですが、紛失した場合には、事務局で再購入してください（5ドル）。

MISSION STATEMENT ノバイ学区中学校の綱領

Novi Middle School prepares students to be life-long learners
in a diverse world by emphasizing critical thinking,
creativity, and interpersonal skills.

ノバイ中学校では、生徒が多様な社会において生涯学習者となる準備をすべく、批評的思考・創造力・対人関係能力を養うことに重点を置きます。

Table of Contents 目次

ABSENCE AND ILLNESS 欠席、病欠	1
ANTI-BULLYING/ANTI-AGGRESSION いじめ、口論	7
APPROPRIATE DRESS 正しい服装	8
ASSEMBLIES 集会	5
ATHLETICS 運動	4
BEHAVIORAL EXPECTATIONS 期待される行動	6
BUS SAFETY バスの安全性	3
CHANGE OF ADDRESS/WITHDRAWAL 住所変更、退学	2
CLUBS AND SPECIALTY GROUPS クラブ、グループ活動	5
COUNSELING カウンセリング	10
DAILY SCHECULE 日程表	1
EXTRACURRICULAR ACTIVITIES 課外活動	3
FIELD TRIPS 遠足	3
HOMEWORK REQUESTS 宿題に関して	2
HONOR ROLL 優等生名簿	5
LOITERING AFTER SCHOOL 放課後の無断滞在	1
LOST AND FOUND 紛失物	16
LUNCH PROGRAM 昼食	16
MEDIA CENTER メディアセンター	10
PARENT/TEACHER CONFERENCES 保護者面談	3
REPORT CARDS 成績表	3
SCHOOL LOCKERS 学校のロッカー	15
SCHOOL PROPERTY 学校の所有物	16
SCHOOL TRANSPORTATION 学校の交通手段	4
STUDENT BEHAVIOR 生徒の行動	5
STUDENT SIGN OUT 生徒の早退	2
STUDENT SERVICES 生徒へのサービス部門	17
TRUANCY 無断欠席	2
TUTORING チューターについて	19

DAILY SCHEDULE 1 日の日課

<u>PERIOD</u>	<u>TIME</u>	<u>TIME</u>
Students Released From Cafeteria カフェテリアより生徒退散	7:40	
1	7:50 - 8:40	
2	8:45 - 9:30	
3	9:35 - 10:20	
4A	Lunch:	10:20 - 10:51
	Class:	10:51 - 11:45
4B	Class:	10:25 - 10:51
	Lunch:	10:51 - 11:22
	Class:	11:22 - 11:45
4C	Class:	10:25 - 11:19
	Lunch:	11:19 - 11:50
4D	Class:	10:25 - 11:10
5A,B,C	Class:	11:50 - 12:35
5D	Class:	11:15 - 12:05
	Lunch:	12:05 - 12:40
6	12:40 - 1:25	
7	1:30 - 2:26	
Activity Period 課外授業	2:26 - 4:20	
Activity Bus 課外授業用バス	4:20	

LOITERING AFTER SCHOOL 放課後の無断滞在

Students are not to be in the building after 2:26 p.m. dismissal unless they are with a teacher/staff member sponsored activity. If students are waiting for a parent ride, they are to wait quietly at the front door of the school. Students who have detention must make arrangements in advance for transportation at the end of the detention period. Students must inform parents in advance of any detention or activity. Students are expected to report promptly for detention, practice, club meetings, etc. **STUDENTS NOT ATTENDING ANY OF THE ABOVE MENTIONED ACTIVITIES ARE EXPECTED TO EXIT THE BUILDING AT DISMISSAL TIME, 2:26 p.m.** 生徒は職員による課外授業以外は午後 2 : 26 以降は校舎内に残ってはいけません。両親の迎えを待つ生徒は、静かに学校の表玄関で待ちましょう。また、居残を命じられた生徒は、事前に帰りの交通機関を確保してください。生徒は居

残り、練習、クラブなどがある場合は事前に保護者に連絡をしてください。なお、居残りや課外活動、会合のある生徒は、放課後直ちに指定された場所に集合しなければなりません。上記の活動以外の生徒は、午後 2 : 26 分の下校時に校舎を出ること。

ABSENCE AND ILLNESS 欠席と病気

Every school day is vitally important in the educational development of the student. Punctual and regular attendance is essential for a student to do well in school. If an absence or late arrival is necessary, parents/guardians should contact the **attendance office** recording system any time prior to 7:30 AM at **(248)449-1601** clearly stating and spelling the student's name, parent/guardian name, reason for absence and expected length of absence. The following are examples of excused absences: personal illness or illness in the immediate family, death in the immediate family, medical or dental appointments that cannot be arranged at another time, religious holidays, and prearranged family vacations. 毎日の登校日は生徒の教育進展においてきわめて重大です。生徒が学校で良い成績を取るためには規則正しい出席が不可欠です。もし欠席や遅刻を免れない場合は、保護者が事務局の出欠録音電話(248-449-1601)に午前 7 時 30 分までにご連絡ください。その際には、はっきりと生徒の氏名の綴り、名前、保護者氏名、欠席の理由と期間をお残しください。以下は理由付欠席の例です：本人の病気又は、肉親の病気、肉親の不幸、医者・歯医者の予約で学校の時間以外に取れない場合、宗教の祝日、前もって予定された家族旅行。

TRUANCY 無断欠席

Truancy (absence without justifiable excuse) will subject the student to disciplinary action (after school detention, parental conferences, referral to Novi Youth Assistance, and further disciplinary action). Chronic truancy may result in referral to the Juvenile Division of Probate Court. 無断欠席（正当な理由のない欠席）は処罰（放課後の居残り、保護者面談、ノバイ少年施設への紹介、更なる懲戒処分）の対象となります。長期の無断欠席の場合は、検認裁判所の青年部門へ紹介されます。

PREARRANGED ABSENCES 予定された欠席

A student may request a prearranged absence from school when parents/guardians deem it necessary for the student to accompany them on a business/family trip. Prior to taking such a trip, it is important to obtain a "Request for Excused Family Vacation" form from the **attendance office** at least one week before such an absence is expected to occur so that appropriate arrangements with the faculty can take place. A student with a prearranged absence has the privilege of completing assignments missed and receiving credit for them during the marking period affected. Although class discussions and activities are not duplicated, teachers provide as much assistance as possible. Makeup work after an excused absence is to be completed promptly. Extension of time beyond the close of a marking period will be granted by a building administrator only when there is sufficient reason for further delay. 生徒は、保護者との出張や家族旅行に同伴

するために学校を欠席する事を前以て申請する事が出来ます。そのような旅行の前に**出欠席管理事務局**から「家族旅行許可申請書」を少なくとも1週間前に貰い、先生と適切な手はずを整える必要があります。この許可を得て欠席をする生徒は、逃した課題を完了させ、その学期中の評価に加えてもらうことが出来ます。クラスでの討論や活動は繰り返せませんが、先生方はできるだけの援助をします。許可された欠席の後の宿題は、直ちに提出しなければなりません。宿題提出をその学期後まで延長したい場合は、十分な理由がある場合のみ学校長から許可されます。

HOMWORK REQUESTS 宿題の要請

If your child has been absent for 3 or more consecutive days, please contact the **counseling office secretary at (248)449-1609** in order to request homework. The assignments may then be picked up 24 hours after the request. もしお子様は3日以上続けて欠席する場合、宿題を要請するためにカウンセラー室事務員**(248)449-1609**までお知らせください。要請後、24時間以降に宿題を受け取ることができます。

STUDENT SIGN OUT 生徒の早退

A student may leave the school only with permission and an authorized person reporting to the attendance office to "sign out" the student. Upon return to the building, the student must sign back in at the attendance office. Any student who becomes ill or injured during the school day should report to the attendance office where a staff member will contact the parent/guardian or an authorized person. If a child is not to be released to a specific person(s), this information should be recorded on the student emergency sheet and proper legal documents must be submitted to the counseling office. 生徒は、許可を得た場合のみ早退することができます。この場合、保護者・後見人は出欠席管理事務室にて早退のための署名（サインアウト）をしてください。その後学校に戻って来た場合は、オフィス出欠席管理事務室で再び署名（サインイン）をしてください。生徒が学校で病気または怪我をした場合、出欠席管理事務室に報告してください。事務員が保護者・後見人に連絡致します。お子様を特定の人と下校させたくない場合には、生徒の緊急カードにその旨記入し、正当な法的書類とともにカウンセラー室までご提出ください。

CHANGE OF ADDRESS/WITHDRAWAL 住所変更・退学

A change of address or telephone number (even if still in the district) during the school year must be submitted to the **counseling office** as soon as possible. If a student is leaving the school district, he/she must check out through the **counseling office**. A student must complete a "Withdrawal Form", return all textbooks, library books, all school property and pay all outstanding debts. Student records will not be forwarded until all obligations are met. 学年度途中の住所、電話番号の変更（同じ学校区内でも）は、なるべく早くカウンセラー室にご連絡ください。もし、学区が変わる場合にはカウンセラー室にて退学手続きを行ってください。生

徒は「退学届け」に記入し、教科書、図書室の本など学校の所有物をすべて返却したうえ、未払いの会計を済ませてください。全ての責務が済むまでは、生徒の成績証明書は新しい学校区に郵送されません。

PARENT/TEACHER CONFERENCES 保護者面談

Parent/teacher conferences are held two evenings (5-8 p.m.) in the fall and one evening (5-8 p.m.) in the spring. 秋の保護者面談は、午後 5 時-8 時の日程を 2 日間、春は午後 5 時-8 時で 1 日のみ行われます。

REPORT CARDS 成績表

The school year is divided into 6 marking periods. Students bring marking period 1-5 report cards home; final report cards are mailed. 学年度は 6 期に分けられます。成績表は 1 - 5 学期までは生徒が家に持ち帰り、最後の成績表は郵送されます。

SCHOOL TRANSPORTATION 通学機関

Please refer to transportation information in the District K-12 Handbook section. 交通機関の情報は、学校区のハンドブックをご覧ください。

BUS SAFETY バスの安全

Riding a district-provided bus is a privilege. With that privilege come behavioral expectations that must be followed at all times in order to provide a safe environment for all riders. Bus rules are clearly posted on all buses, and students who do not follow those rules will be issued a bus safety violation ticket. A bus ticket will result in a phone call home and a conference with any combination of the following: transportation director, assistant principal, driver, counselor, parents. The seriousness of the offense and the number of tickets a student has received will determine the consequence of the ticket. Students committing serious safety infractions or having multiple tickets will be **suspended from bus transportation for one day up to the remainder of the school year**. If a student's behavior is causing an unsafe environment on the ride home from school, **he/she may be brought back to school for parent pickup**. In order for a student to ride the bus after receiving a ticket, the ticket must be signed by both the student and a parent. Bus violations include, **but are not limited to**, the following: excessive noise, failure to obey safety rules, fighting, inappropriate language, insubordination, moving from seat to seat, pushing/shoving/tripping, standing or kneeling on seat, throwing objects, and vandalism. 学校区で用意されたバスに乗る事は特権です。全てのバス利用者の安全のために、いつでも良い行いが期待されます。バスの規則は全てのバスに明記されています。その規則に従わない生徒は、違反切符が発行されます。この違反切符が発行されると、家庭に電話連絡があり、次の職員と共に面談を行います。交通責任者、教頭、バスの運転手、カウンセラー、保護者。違反の深刻さと違反切符の数によりその生徒の処分が決められます。重大な安全違反または複数の違反切符を受け取った生徒は、程度により **1 日～残りの学年度末までの期間、バスの利用を禁止されます**。もし生徒の行動が帰宅のバスの安全を脅かすような場合、その生徒は学校に戻され、保護者の迎えに待つ

ことになります。違反切符を受け取った生徒がバスに乗るためには、切符にその生徒と保護者両方の署名がされなければなりません。バスの違反の例は：極度の騒音、安全規則の違反、喧嘩、不適當な言語、反抗的態度、席の移動、人を押したりつまずかせる、席の上で立ちあがったりひざまずく、物を投げる、公共物破壊行為などですが、**それ以外でも処罰の対象となります。**

FIELD TRIPS 遠足

Please refer to field trip information in the District handbook page 27.

ハンドブック 27 ページをご覧ください。

EXTRACURRICULAR ACTIVITIES 課外活動

The extracurricular program includes club activities and interscholastic athletics which change according to seasons, availability of facilities, and student interest. (Please refer to the District K-12 Athletic/Extracurricular Code of Conduct for additional requirements/information)課外活動は、クラブ活動と、季節・職員の有無・生徒の関心により変わる学校対抗の運動競技があります。(学校区ハンドブックの課外活動、行動規範の欄をご覧ください)

ATHLETICS 運動競技

FALL (August – October)

Girls Volleyball	(grades 7 & 8)
Football	(grades 7 & 8)
Boys Soccer	(grades 7 & 8)
Cross Country	(grades 7 & 8 co-ed)
Cheerleading	(grades 7 & 8)

秋期 (8月～10月)

女子バレーボール	(7・8年生)
フットボール	(7・8年生)
男子サッカー	(7・8年生)
クロスカントリー	(7・8年生、男女混合)
チアリーディング	(7・8年生)

WINTER II (January-May)

Girls Basketball	(grades 7 & 8)
Wrestling	(grades 7 & 8)
PomPon	(grades 7 & 8)

冬期 II (1月～5月)

女子バスケットボール	(7・8年生)
レスリング	(7・8年生)
ポンポン	(7・8年生)

WINTER I (November – January)

Boys Basketball	(grades 7 & 8)
Girls Basketball	(grades 7 & 8)
Wrestling	(grades 7 & 8)
Cheerleading	(grades 7 & 8)
PomPon	(grades 7 & 8)

冬期 I (11月～1月)

男子バスケットボール	(7・8年生)
女子バスケットボール	(7・8年生)
レスリング	(7・8年生)
チアリーディング	(7・8年生)
ポンポン	(7・8年生)

SPRING (April – June)

Boys Lacrosse	(grades 7 & 8)
Girls Soccer	(grades 7 & 8)
Girls Softball	(grades 7 & 8)
Track & Field	(grades 7 & 8 co-ed)

春期 (4月～6月)

男子ラクロス	(7・8年生)
女子サッカー	(7・8年生)
女子ソフトボール	(7・8年生)
陸上競技	(7・8年生、男女混合)

(Please refer to the District K-12 Athletic/Extracurricular Code of Conduct for additional requirements/information) (その他、参加資格などの情報については、ノバイ

学区総合ハンドブックの運動競技、課外活動、行動規範の欄をご覧ください。)

ELIGIBILITY 参加資格

All students who desire to participate in interscholastic athletics must comply with the following Novi Middle School Eligibility Rules: 学校対抗の運動競技に参加したい生徒は、次のノバイ中学校の資格規則に従わなければなりません。

1. Students must maintain an overall academic average of C 生徒の学業平均成績が C 以上であること。
2. Students must comply with **state and league rules and regulations.**
ミシガン州の競技連盟の規則に従うこと。
3. Students must submit **physical examination forms and athletic emergency cards** to the attendance office before the first practice. Any student who has been suspended from school may not practice or participate in any contest during the suspension period. 健康診断書と運動競技緊急連絡用紙を第 1 日目の練習日の前にオフィスに提出すること。停学処分を受けた生徒は、停学期間中練習又は競技に参加することができません。

These requirements will be monitored every marking period, and if a student has failed to meet these requirements, he/she will be placed on a **week-by-week** probation until improvement has been demonstrated. Submitting a Weekly Eligibility Report and/or a new marking period will indicate that he/she may be removed from the probation list. During such a probationary period, the student athlete may continue to practice. He/she may not participate in a competition unless the weekly report indicates the student is no longer on the Non-Participant List. Interscholastic competition is governed by the rules and regulations of the **Michigan** High School Athletic Association, **Liv-Oak** League as well as Novi Middle School handbook. Individual team rules and regulations will be distributed by the coach at the time of the activity. これらの必要条件は学期ごとに検討され、もし生徒がこの条件に満たされなかった場合は、改善するまで 1 週間ごとの審査期間に課せられます。毎週、有資格報告の提出をし、さらに/又は新しい学期の成績で改善を証明することにより、審査期間にある生徒名簿から外れることができます。審査期間中の生徒は、練習に参加出来ませんが、週ごとの報告で参加禁止生徒の名簿から抜けない限り、試合には参加できません。学校対抗試合規則はミシガン高校運動連盟、ライブ・オーク・リーグ、またノバイ中学校ハンドブックに定められています。それぞれのチームの規則は、活動時にコーチにより配布されます。

Any athlete who misses a practice without previous arrangements with the coaches will not be allowed to participate in the next contest. Repeated unexcused absences shall result in the athlete being dropped from the team/squad. 事前にコーチの許可を得ずに練習を欠席した生徒は、次の試合に参加する事が出来ません。許可なしに欠席が続いた場合はチームから除外されます。

1. Any athlete who is caught using any form of alcohol, tobacco, or controlled substance (non-prescription) shall be removed from the team/squad. 運動選手が飲酒、喫煙、処方箋なしの薬物を使用した場合、チームから除外されます。
2. Any student who has been suspended from school may not practice or participate in any contest during the suspension period. 学校から停学処分を受けている生徒は、その期間中、練習または試合に出る事が出来ません。
3. Students must be in attendance on the day of practice and/or competition in order to participate, unless prior arrangements are made with the building principal or his/her designee. 学校長またはそれに代わる責任者と事前の取り決めをした場合以外、生徒はその日学校に出席していなければ練習、試合に出られません。

CLUBS AND SPECIALTY GROUPS クラブと特別グループ活動

Clubs and specialty groups are open to all students in the seventh and eighth grades.

Golf Club	Newspaper	Student Council
Interact/Quest Club	Pep Club	Teen Court
Jazz Band		

クラブと特別グループ活動は7年生、8年生の全ての生徒に開放されています。

ゴルフクラブ	新聞部	生徒会
交流 [ボランティア]		ティーン裁判
ジャズバンド		

ACTIVITIES 課外活動

Activity Afternoons	School Play	Turkey Trot
Career Day	Science Fair	Variety Show
Red Ribbon Week	Spirit Days	

アクティビティアフタヌーン：月に一度中学生達が放課後学校に残りスポーツやダンスを楽しむ。

スクールプレイ：毎年春に行われる。この演劇のためのオーディションで選ばれないと参加できない。

ターキートロット：チームごとに空き缶や生もの以外の食べ物を集めて競い合い、イベント当日は 学校付近を全員でねり歩く。

キャリアデー：毎年3月に行われる。7年生は、様々な職業を持つ大人と交流する機会を与えられ、8年生はリアリティー・ストアと呼ばれるシュミレーションプログラムで大人として振る舞い、交通事故、離婚など大人の有事を対処する。

サイエンスフェア：理科の研究の発表会。

バラエティショー：毎年春または年度末に行われるタレントショー。オーディションに合格した生徒たちが歌、ダンス、その他の特技を披露する。

レッドリボン週間：麻薬撲滅運動週間中に任意で学校に趣向を凝らした服装で登校する

スピリットディーズ：ホームカミングの週に士気を高めるために趣向を凝らした服装で登校する

HONOR ROLL 成績優秀者

Students maintaining a 4 point grade average the first five marking periods on their report cards will be placed on the middle school "high honor roll". Students maintaining a 3 point grade average the first five marking periods qualify for the middle school "honor roll". *Students who are on the honor roll four of the first five marking periods are given certificates acknowledging this achievement during the Honors Night ceremony held at the end of the school year.生徒が最初の5学期まで学業平均値4点を維持した場合、中学成績最優秀者表に載せられます。生徒が最初の5学期まで学業平均値3点を保持した場合、中学成績優秀者表に載せられます。生徒が成績優秀者表に5学期のうち4学期載った場合は学校の年度末に行われる優等生の式で表彰されます。

ASSEMBLIES 集会

There will be programs of both educational and entertainment value. Programs include performances by school as well as outside groups or individuals.集会には教育目的と娯楽目的のものとがあります。プログラムには学校内と学校外のグループ又は個人の演技があります。

1. Class and/or team assemblies are held in the fall to review practices and programs. 学年度始めに学年別と/またはチーム別の集会があり、集会の決まり、予定されている集会についての紹介があります。
2. Sport assemblies may be held to introduce and recognize athletic teams. スポーツ集会は、運動部の紹介と表彰のために行われます。
3. Special assemblies for academic and cultural enrichment are provided. 特別集会は、教育と文化教養のために用意されます。
4. Honor assemblies are held at the end of the school year. 優秀者の式が学年末に催されます。

Expectations for assembly behavior include:集会において生徒は、

1. Students are to sit in their assigned areas. 生徒は所定の場所に座る。
2. Students are to remain attentive and refrain from disrupting others. 生徒は集会に集中し、他の生徒の迷惑にならないようにする。
3. Students who are disruptive or cause disturbances during assemblies will be removed from the assembly and further disciplinary action will be reviewed.集会中に妨害または中断

の原因を起こした生徒は集会から外され、懲戒処置が検討される。

4. At the conclusion of any assembly students are to remain seated until dismissed. どのような集会であっても、終わりには生徒は解散されるまで席についていること。

STUDENT BEHAVIOR 生徒の行動についての決まり

Positive student commitment and behavior are essential for effective learning. Your attitudes and acts are directly related to your school experience and that of your classmates. It is expected that you will behave in ways that will enhance social relationships in the school and facilitate learning. You are expected to fulfill the behavioral expectations of the school community and to prepare yourself mentally and physically for the process of learning. 効果的に学習するためには、生徒が前向きに取り組み行動することが大切です。生徒の態度と行動が、自身の学校生活またクラスメートの学校生活に直接影響します。生徒は、学校で社交性を高め、学習を促進させるよう行動しなければなりません。また生徒は、学区の行動規範を守り、学習過程に精神的・肉体的に取り組む準備をする必要があります。

Students are expected to conduct themselves in a fashion that will enhance, rather than distract from, the entire school setting and educational process. Infraction of any school rule, established to help create a safe, healthy and appropriate learning environment will result in administrative review, at which point any or all disciplinary actions may be exercised. When students are involved in disciplinary actions that result in suspension from school, it is the responsibility of the parent/guardian to provide transportation from school grounds. 生徒は、学校環境と教育過程の中で、雰囲気乱すことなく逆に高めるよう行動することを期待されます。安全で健全で適切な学習環境を作るために、校則の違反行為をした場合には、学校理事による検討ののち、必要に応じて処罰が下されます。生徒が停学処分を受けた場合には、保護者の責任においてその生徒を下校させてください。

The following are expectations for Novi Middle School students: ノバイ中学校生徒として期待されることは、

1. Follow school and classroom rules 校則・クラス規則を守ること
2. Come to class prepared 準備をしたうえで授業に出ること
3. Respect the rights of other people and property 他人と他人の所有物を尊重すること
4. Cooperate 協力すること
5. Arrive to school and classes on time 定刻に登校し各教室に入ること
6. Use appropriate language 適切な言葉を使うこと
7. *Store all electronic equipment (cell phones, MP3 players, games, radios, etc. in school lockers during the school day (7:50 – 2:26) 学校時間内(7:50-2:26)

には電子機器（携帯電話、MP3 プレイヤー、ゲーム、ラジオ等）はロッカーにしまっておくこと

*If electronic equipment is seen during the school day, the following consequences will occur: 就業時間内に電子機器が目についた場合には、

1st Offense: electronic item will be turned in to the main office for student to pick up at the end of the school day **1 回目の違反:** 電子機具は事務室に送られ、その日の学校終了時に生徒が取りに行くこと。

2nd and all future offenses: item will be turned in to the main office for parent pickup **2 回目以降の違反:** 電子機器は事務室に送られ、保護者が取りに来ること。

BEHAVIORAL EXPECTATIONS 行動に関して

HALLWAY 廊下

- Keep hands and feet to yourself. Do not act in **any** way that can hurt others, including pushing, shoving, poking, tripping, hitting, kicking, or throwing objects. 手足で他人に触れないよう注意すること。他人を傷つける行動（押す、押しのける、つつく、躓かせる、たたく、蹴る、物を投げる）はしてはいけません。
- Use quiet voices only. 静かな声で話すこと。
- Make only positive comments. No name-calling, put-downs, mean teasing, cursing, or starting rumors. 他人に関して肯定的な批評のみをすること。本人の氏名以外の名前で他人を呼んだり、酷評、意地悪なからかい、ののしり、うわさを広めるなどはしないこと。
- Stay to the right. 右側通行。
- Walk only. 走らないこと。
- Carry materials in a controlled manner. 持ち物を振り回さずきちんと持つこと。
- Do not physically display affection. 好意を身体で表現しないこと。

CAFETERIA カフェテリア

- Wait your turn in line (do not cut) and keep hands and feet to yourself. 手足で他人に触れないようにし、割り込みをしないで自分の番が来るまで待つこと。
- Keep hands off other people's lunch, drink, and other possessions. 他人のランチ、飲み物、持ち物に手を出さないこと。
- Do not act in **any** way that can hurt others, including pushing, shoving, poking, tripping, hitting, kicking, or throwing objects. 押す、押しのける、つつく、躓かせる、たたく、蹴る、物を投げるなど、他の人を傷つける行動はしないこと。
- Make only positive comments. No name-calling, put-downs, mean teasing, cursing, starting rumors, or purposely excluding/isolating others. 他人に関して肯定的な批評のみをすること。本人の氏名以外の名前で他人

を呼んだり、酷評、意地悪なからかい、ののしり、うわさを広める、故意の仲間外れなどをしないこと。

- Talk at an appropriate level (no screaming or making loud noises).適度な声の大きさで話すこと。（叫んだり大声を出さない）
- Eat only at your assigned table.定められたテーブルで食べること。
- Do not move chairs to other tables.椅子を他のテーブルに移動させないこと。
- Do not sit or put feet on the tables.テーブルの上に座ったり足を乗せたりしないこと。
- Remain seated while eating and/or drinking.飲食中は席に座ること。
- Finish all food/drinks and **clean up your spot** before visiting other tables or going to lunch gym.飲食後他のテーブルに行くときやランチジムに行く時は、**自分の場所を片付ける**こと。
- If visiting other tables, return to your assigned table for the last 5 minutes of the lunch period.他のテーブルに行ったときは、ランチ時間5分前には自分の席に戻ることに。
- NO OPEN FOOD OR DRINK IS TO BE TAKEN FROM THE CAFETERIA.開封された食べ物や飲み物はカフェテリアから持ち出さないこと。

BATHROOMS 手洗い場

- Flush toilet and wash and dry hands before leaving the bathroom.手洗い場から出る前にトイレを流し手を洗って乾かすこと。
- Put only toilet paper in the toilet; put used towels in the waste basket.トイレにはトイレットペーパーのみを流し手拭用の紙はゴミ箱に捨てること。
- Keep walls and floors clean.壁と床を汚さないこと。
- Keep hands and feet off stalls and walls.個室や手洗い場の壁には手足を触れないこと。
- Do not act in **any** way that can hurt others, including pushing, shoving, poking, tripping, hitting, kicking, or throwing objects. 押す、押しつける、つつく、躓かせる、たたく、蹴る、物を投げるなど他の人を傷つける行為はしないこと。
- Make only positive comments. No name-calling, put-downs, mean teasing, cursing, starting rumors, or purposely excluding/isolating others. 他人に関して肯定的な批評のみをすること。本人の氏名以外の名前で他人を呼んだり、酷評、意地悪なからかい、ののしり、うわさを広める、故意の仲間外れなどをしないこと。

ANTI - BULLYING / ANTI - AGGRESSION いじめ反対・暴力反対

We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence,

religion and nationality. 我々は、生徒全員が、肌の色、人種、性別、人気、運動能力、知性、宗教、国籍に関わらず、平等に学校生活を楽しみ、学校を安全で信頼でき、自分を受け入れてくれる場所と感じるべきであると信じています。

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization. The victim is never responsible for being a target of bullying. いじめには押す、押しのける、たたく、つばをはきかける、本人の氏名以外の名前で他人を呼ぶ、からかう、馬鹿にする、笑いものにする、のけ者にする等があります。いじめは、被害者の苦痛・ストレスを伴うため、「子供の行為だから」「ただからかっただけ」や、その他の理由をつけることは決して正当化されたり、許されたりする事ではありません。被害者側がいじめの標的となっている責任を負うことは決して許されません。

Definitions of important terms 重要用語の定義づけ

Aggression: Aggression also can be any action, word, or gesture that hurts a person's body, feelings, friendships, reputation or property, regardless of the intent. **攻撃:** 意図の有無に関わらず、他人の身体・気持ち・友人関係・評判・所有物を傷つける行動・言葉・しぐさを指します。

Bullying: Bullying is a form of aggression that is intentional, repeated, that involves an imbalance of power between the people involved. Bullying can take the form of an action, word, or gesture. **いじめ:** 意識的に繰り返して行われる攻撃の一種であり、人間関係の力の不均衡によって起こります。動作・言葉・しぐさのいずれによっても起こり得ます。

Harassment: Harassment is a type of aggression that is racial, cultural or sexual in nature. It is unwanted, repeated, and usually non-reciprocal. It creates a hostile, intimidating, or offensive school environment. It also interferes with a person's ability to learn or feel safe and comfortable at school. Harassment, like bullying, always involves a power imbalance between the harasser and the person being harassed. Harassment can take the form of a look, gesture, word, or action. **ハラスメント:** ハラスメントは人種的、文化的、性的な差別によっておこる攻撃の一種であり、迷惑で、繰り返し起こり、たいてい一方的な行為です。ハラスメントは、学校環境に敵意、恐怖、不快感を与えます。そして更に生徒の学習、安心感、快適さを妨害します。ハラスメントは、いじめと同様、加害者と被害者の力の不均衡を伴います。ハラスメントは、目つき・顔つき、しぐさ、言葉、行動に表れます。

Horseplay: "Goofing around" or "playing" that may include pushing, shoving, tripping, or name-calling when there is no imbalance of power. **悪ふざけ:** ふざけたり遊んで

いるときに、押す、押しつける、足をすくう、本人の名前以外の呼び方で相手を呼ぶなどを伴い、力の不均衡がない場合を指します。

Teachers and staff, students, and parents will put in practice what they have learned about stopping bullying and aggressive behavior. Teachers will stop any students who are engaging in bullying and/or other aggressive behaviors. Depending on the type of behavior, the teachers/staff may just remind you that the observed behavior is not acceptable in our school or the behavior may warrant a referral to administration which will result in a rubric prescribed consequence. Aggressive Behavior Rubric is found on pages 10 and 11 of the Middle School Student Planner. 教師、職員、生徒、保護者は、いじめや過激な行動を止めるために知らされたら行動を起こしません。教師は、生徒のいじめや過激な行動を見つけたら止めさせます。どのような行動かによって、教師、職員は単に受け入れられない行動と注意するか、または管理者に委託し規定に基づく処分を与えることとなります。過激行動規定については、中学生徒プランナーの10ページから11ページをご覧ください。

To continue to provide a safe environment for all who enter our building, it is important for students and parents to understand that all incidents need to be reported. If you experience bullying or harassment or are aware of someone that is being bullied or harassed, that information needs to be passed on to middle school administration. The situation will be handled discreetly and without disclosing the source, but we cannot intervene if we are not aware. Reports can be made to any faculty or staff orally, in writing or by email. Additional information can be found on our middle school web site along with report forms and steps for reporting. 全生徒の安全を守るために、生徒と保護者は、どんな出来事でも知らせる事が重要です。もし生徒自身がいじめやハラスメントを経験したり、誰かが被害にあっていて知っている場合は、その事実を学校関係者に知らせる必要があります。学校側は、その事態に関し情報の出所を公開せずに慎重に処理します。しかし知らされなければ介入することは出来ません。報告は口答、文書、Eメールで職員にお伝えください。報告用紙や報告の工程は中学校のウェブサイトをご覧ください。

APPROPRIATE DRESS ふさわしい服装

The dress code at Novi Middle School allows for individual taste and choice as long as such clothing and manner of dress does not interfere with and/or disrupt the educational process, endanger health and safety, or violate the civil code. As educators we spend a considerable amount of time teaching and discussing certain social problems as they relate to school, yet many articles of clothing on the market represent an acceptance of alcohol, drugs, profanity, sex, and violence. As educators at the Novi Middle School, we feel that allowing such clothing creates confusing messages for students. If we are to maintain our position on these problem areas and provide the most positive climate for learning, we need to reduce those factors that detract from our intended purpose. As a result, the following dress regulations will be in effect: ノバイ中学校では、学習、健

康、安全、市民法の妨げにならない限り、個人の好みの服装に任せます。教育者として私共は学校に関する社会問題を教育したり、討論することに多くの時間を費やしますが、売られている衣服の中には飲酒、麻薬、冒涇、性、暴力を受け入れるようなものも見られます。ノバイ中学校の教育者として、そのような服装を受け入れることは生徒にとって戸惑いを与えます。このような問題に関して私共の立場を維持し、最も前向きな学習環境を保つためには、我々の目的を阻むこれらの要素をなくす必要があります。よって、次のような規定を定めます。

1. Apparel with explicit or implied reference to tobacco, alcohol, drugs, profanity, obscenities, sex, or violence in any form will not be considered acceptable for school. 喫煙、飲酒、麻薬、冒涇、わいせつ、性、暴力を明確にまたは暗に意味する表示がなされている服装は学校に適していないと見なされます。
2. Outdoor apparel, including headwear (unless religiously mandated), coats/jackets and backpacks must be stored in the student's locker and not worn or used during the school day. If, because of governmental action, winter thermostats are set at 65 degrees or less, then the wearing of coats/jackets will be permitted. 帽子類（宗教上の理由以外）を含む、戸外の服装（上着類）、バックパックはロッカーに保管し、就学時間中の使用は許されません。政府の要請で、冬の室内温度が華氏 65 度（摂氏 18 度）以下に設定された場合には、上着の着用が許されます。
3. Gym clothes used during physical education classes are not to be worn in the classroom. 体育専用の服は教室では着用できません。
4. Skirts/dresses and shorts must cover 30% of the leg length. Leg length is determined by measuring from the top of the leg (hip bone) to the floor in bare feet. The skirt hem is measured from the floor in bare feet as well. スカート、ワンピース、ショートパンツは、足の長さを 30% 以上覆うものでなければいけません。足の長さは腰骨から素足での床までの長さで決められます。スカート丈は素足での床からの長さで同様に決められます。
5. Shirts and blouses must be appropriate. Revealing necklines, bare midriffs, sides, backs, and/or shoulders, halter tops, tank tops, "spaghetti straps," see-through clothing, clothes that expose the wearer's body or undergarments, or skin-tight clothes are not considered appropriate to the learning environment. シャツ、ブラウスは学校にふさわしいものでなければなりません。首筋、おへそ、脇、背中が出ていたり、首の後ろで紐を結ぶ服、タンクトップ、肩ひもの極端に

細い服、透けて見える服、身体の線や下着がはっきりとわかるぴったりした服は、学習環境において適切ではないと考えられます。

6. No headwear is permitted unless religiously mandated. 宗教的の理由がない限り頭に被るものは許可されていません。
7. Footwear must be worn at all times. 靴はいつでも履いていなければなりません。
8. Pants are to be worn at the waist or hip and not expose undergarments. ズボン ウエストまたは腰骨の線のところではくこと。
9. Jewelry that poses a safety hazard such as: spike bracelets or necklaces or heavy chains are not permitted. No jewelry is permitted in physical education classes. スパイクのついたブレスレットやネックレス、重い鎖など危険だと思われる装飾品は禁止されています。また、体育の時間には装飾品を身につけることはできません。

If a building administrator determines that student attire or grooming is disruptive to instruction or creates a safety hazard, the student will be required to change before continuing with classes. 学校の責任者が、生徒の服装や身だしなみが授業の妨害となったり危険を及ぼすと見なした場合、その生徒は授業を続ける前に着替えなければなりません。

SCHOOL LOCKERS 学校のロッカー

All lockers assigned to students are the property of the District. At no time does the school relinquish its exclusive control of its lockers. The principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the principal or his/her designee. 生徒に割り当てられたすべてのロッカーは学校区の所有物です。学校はロッカーの管理を放棄する事はありません。校長またはその代理人はロッカーとその鍵の暗証番号を管理します。生徒は、校長またはその代理人の許可なしに自分の鍵をつけることは禁止されています。Lockers are supplied as a convenience to students. School officials, however, reserve the right to inspect student lockers. Students should have no expectations that their lockers will not be opened for inspection. (1) Your locker should be locked when not in use. Do not set the lock so that turning the last number will open it. (2) Your locker should be neat and orderly and at all times ready for inspection. (3) Do not force your lock or mutilate it at any time. Report any defects to your enrichment teacher. (4) Know your combination and keep it to yourself. (5) Immediate disciplinary action will be taken against anyone caught opening another student's locker. (6) No hanging lock is to be put on a hall locker. If a lock is put on a hall locker, it will be cut off. ロッカーは生徒の便

宜のために用意されていますが、学校関係者は生徒のロッカーを検査する権限をもっています。生徒は、自分のロッカーが検査のために開けられることがあると自覚しておきましょう。（１）ロッカーを使用していない時は鍵をかけておくこと。最後の番号に合わせるだけで鍵が開く状態にしておかないこと。（２）ロッカーは検査に備えていつでも整理整頓しておくこと。（３）どんな時でも鍵を無理やりに開けたり損害を加えないこと。欠陥があればエンリッチメントの先生に報告すること。

（４）自分の鍵の暗証番号を覚え、他人には教えないこと。（５）他人のロッカーを開けているのを見つけれたら直ちに懲戒処分が下されます。（６）ぶら下げるタイプの鍵は掛けてはいけません。もし発見されたらその鍵は破棄されます。

SCHOOL PROPERTY 学校所有物

The appearance of your school grounds and corridors reflects upon the entire school, particularly the students. All waste paper is to be placed in the receptacles provided for that purpose. Marking or marring doors, walls, floors, lockers, desks or any other school property is prohibited. Students caught defacing school property will be subject to disciplinary action and parents will be held liable. 運動場や廊下の見た目は、学校

全体、特に生徒に大きな影響を与えます。全ての不要な紙は用意された容器に入れましょう。ドア、壁、床、ロッカー、机、その他の学校所有物に印や傷をつけることは禁止されています。生徒が学校所有物の外見を損なった場合、懲戒処分を課せられ、保護者は責任を取る義務があります。

LOST AND FOUND 落とし物

Any found articles are to be taken to the main office. This includes books, money, glasses, and other valuable items. Anyone wishing to recover lost articles may do so by checking at the office during the lunch period, or after school. Lost clothing items may be recovered in the Lost and Found bins located in the cafeteria. 落とし物を見つけた生徒は事務室に届けてください。落とし物には、本、現金、めがね、その他の貴重品などが含まれます。落とし物を探している生徒は、昼休みや放課後に事務室にて尋ねてください。衣類の落とし物は、カフェテリアの落とし物入れの中を探してください。

LUNCH PROGRAM 給食について

The middle school provides a hot lunch and breakfast program. Free or reduced lunches are available to those students whose families meet Federal guidelines. Applications can be made at any time the family's economic situation changes. 中学校では温かい昼食と朝食が用意されています。政府の指定した基準に見合う家庭の生徒は、無料、減額で昼食を受け取ることができます。家庭の経済状態の変化に応じていつでも申請を行うことができます。

STUDENT SERVICES 生徒へのサービス

COUNSELING DEPARTMENT カウンセリング室

Counselors provide both academic and career counseling as well as help students develop positive decision making skills. Open lines of communication with parents are maintained at all times, and confidentiality is strictly observed. The Counseling Department is located near the main office. Each student has a counselor who is eager to help in solving personal or school problems. Students should not hesitate to seek the assistance of their counselor. Counselors are available for conferences by appointment. You may obtain an appointment arrangement through the counseling office during lunch or in the morning prior to first period. You may also obtain a pass from a classroom teacher to go to the counseling office to set up an appointment. Going to the counseling office without an appointment or teacher pass will be considered an unexcused absence from class. Students are not permitted to go to the counseling office between periods. カウンセラーは、学業や将来についてのカウンセリングのほか、生徒が建設的な判断をするためのスキルを育てる手助けをしています。カウンセラーは、保護者と密な連絡を常に取り、秘密を厳守します。カウンセリング室は管理事務室の近くに位置しており、個人的または学校関係の問題解決の手助けに熱心なカウンセラーが各生徒に与えられています。生徒は躊躇せずに相談に行きましょう。カウンセラーに会うときは予約を取らなければなりません。朝の1時間目が始まる前または昼食時間に予約を取ることを勧めます。もしくは、教科担任から許可書をもって予約を取りにカウンセラー室に行く事も出来ます。教師の許可またはカウンセラーの予約なしにカウンセラー室に行く事は、授業の無断欠席と見なされます。生徒がクラスの移動時間にカウンセラー室に行く事も禁じられています。

MEDIA CENTER メディアセンター (図書室)

A wide variety of services and opportunities are available to students through the media center. Students may check out books, conduct research and produce multimedia projects. The media center computers support Windows XP and have Internet access. A security system blocks inappropriate sites. A media center orientation is conducted in the fall for seventh graders. Research, media and computer skills are taught throughout the year. Students may use the Media Center freely before the first period and during lunch. メディアセンターでは、さまざまなサービスと機会を生徒に提供しています。生徒はここで本を借りたり、研究をしたり、マルチメディアを使った課題を完成させることができます。コンピューターは、ウィンドウズ XP のサポートがあり、インターネットにアクセスすることができます。また、不適切なサイトを制御するシステムを持っています。7年生は秋にオリエンテーションを受け、使い方やコンピューターの技術の習得を年間を通して行っていきます。1時間目の始まる前と昼食時間中に図書室を自由に利用する事が出来ます。

LITERACY SPECIALISTS 言語学教育専門教員

Literacy specialists work with teachers and students to help implement academic strategies and interventions. 言語学教育専門教員は、学習計画の実行に補助や介入が必要な生徒に対して他の教師と共同で手助けをします。

SOCIAL WORKER 社会福祉士

The social worker provides services for students who are experiencing difficulties with peer relationships, family issues and/or personal growth and development. Students experiencing problems which are impeding their learning are referred to the social worker. Services include assessment, diagnosis, individual and group counseling, family involvement and community referral. Confidentiality is strictly observed. ソーシャルワーカーは友人関係、家族関係、個人の成長・発達に悩みを抱えている生徒のために働いています。学習の妨げとなっている問題を持つ生徒は、ソーシャルワーカーに紹介されます。ソーシャルワーカーのサービスは問題の査定、診断、個人またはグループによるカウンセリング、家族参加、地域社会への紹介が含まれます。相談の秘密は厳守されます。

SPECIAL EDUCATION 特別教育

We offer a full continuum of program/service options designed to meet the individual needs of eligible students. These options range from full inclusion to a basic special education classroom. While emphasis is placed on educating all students in integrated settings to the maximum extent appropriate, placement decisions must be based on individual student needs and desired outcomes and must be rooted in the Individualized Educational Planning Team (IEPT process). Parent involvement is an integral part of programming. 私共は資格があると認められた生徒に対し個々の必要性に適応するプログラム・サービスを提供しております。これらには、一般生徒と学習を共にする包括的なプログラムから、対象生徒のみを集めた基本クラスまで様々な段階でのサービスがあります。私どもは、全ての生徒を最大限、差別のない環境のもとで教育することを重視していますが、生徒のクラス配置は、生徒個々の必要性・目標に基づいており、生徒教育計画チーム (IEPT) に根付いたものでなければなりません。保護者の積極的参加は、このプログラムに不可欠です。

SPEECH AND LANGUAGE 言語能力と言語の補助

The speech and language teacher works with students who are experiencing some form of interference in their communication abilities. Students who are seen by the speech and language teacher may have errors in their speech sound productions or have difficulty speaking fluently. The student's language may be characterized by a reduced vocabulary, poor thought organization, social inappropriateness, or difficulty understanding vocabulary and language that they encounter during the day. A teacher or parent may refer a student for services. Services include assessment, diagnosis, treatment, and parent involvement. 言語能力・言語専門教員は、コミュニケーション能力を妨げる要素を持つ生徒に対して働いています。正確に発音することや会話を流暢にすることが困難な生徒が言語補助を受けます。

このような生徒は、語彙・思考能力・社交性が欠落していたり、日々触れる語彙・言語の理解が難しいと感じる傾向にあります。教師又は保護者がこの補助の要請をすることができます。サービスの内容には、査定、診断、治療、保護者との懇談が含まれます。

TUTORING チューターについて

Information on various tutoring programs is provided through the counseling department. Parents, teachers, and students may contact the counseling office to request this information. Additional information is located on page 28 of the District Parent/Student Handbook section. 家庭教師に関する情報が必要な方は、カウンセラーにご相談ください。保護者、教師、または生徒自身が情報を要請することができます。詳細はノバイ学区総合ハンドブックハンドブックの28ページをご覧ください。

NOVI COMMUNITY SCHOOL DISTRICT



Parent/Student Handbook

September, 2009

SUPERINTENDENT'S WELCOME

On behalf of the Board of Education of the Novi Community School District, I am happy to present this Parent/Student Handbook to you. We are committed to providing our students with a school environment that is safe, positive and one in which a maximum learning potential is fostered. Students, parents and staff all have responsibilities for developing our students to their maximum potential. We believe that schools must be free of disruption that interferes with teaching, learning and student achievement. Student engagement can only be achieved by communication, cooperation and a commitment by all stakeholders to create a safe and effective learning environment.

This Handbook is meant to communicate with parents and students those policies and regulations that have been created to foster a safe, effective learning environment. We encourage you to become familiar with the provisions of this handbook and to understand the expectations we have for your child. If you have any questions regarding any of the provisions in this Handbook, please feel free to contact your child's building principal.

We hope this year will be a successful one for your child, and that you actively participate in your child's education.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter J. Dion". The signature is fluid and cursive, written in a professional style.

Peter J. Dion, Superintendent

DISTRICT MISSION STATEMENT

In partnership with parents and community, the mission of the Novi Community School District is to ensure that all students develop the knowledge, skills and character necessary to achieve their highest potential and to be productive members of an ever changing global society

VISION STATEMENT: Inspiring Excellence Through Learning!

Novi School District Buildings

Educational Services Building

25345 Taft Rd., Novi, MI 48374

(248) 449-1200

FAX (248) 449-1219

Peter J. Dion

Superintendent

Adult Education

MS (day)/HS (evening)

(248)449-1717 FAX (248)449-1719

Karyn Goven, Coord. of Adult Ed.

Novi Middle School

49000 11 Mile Rd, Novi, MI 48374

(248) 449-1600 FAX (248)449-1619

Milan Obrenovich, Principal

Community Ed. Preschool

25575 Taft Rd., Novi, MI 48374

(248)449-1713 FAX (248)449-1719

Judy Pahl, Supr. of Child Care Serv.

Novi Woods Elementary

25195 Taft Rd., Novi, MI 48374

(248)449-1230 FAX (248)449-1239

Pamela Quitiquit, Principal

Deerfield Elementary

26500 Wixom Road

(248)449-1700 FAX (248)449-1709

Richard Njus, Principal

Orchard Hills Elementary

41900 Quince, Novi, MI 48375

(248)449-1400 FAX (248)449-1419

Paul LePlae, Principal

Instructional Technology Center

25345 Taft Rd., Novi, MI 48374

(248)449-1262 FAX (248)449-1269

James Fry, Dir. of Tech. Programs

Parkview Elementary

45825 Eleven Mile, Novi, MI 48374

(248)449-1220 FAX (248)449-1229

Jenifer Michos, Principal

Maintenance and Operations

45495 Eleven Mile, Novi, MI 48374

(248)449-1240 FAX (248)449-1249

Jeffrey Sotzen, Director

Transportation Center

45505 Eleven Mile, Novi, MI 48374

(248)449-1245 FAX (248)449-1289

Daniel Tooman, Director

Novi High School

24062 Taft Rd., Novi, MI 48375

(248)449-1500 FAX (248)449-1519

John Lawrence, Principal

Village Oaks Elementary

23333 Willowbrook, Novi, MI 48375

(248)449-1300 FAX (248)449-1319

Susan Burnham, Principal

Novi Meadows Elementary-5

25549 Taft Rd., Novi, MI 48374

(248)449-1250 FAX (248)449-1259

Lisa Fenchel, Principal

Novi Meadows Elementary-6

25299 Taft Rd., Novi, MI 48374

(248)449-1270, Fax (248)449-1279

David Ascher, Principal

Table of Contents

ACADEMIC SERVICES	26
ACCIDENT AND ILLNESS	17
ARMED FORCES RECRUITING – Privacy Protocol.....	11
ASBESTOS NOTIFICATION (AHERA)	15
ASSEMBLY BEHAVIOR.....	45
ATTENDANCE POLICY	24
ATHLETIC/EXTRA CURRICULAR CODE OF CONDUCT	54
BICYCLES	50
BULLYING	51
CANCELLATION OF SCHOOL	13
CLOSED CAMPUS	13
CODE OF CONDUCT - STUDENT	28
COMMUNICABLE DISEASES AND PESTS/CONTROL OF CASUAL CONTACT.....	17
COMMUNITY EDUCATION	22
CONTACTING STAFF	21
CONTROLLED SUBSTANCE AND ALCOHOL.....	37
CURRICULUM/ACADEMICS	25
DEBARMENT.....	31
DISTRICT WEB SITE.....	1
DRESS CODE.....	50
EARLY DISMISSAL	14
ELECTRONIC DEVICES	51
EMERGENCY PROCEDURES	14
ENROLLMENT.....	5
EQUAL OPPORTUNITY	1
EXPULSION	31
FIELD TRIPS.....	27
FREE AND REDUCED-PRICED MEALS	13
FUND-RAISING	17
HARASSMENT	52
HAZING	53
HEALTH RECORDS	11
HEALTH SCREENING.....	12
HOMEBOUND/HOSPITALIZED INSTRUCTION	27
IMMUNIZATIONS.....	11
INSTRUCTIONAL MATERIALS – Review of	27
INSUBORDINATION	54
LEARNING EXPECTATIONS	26
LIMITED ENGLISH PROFICIENCY.....	4
MEDICATIONS	18
MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT	4
MONEY AND OTHER VALUABLES	16

NO CHILD LEFT BEHIND 1
NON-DISCRIMINATION/CIVIL RIGHTS..... 1
NONDISCRIMINATION IN CTE PROGRAM 3
PARENT INVOLVEMENT 21
PESTICIDE APPLICATION 15
PROJECT FIND 22
PROPERTY- Care of 45
PUBLIC ACT 102 OF 1999 16
RESIDENCY/TUITION 5
SAFE SCHOOLS 14
SCHOOLS OF CHOICE..... 7
SEARCH AND SEISURE..... 43
SECURITY 14
SERVICES FOR STUDENTS WITH DISABILITIES – SPECIAL EDUCATION 22
SEXUAL HARASSMENT 53
SPECIAL EDUCATION/SECTION 504..... 22
STUDENT CONDUCT..... 37
STUDENT PRIVACY (PPRA) 8
STUDENT RECORDS..... 9
STUDENT RECORDS – Release of..... 12
STUDENT SURVEYS 8
SUSPENSION 31
TECHNOLOGY CODE OF CONDUCT 46
TRANSPORTATION POLICIES 49
TITLE IX 5
TOBACCO PRODUCTS 17
TUTORING 28
VISITORS..... 13
WEAPON FREE SCHOOL ZONE 16
WITHDRAWAL FROM SCHOOL 12

GENERAL INFORMATION

DISTRICT WEB SITE

Parents may use this up-to-date resource to find all-encompassing school district information. You will find a general overview of any school in the Novi Community Schools District. You will also find legal notices, special events, and information regarding the Novi Educational Foundation. The web site address is <http://www.novi.k12.mi.us>.

NO CHILD LEFT BEHIND

Per the Provisions of the No Child Left Behind Act of 2001, parents of each student attending a Title 1 school may request information regarding the professional qualifications of the student's classroom teachers. No schools in Novi have been designated Title I buildings for the school year 2009-10.

EQUAL OPPORTUNITY

It is the policy of the Novi Community Schools that no person shall on the basis of race, color, creed, national origin, age, sex, marital status, or disability be excluded from participation in, or be denied the benefits of, or be subject to discrimination under any program or activity and in employment.

If any person believes that the Novi Community Schools or any part of the school organization has inadequately applied the principles and/or regulations of Title VI of the Education Amendment Act of 1972, Title IX of the Education Amendment Act of 1972, or Section 504 of the Rehabilitation Act of 1973, he/she may register a complaint with the Assistant Superintendent of Administrative Services.

NON-DISCRIMINATION/CIVIL RIGHTS

It is the policy of the Novi Community School District that no person shall, on the basis of gender, race, color, religion, national origin or ancestry, age, disability, height, weight, or marital status or any other status covered by federal, state, or local law be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment.

The District will comply with the requirements of:

- Title II of the Americans with Disabilities Act of 1990
- Elliot-Larsen Civil Rights Act of 1977
- Title IX of the Education Amendments of 1972

- Age Discrimination Act of 1975
- Section 504 of the Rehabilitation Act of 1973

The District appoints the Assistant Superintendent of Administrative Services as the District's Compliance Officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries and complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973 is provided to students, their parents, staff members and the general public.

Contact information for the Compliance Officer is as follows:

Novi Community Schools Compliance Officer
Assistant Superintendent for Administrative Services
25345 Taft Road
Novi, MI 48374
(248)449-1200

Anyone wishing to file a grievance for any of the above noted laws should contact the Assistant Superintendent for Administrative Services at the address/phone number noted above.

Grievance Procedure:

Section I

Any person believing that the Novi Community Schools or any part of the school organization has violated the laws or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975 and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to the Compliance Officer noted above.

Section II

The person who believes a valid basis for a grievance exists shall discuss the grievance informally and on a verbal basis with the Assistant Superintendent of Administrative Services, who shall in turn investigate the complaint and reply with an answer within ten (10) business days. If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Assistant Superintendent of Administrative Services within ten (10) business days of receipt of answers to the informal complaint. The Assistant Superintendent shall further

investigate the matters of grievance if he/she believes further investigation is warranted and reply in writing to the complainant within ten (10) business days.

Step 2

A complainant wishing to appeal the decision of the Assistant Superintendent may submit a signed statement of appeal to the Superintendent of Schools within ten (10) business days after receipt of the Assistant Superintendent's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within ten (10) business days of receiving the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

The days noted above for purposes of this policy are days when the School District's business office is open for business to the general public. The time limits noted above may be extended by the Assistant Superintendent if warranted.

Anyone, at any time, may contact the U.S. Department of Education/Office of Civil Rights for information and assistance at (216)522-4970. If the grievance has not been satisfactorily settled, further appeal may be made to the Regional U. S. Department of Education, Office for Civil Rights, 600 Superior Ave. East, Bank One Center, Suite 750, Cleveland, OH 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office of Civil Rights, U.S. Department of Education, 400 Maryland Ave., SW, Washington D.C. 20202.

The Compliance Officer, on request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Assistant Superintendent for Administrative Services office.

NONDISCRIMINATION IN CTE PROGRAM

Each year Novi High School offers Career and Technical Education programs. Our two CTE programs consist of all Marketing classes and all Drafting classes. Like all classes at Novi Community Schools, these CTE classes follow the District's policies of nondiscrimination on the basis of race, color, religion, national origin or ancestry, gender/sex, age, disability, height, weight, or marital status. This is true in all programs,

activities, and employment. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

For general information about these CTE programs, contact the Assistant Superintendent for Academic Services, 25345 Taft Road, Novi, MI 48374 or call 248-449-1200 and for general questions about nondiscriminatory policies contact the Assistant Superintendent

MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT OF 2001

Homeless children and youth are ensured specific education rights and protections. A listing of these specific rights may be obtained from all District offices or by contacting, District McKinney-Vento Liaison, at the Educational Services Building, Office of Administrative Services, (248)449-1200.

Homeless children and youth as defined and covered by the McKinney-Vento Homeless Education Assistance Act of 2001:

- Means individuals who lack a fixed, regular, and adequate nighttime residence;
- Includes children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations;
- Are living in emergency or transitional shelters;
- Are abandoned in hospitals, or are awaiting foster care placement;
- Children and youths who have a primary nighttime residence that is a public or private place not designed as a regular sleeping accommodation for human beings; and
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations.

Parents or guardians of students in homeless situations can keep their children in their schools of origin, (the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled even if the student is now residing outside the school attendance area or school district) or enroll them in any public school that students living in the same attendance area are eligible to attend. Eligibility is determined by contacting the McKinney District Liaison at (248)449-1200. Arrangement for transportation of the child/youth to and from his/her school of origin must be at the request of the parent/guardian.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular 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 extracurricular program offered by the District.

Parents should contact the principal/counselor at their child's school to inquire about evaluation procedures and programs offered by the District.

Students with limited English proficiency will be assessed for placement using the State mandated English Language Proficiency Assessment (ELPA).

TITLE IX

It is the policy of the Novi Community School District to comply with all Title IX requirements. See Non-Discrimination/Civil Rights section for specific information.

ENROLLMENT

In order to enroll their student in the Novi Community Schools, a parent/guardian must provide:

- Evidence of residency in the District
- Original or Certified Copy of the birth certificate
- Immunization records meeting Michigan Department of Health requirements
- Signed authorization to release previous record of school attendance (if enrolling in grades other than Kindergarten)
- Proof of parentage/legal guardianship/custody documents
- Phone numbers and persons to contact in case of an emergency

RESIDENCY/TUITION

It is not the practice of the Board of Education to encourage the admission of non-resident students to the Novi Community Schools. This is particularly true when the enrollment of non-resident students places a burden on school facilities, programs and class sizes.

However, upon the recommendation of the Superintendent, non-resident students may be considered for enrollment in the Novi Community Schools as indicated below.

Resident Students

Definition: A resident student is defined as one who meets one or more of the following criteria:

1. The student lives with parent(s) in a dwelling in the District.
2. The student lives with a relative other than a parent in a dwelling within the District for the purposes of securing a suitable home and not solely for educational purposes.
3. The student is an emancipated minor and resides in the District.

4. The student lives within the District with a guardian where a court has granted a “limited” or “full guardianship”.
5. The student is a student participant in a bona fide foreign exchange program living with a host family whose members are residents of the District.
6. The student is a homeless child per the McKinney-Vento Homelessness Act, 42 USC 11431.
7. One of the student’s parents/guardians lives in a dwelling in the District. (note: student has “dual residency; i.e., residency in either parent’s district of residence).
8. The student meets any other criteria defined by applicable law that may apply.
9. Children of employees of the District who meet District Policy criteria,

Non-resident Students

Definition: A non-resident student is any student the District determines is not a resident student. For example, a non-resident student is defined as a student whose parents/guardians, with whom the student lives, reside outside the School District; a student whose parents/guardians live outside the District and the student has not been placed in a licensed home in a district; a student whose parents live outside the District and the student does not live with a relative in the District for the purpose of securing a suitable home; or a student who is 18 years or older or emancipated, and has not established personal residency in the District.

1. A student who becomes a non-resident of the District after the first count day in September may complete the semester during which s/he loses residency, but may not enroll in the District, without proof of residency, for the following semester except for a senior who may complete the senior year. Non-resident students shall arrive and depart from school on time. Transportation must be provided by the parent/guardian. Non-resident students who are excessively absent or tardy, or who are not picked up immediately after school may be withdrawn from the District.
2. Non-resident students with discipline problems may also be withdrawn from the District.
3. A student found, by satisfactory evidence, to be enrolled in the District in violation of District Enrollment Policies or Michigan law shall be removed from the District at the end of the semester in which the student is no longer a resident. Parents/guardians of the student may be assessed tuition for all days the student was enrolled in the District in violation of enrollment policies. Legal action may be taken by the District to recover the cost of tuition and any other costs incurred by the student’s attendance in violation of the enrollment policy. Any violation of law, including but not limited to false statements on residency documents submitted to the District, may be reported by the District to the appropriate law enforcement agency and may result in criminal prosecution.

Tuition Students

Definition: Any non-resident student may be enrolled as a tuition student under the following criteria: (Note: all require written approved enrollment releases from the verified district of residence)

1. When a family moves from the Novi Community School District to another school district, a student enrolled in the Novi Schools may remain as a tuition student if it is his/her senior year; or, if they are completing the remainder of a school semester/year per the approval of the Superintendent and at the written request/application of the parent(s) or guardian(s).
2. When a family plans, per appropriate documentation, to move into the District but will not be in before the first day of school, the student(s) will be allowed to enroll with the understanding that:
 - A. They are "guest students" until they become verified residents;
 - B. The family, as part of their request, possesses a purchase agreement or a valid lease agreement for property in the School District.

Options:

 - (a) If they are in residence by the State Aid FTE count date, no tuition will be charged.
 - (b) If they are not in residence on the State Aid FTE count date, tuition will be charged and prorated from the first day of enrollment until the date of their actual documented residency. A deposit for a full semester of tuition is required.
 - (c) Tuition will be charged and prorated accordingly if they have a house under construction which is scheduled for completion during the school year or under a time frame established by the Superintendent. A deposit in the amount of tuition for a full school year is required.
3. The District will assume no responsibility for transportation of non-resident or tuition students.

Release of Students to Other Districts

It is the policy of the Novi Community School District not to release students to other districts unless the family is moving to that district or the child is completing his/her senior year in that district. The superintendent or his/her designee may release a student if he/she determines that a hardship condition exists or that other special educational or family circumstances warrant release.

SCHOOLS OF CHOICE

Parents of elementary (K-4) aged children who live within the Novi Community School District boundaries may select the elementary building their child will attend. This choice should be in the best interests of the child and is subject to availability of space at the school chosen. Parents must notify the District in writing by May 15 of their desire to participate in Schools of Choice. Space availability will be determined ten (10) days before the first day of school of the following school year. Transportation to and from the school of choice (if other than the normal attendance area school) is the responsibility of the parent. Questions about schools of choice should be addressed to the elementary building office or to the Assistant Superintendent of Administrative Services at the Educational Services Building.

STUDENT PRIVACY (PPRA)

PPRA affords parents certain rights regarding the conduct of surveys, the collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the eight protected areas (“protected information survey”) listed below if the survey is funded in whole or in part by a program of the U.S. Department of Education -

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, physicians, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parent/guardian;
8. Income, other than as required by law, to determine program eligibility or financial assistance.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Parents will be given the opportunity to opt their child out of participation in specific activities or surveys as noted above. A form for opting out is available in the school office.

There are no activities scheduled for which the parent/guardian will need to consent.

STUDENT RECORDS
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Parents/guardians of children enrolled in the Novi Community School District and students who have attained the age of 18 years are notified that under the Family Educational Rights and Privacy Act (FERPA) 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 25345 Taft Road, Novi, MI 48374 to the attention of the Assistant Superintendent for Administrative 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. To amend a record they believe is inaccurate or misleading. They should write 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 FERPA authorizes disclosure without consent. One of the exceptions permits disclosure without consent - disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The Board of Education hereby gives notice to limit the disclosure of personally identifiable information contained in a student's education record except:

- Where prior written consent of the student’s parent/guardian is first obtained
- Where the information has been designated as “directory information”, or
- Under certain limited circumstances permitted by law.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Novi Community School District 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

6. The District may disclose “Directory Information” from the educational records of a student. “Directory Information” is designated by the District as:

- Student’s name, address and telephone number
- Names of student’s parents/guardians
- Student’s date and place of birth
- Student’s class designation (i.e. 10thGrade)
- Student’s extracurricular participation
- Student’s achievement, awards or honors
- Student’s weight and height if a member of an athletic team
- Student’s photograph
- Previous educational institutions attended by student
- Student’s dates of attendance
- Name of school student currently attends
- Student’s electronic mail address
- Student projects, artwork, web pages and photographic or video images created by the District or students in conjunction with school sponsored activities may be used for information and/or instructional purposes including, but not limited to, video and audio playback, internet and print publication, and cable television transmission.

The District may disclose any of the above without prior written consent unless the building principal is notified to the contrary in writing by the parent/guardian. The primary purpose of directory information is to allow the District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your child’s role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, names, addresses and telephone listings - unless parents have advised the LEA that they do not want their child's information disclosed without their prior written consent. Forms are available at the school office and must be submitted by September 30 of each school year.

The District does not sell directory information to anyone. This information is available, however, through the Freedom of Information Act. For questions regarding this policy, please contact the Academic Services Department in the Educational Services Building at (248)449-1208

ARMED FORCES RECRUITING – Privacy Protocol

Under federal and state law, the District is required to provide the names, addresses, and telephone listings of its secondary school students to military recruiters or to institutions of higher education who request this information. A secondary school student or the parent of a secondary school student may request that this information not be released without prior written parental consent. If you do not want this information released, please notify, in writing, the high school or middle school office.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Oakland County Health Division at (248)926-3361 or at http://www.oakgov.com/health/program_service/immunize_about.html

HEALTH RECORDS

The school is charged with keeping an up-to-date immunization record on each student. We urge parents to notify the school of any major or significant change in the health of your child (e.g., chronic medical conditions, diseases, allergies, and medications). We will inform the parent/guardian when our records indicate inadequate immunization information.

HEALTH SCREENING

The Public Health Code requires that students be screened for hearing and vision deficiencies. Individual schools will notify parents when hearing, vision and scoliosis screening is scheduled. In addition, Scoliosis is screened at the 7th Grade. Hearing screening of school-age children shall be done at least in grades K, 2, and 4, or screening shall be done at least biennially starting at age 5 and continuing at least to age 10 years. Vision screening is done in preschool, 1st, 3rd, 5th and 7th grades.

WITHDRAWAL FROM SCHOOL

If a student is transferring to another school, the parent/guardian needs to notify the Novi School District School the student is withdrawing. The State requires the District report all students who have left the District, as well as the date and reason for the student's withdrawal.

A parent/guardian must complete a "Withdrawal Form", return all textbooks, library books, all school property and pay all outstanding debts. Student records will not be forwarded until all obligations are met.

STUDENT RECORDS – Release of

Student records contain pictures, report cards, transcript, discipline and attendance records, standardized test scores, physical/immunization, and special education reports. Students 18 years of age or older and their parents/guardians shall have complete access to all school records. Parents/guardians shall be given the opportunity to challenge, in writing, the content of the student's file.

School Code Section 1135(4) requires Michigan school districts, within 14 days of enrolling a transfer student, to "request in writing directly from the student's previous school a copy of his or her school record." The previous school "shall comply within 30 days after receipt of the request unless the record has been tagged..." MCL 380.1134(4).

Personal school records will not be furnished to any other person (except school staff) unless there is written consent from the student's parents or from the student if s/he has reached the age of majority. The release request must state the reason and to whom the records are to be sent. Without the written release form, the school is limited to releasing only directory information, such as: name, age, address, telephone number, height, weight, etc. A written release is not required when sending records to schools to which a student seeks to enroll.

FREE AND REDUCED-PRICED MEALS

The Novi Community Schools participates in the national Free and Reduced-Priced Meal Program. Participation is based on the income level of the household. The Board designates the Director of Food Service to determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals. If you are interested in eligibility information, please contact your child's school office for an application or call (248)449-1200 x2020.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian whose signature is on file in the school office, or the parent must come to the school office to request the release. No student will be released to a person other than a custodial parent/guardian without written permission signed by the custodial parent/guardian. Early dismissal is discouraged as it can be disruptive to the class and the student may miss valuable instruction.

CANCELLATION OF SCHOOL

Severe weather or building conditions may result in school being closed for an entire day or students being released early. When conditions necessitate the closing of school, information will be immediately sent to local radio and television stations, and placed on the District web site. In grades K-6 efforts will be made to call parents through an established fan-out procedure. K-6 students will not be released early unless contact has been made with a parent or a parent approved contact person. Parents should be sure the school has the necessary up-to-date phone numbers. No phone calls will be made for grades 7-12. In the event of an early dismissal, each family should be sure they have a plan in place, as to where their child should report if they are not able to get into the home. School days missed due to inclement weather, power outages, or days when attendance falls below 75% may have to be made up.

CLOSED CAMPUS

In grades 5-12 lunch time is limited to 30 minutes. In grades K-4 lunch/recess time is limited to 40 minutes. Students are required to stay at school during lunch and recess periods at all levels.

VISITORS

Novi's schools are "community schools" and as such parents/guardians are encouraged to visit schools when the need arises. Any parent/visitor to any school upon entering the school must first check into the building office and get a visitor pass before proceeding to any other part of the building. In order to maintain a safe and orderly learning environment, access to the building must be limited and controlled.

SAFE SCHOOLS

Effective and safe schools are the vital center of every community. America's schools are among the safest places to be on a day-to-day basis due to the strong commitment of educators, parents and communities to their children. However, no community can be complacent in its efforts to make its schools even safer. Over the past several years at both the District and building levels, teams of individuals have met and developed emergency plans to be put in place should the need arise. Central to the Novi planning is the emphasis on prevention. It is our goal to create an environment where children feel safe and connected. It is our goal through planning and preparation to be prepared for any emergency situation.

SECURITY

The Novi Community Schools is committed to providing a safe and secure learning environment for our students. The community has generously supported a bond issue to provide electronic door access, and public area cameras in and around buildings and on District busses. It is hoped that these measures will help in providing that safe and secure learning environment. It is also expected that anyone visiting a school will register with the building office as soon as they enter the school. The cooperation of students, parents and staff are needed to ensure safety at all times

EMERGENCY PROCEDURES

All buildings in the District have devised crisis plans to deal with emergency situations. In addition, procedures have been set up to practice fire and tornado drills, evacuation and lockdowns.

Fire Drills

Fire drills are practiced throughout the school year to assure proper understanding of procedures. Students must remain with their teacher while moving out of the building and returning. It is important that everyone is quiet so that announcements can be heard.

Severe Weather Drills

Several times each year all students are led by their teacher to a designated location in their building where they sit on the floor facing a wall. These positions have been selected by safety experts and are located as far from glass windows as possible. Student safety depends upon their cooperation with these procedures. Tornado drills must be conducted quietly so announcements can be heard by all.

Lockdown Drills

Lockdown drills are needed to familiarize students with security measures taken in case there is an intruder in the building. During a normal lockdown drill students outside are returned to the building, building entrance and classrooms doors are secured and instruction continues. Under emergency lockdown procedures all doors are secured, students are moved out of window line-of-site and instruction ceases.

PESTICIDE APPLICATION

As part of the Novi Community School District pest management program, pesticides are occasionally applied. In accordance with Section 13d of the Pesticide Control Act, parents have the right to be informed prior to any pesticide application made during the days school is in session. If you need prior notification, the following information should be provided to the District:

- Parent/guardian name
- Student name
- School student attends
- Parent/guardian/student address
- Day and evening contact phone numbers

Please indicate whether you wish to be notified of a scheduled pesticide treatment inside of the school building, a scheduled pesticide treatment on the outside grounds of the school, or both. Your request should be sent to:

Maintenance & Operations Department
Attn: Pesticide Notification
45495 Eleven Mile Road
Novi, Michigan 48374

Requests for notification must be made in writing. Questions regarding pesticide application may be directed to The Director of Maintenance at (248)449-1241.

ASBESTOS NOTIFICATION (AHERA)

The District has taken measures to assure the safety of our students, staff, and community for asbestos management. The District's Asbestos Management Plan is available for public review. A copy of each building's plan is available for review at:

Educational Services Building
25345 Taft Road
Novi, Michigan 48374.

Questions regarding asbestos removal projects or any asbestos related issues should be directed to The Director of Maintenance at (248)449-1241.

MONEY AND OTHER VALUABLES

Parents are discouraged from allowing students to bring large amounts of money or valuables to school. The school will not assume responsibility for lost, stolen, or damaged valuables.

WEAPON FREE SCHOOL ZONE

A “Weapon Free School Zone” is defined as meaning school property and/or a vehicle used by the school to transport students to or from school property. School property means a building, playing field, or property used for school purposes to impart instruction to students or used for functions and events sponsored by a school. Students are prohibited from possessing, storing, making, or using a weapon in a Weapon Free School Zone. Weapons must not be brought into a Weapon Free School Zone. Weapons include, but are not limited to: firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

PUBLIC ACT 102 OF 1999

(Revised School Code Section 1308)

Public Act 102 of 1999, Statewide School Safety Information Policy and School Crime Reports, adopted by the Michigan Legislature requires school officials to notify the local law enforcement agency of any information relating to the following incidents:

- Armed Student or Hostage
- Suspected Armed Student
- Weapons on School Property
- Death or Homicide
- Drive-by Shooting
- Physical Assault (Fights)
- Bomb Threat
- Explosion
- Arson
- Sexual Assault (Criminal Sexual Conduct)
- Robbery or Extortion
- Unauthorized Removal of a Student
- Threat of Suicide
- Suicide Attempt
- Larceny (Theft)
- Intruders (Trespassing)
- Illegal Drug Use or Overdose
- Drug Possession or Drug Sale
- Vandalism or Destruction of Property
- Minor in Possession of Alcoholic or Tobacco Products
- Bus Incident
- Bus Accident

TOBACCO PRODUCTS

The Tobacco-Free Schools Law provides that the use of any tobacco product by any person is forbidden in all buildings, structures and grounds owned and/or operated by the Novi School District. This also applies to all school sponsored activities and School District vehicles. Use of tobacco products is a violation of the Student Code of Conduct.

FUND-RAISING

Students, student groups and support organizations may from time-to-time solicit funds for the benefit of students and/or the schools they attend. Fund-raising projects must be approved in advance by the building principal and shall be coordinated with other student groups and/or support organizations. All the requirements of Board of Education policies must be met.

ACCIDENT AND ILLNESS

Every accident in a school building, on the school grounds, on a field trip, at a practice session, or at any school sponsored athletic event should immediately be reported by the student to the person in charge and to the school office. The school will make every effort to contact a parent to inform parents of the accident, injury, or illness. Parents are responsible for providing the school with up-to-date phone numbers. If necessary, students will be transported by rescue squad to an area hospital. Students will not be sent home unless a responsible adult is there to receive them.

Please be aware that the School District has available for purchase a supplemental student personal injury insurance policy. This insurance information is provided as a convenience for parents/guardians and is not intended as an endorsement of the policy, its carrier, or agent(s). For information on this insurance contact the Director of Athletics at (248)449-1509.

If your child is ill, please do not send him/her to school so as to reduce the health risk to other students and staff.

COMMUNICABLE DISEASES AND PESTS **CONTROL OF CASUAL-CONTACT**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, pink eye, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

Any removal will only be for the contagious period as specified in the administrative guidelines.

MEDICATIONS

Guidelines for Administration of Medications to Students

Definition: Medication includes prescription, nonprescription and herbal medications, and includes those taken by mouth, by inhaler, those that are injected, and those applied as drops to eyes, nose, or medications applied to the skin.

- The pupil's parent/guardian will give the school written permission and request to administer medication(s) to their pupil on NCSD approved forms. A separate form is required for each medication.
- Medication must be brought to the school by the pupil's parent/guardian.
- With the exception of nonprescription medication, written instructions from a physician, including the name of the pupil, name of the medication, dosage of the medication, route of administration, time and duration the medication is to be administered to the pupil, must accompany the request and be kept on record by the school.
- A building administrator shall request that a pharmacy supply oral medication, in pill form, in the exact dosage prescribed so that the individual administering medications is not responsible for dividing/splitting pills. Liquid medication must be accompanied with a proper measurement dispenser.
- No medication may be prescribed or recommended by school personnel.
- Parental or guardian authorization and a physician's instructions for administration shall be renewed every school year.
- No medications will be administered until all paperwork/documentation is complete.
- The building administrator will designate an appropriate area in the building and an individual(s) responsible for administering medications to pupils at that school.
- A building administrator may set a reasonable designated time for the administration of medications. The parent/guardian shall be informed of this designated time and communicate this to the physician when he/she writes medication administration instructions. The school may request that the physician send a written explanation with the medication administration instructions to the school if an exception to the school's designated time is necessary.
- Medications must be administered by an individual designated by the building administrator, in the presence of a second adult, except where the individual administering the medication is a licensed registered professional nurse (as described in the Michigan Revised School Code, Section 380.1178), or when an emergency threatens the life or health of the pupil.

- The School District will not be responsible for any student who neglects or refuses taking his or her medicine due to forgetfulness or “on purpose”.
- Each building shall have a plan for handling medical emergencies.
- Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan shall be included under the policy and procedures that govern the administration of medications. Note: The policy and procedures should not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.
- A pupil who is taking medication under the above conditions shall have each of his/her teachers notified of this by the building administrator or individual(s) designated to administer medication.
- When it is necessary for a pupil to have medication administered while on a school-sponsored field trip or off-site activity, the medication must be carried in a District approved container and be administered by designated District personnel. The individual designated to administer medication must record the necessary information on the medication log upon return from the trip/activity.
- Any adverse reaction to medication, as described on the physician’s written instructions, shall be reported to the pupil’s parent/guardian immediately. School communications with the physician should be made through the parent/guardian, unless the parent requests that information be given directly to the doctor, or an emergency arises and the parent/guardian cannot be contacted.
- Any errors made in the administration of medications shall be reported to the building administrator immediately, and a written report completed and entered into the pupil’s school record. The building administrator is responsible for reporting the medication error to the pupil’s parent/guardian immediately.
- Except in life threatening emergencies, medications will not be administered if the expiration date has passed.

Guidelines for Self-Administration/Self-Possession

Definition: Self-administration means that the pupil is able to consume or apply prescription and nonprescription medication in the manner directed by the physician without additional assistance or direction. Self-possession means that the pupil may carry medication on his/her person to allow for immediate and self-determined administration.

- A pupil in grades 7-12 whose parent/guardian and physician provide written permission may be permitted to self-administer and self-possess his/her own medications with permission of the building administrator.
- A medication that a pupil possesses must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration. Self-possessed epi-pens and inhalers must be labeled with the pupil’s name and expiration date.
- School personnel shall report to the building administrator or individual(s) designated to administer medication any student who is detected taking medication in school contrary to the established policy, rules and regulations.

- The request for permission to self-administer/possess medication must be renewed each school year, or more often, if necessary.
- A pupil who requires the use of an inhaler for relief or prevention of asthma symptoms will be allowed to carry and use the inhaler if there is written approval from the pupil's physician and parent/guardian on record at the school (as described in the Michigan Revised School Code, Section 380.1179). A pupil in possession of an inhaler under the above conditions shall have each of his/her teachers notified of this by the building administrator or individual(s) designated to administer medication.
- A pupil who requires the use of an epi-pen for relief of a severe allergic reaction will be allowed to carry and use the epi-pen if there is written approval from the pupil's physician and parent/guardian on record at the school. A pupil who is in possession of an epi-pen under the above conditions shall have each of his/her teachers notified of this by the building administrator or individual(s) designated to administer medication.
- A pupil's use cannot be denied if the conditions of written permission and physician direction are met. A building administrator may discontinue a pupil's right to self-administer and self-possession if there is misuse by the pupil. Misuse includes, but is not limited to, medication left lying around or loaned/given to another student. The denial shall follow a consultation with the parent/guardian.

Guidelines for Staff Training

- The District may provide training on all District policies and procedures related to this responsibility to all individuals designated to administer medications. The trainer must have knowledge of District school medication policies and procedures.
- When training for an individual student's needs, training should be documented and maintained as part of the student's health plan (if any).
- Individuals, with the exception of a licensed registered professional nurse, who are responsible for administering any medications that must be given by injection, by nebulizer, or administered rectally, vaginally, or in the bladder, must receive training by a person authorized by the physician.
- Documentation of in-service training shall be maintained by the School District.

Guidelines for Storage and Access To Medications in School

- All medication shall be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company with the pupil's name, the name of the medication, dosage, the frequency of administration, and expiration date. This requirement also pertains to refills.
- Medication shall be stored in a school location that is kept locked.
- Emergency medications may be stored in an area readily accessible to the individual designated to administer them.
- All controlled substance* medications will be counted and recorded upon receipt from the parent/guardian. The medication shall be recounted on a regular basis (monthly or bi-weekly) and this count reconciled with the medication administration log/record.

- No changes to medication dosage or time of administration will be made except by instruction from a physician or a written request from a parent for that day only. Any change in a prescription will require a newly signed prescription from the physician, as well as a new “Authorization for Administering Medication” form from the parent/guardian.
- Medication supply renewal is the responsibility of the parent/guardian.
- Parental/guardian request/permission and a physician’s instructions for administration of medications shall be renewed every school year.
- Expiration dates on all medication, including epi-pens and inhalers, shall be checked at least twice each school year.
- Medication left over at the end of the school year, or after a pupil has left the District, shall be picked up by the parent/guardian. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the medication log. This procedure shall be witnessed and initialed by a second adult.

*Controlled substance is defined as a drug regulated by the Federal Controlled Substances Acts, including opiates, depressants, stimulants, and hallucinogens.

Guidelines for Record-Keeping Related To Medications in Schools

- A Medication Administration Record (MAR) shall be kept in a school office and filed in a pupil’s permanent record at the end of each school year.
- The MAR shall include the pupil’s name and dosage of the medication. The individual giving the medication shall record the date and time of administration of the medication. The log shall be signed and witnessed by a second adult.
- If an error is made in recording, the individual who administered the medication shall cross out, initial the error, and make the correction in the log, never white-out or erase.
- The individual pupil log shall be kept until one year after the pupil’s graduation from high school.

CONTACTING STAFF

Each teacher has a voice mail number, and that number will be shared with parents in back-to-school correspondence. Parents should feel free to call the school concerning any matter dealing with their child/ren and the school. If you wish to contact a teacher by telephone, you may call the District main number at (248)449.1200 for the District phone directory. Staff email addresses are also listed on the District web site at www.novi.k12.mi.us

PARENT INVOLVEMENT

The School District firmly believes that students learn best when parents take an active role in their child’s education. Parents are encouraged to be interested in what their child is doing at school and to support the school academic environment at home, to

communicate regularly with their child's classroom teacher, to attend parent-teacher conferences, and to participate in school sponsored activities. Principals and teachers are expected to facilitate two-way communications between the home and school.

STUDENT SURVEYS

Please refer to section on Student Privacy, page 8.

COMMUNITY EDUCATION

The Novi Community Schools, through its Community Education Program, offers a variety of excellent educational and leisure time opportunities for students of all ages throughout the school year. Information concerning these classes, as well as activities sponsored by the Novi Department of Parks and Recreation, is mailed and/or sent home periodically with the students. Community Education may be contacted by calling (248)449.1206.

SPECIAL EDUCATION/SECTION 504 PROJECT FIND

The Novi Community School District 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 Novi Community School District 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:

Novi Community Schools
Office of Student Services
25345 Taft Road
Novi, Michigan 48374
or call (248)449-1200

SERVICES FOR STUDENTS WITH DISABILITIES – SPECIAL EDUCATION

OVERVIEW

The Novi Community School District offers a full continuum of program/service options designed to meet the individual needs of eligible students with disabilities from birth through age 25 who attend a public or approved private school within the NCSD boundaries. While emphasis is placed on educating all students in integrated settings to the maximum extent appropriate, placement decisions must be based on individual student needs and desired outcomes, and must be rooted in the Individual Educational Planning Team (IEPT) process. Parent involvement is an integral part of programming.

STUDENT SUPPORT TEAM

The Student Support Team (SST) is a problem-solving process that may be used by teachers and parents to help address learning or behavioral differences. At the SST meeting, specific learning challenges are identified and intervention strategies are decided upon. The SST may reconvene as many times as necessary to resolve the concern.

EVALUATIONS

Novi Community Schools provides evaluations for students who are suspected of having a disability under IDEA (the federal special education law) and/or Section 504. If there is reason to suspect that the student has a disability, staff may use the SST process to recommend an evaluation. If the intent of the evaluation is to determine eligibility for accommodations under Section 504, parental notice is required prior to evaluation. If the intent is to access special education programs/services under IDEA, parental consent is required prior to evaluation. Parents may initiate an evaluation under IDEA or Section 504 by contacting the Office of Student Services at 248-449-1200.

SPECIAL EDUCATION CLASSROOM PROGRAMS

Resource programs are available in all buildings. All these programs serve students with a variety of disabilities including emotional, cognitive, speech/language, hearing, vision, physical/health impairments and learning disabilities. The amount of time the student spends in the special education classroom is determined by the IEP Team.

At all levels the resource programs are departmentalized; students may move from class to class and may see more than one resource teacher based on the subjects they are taking within the special education department. In grades 5-12 the resource program sometimes provides support through a model known as co-teaching. In this situation general education and resource teachers share responsibilities in the general classroom. Placement in a co-teaching team or classroom is a decision made by the IEP Team.

At Parkview, Orchard Hills, Novi Meadows, the Middle School, and the High School there are resource programs for students who have more significant challenges and need most of their instruction in a special education setting. These programs focus on basic academics, life skills, and prevocational education, and might include students who have been found eligible under the categories of cognitive impairment, physical impairment, autism, or any other disability which requires intensive support from a team of educators.

An Early Childhood Special Education (ECSE) program serves preschool-aged children with disabilities, who require a specialized classroom setting (i.e., their needs cannot be met in a typical preschool or day care setting). This program is housed at the ITC, adjacent to the Community Education Preschool Classes and runs for four half-days per week.

SPECIAL EDUCATION RELATED SERVICES

A wide range of related services is available within Novi Community Schools to meet the individual needs of eligible students. These include speech/language therapy, school

social work services, occupational and physical therapy, and teacher consultant and school psychology services. Transition plans are developed for all eligible students beginning at age 16 or younger, if appropriate. One of the High School resource teachers oversees community placements for secondary students who have that need. Functional Behavior Assessments are conducted for students at all levels whose behavior impedes their own learning or the learning of others. Behavior Intervention Plans are developed as necessary by the IEP Team. Appropriate related services are identified through the IEPT process.

OAKLAND INTERMEDIATE SCHOOL DISTRICT SERVICES

Oakland Schools, the intermediate school district of which Novi is a part, provides a variety of services to students, parents and staff. The Student Support Center at Oakland Schools provides second opinion evaluations or consultation in the areas of behavior management, hearing and audiology, vision, speech/language, augmentative communication, assistive technology, and psycho-educational assessment. Itinerant teacher consultants provide services to students who have hearing, visual or physical impairments, and orientation/mobility specialists provide training to students who are blind/visually impaired. All referrals for Oakland Intermediate School District services are processed through the Office of Student Services.

OUT-OF DISTRICT OPTIONS

Some students have specific needs which are best addressed in specialized settings. These students are identified through the IEPT process. Novi students have access to several consortium-type programs, which are operated by neighboring districts through cooperative agreements and tuition arrangements. These may include programs for students who have been identified under the categories of cognitive impairment, severe multiple impairment, autism, visual impairment, hearing impairment, and physical impairment. Prevocational training is available at the post-secondary level through Visions Unlimited. Novi's youngest residents, those ages 0-3, may be served through Early Intervention services provided by the Walled Lake School District. Additional out-of-district placements also may be available through contractual arrangements with other agencies, depending on the needs of the student, as identified by the IEP Team.

For more information about services for students with disabilities, contact the Office of Student Services at (248)449-1207.

ACADEMICS

ATTENDANCE POLICY

Section 1561 of the Revised School Code states: "Except as otherwise provided in this section, every parent, guardian, or other person in this state having control and charge of a child from the age of 6 to the child's sixteenth birthday shall send that child to a public school during the entire school year. The child's attendance shall be continuous and

consecutive for the school year fixed by the school district in which the child is enrolled.” The Novi Board of Education believes that regular attendance in school is important to the educational growth of the student; however, legitimate circumstances may exist whereby a student is unable to attend school, such as:

- Personal illness or illness in the family
- Death in the family
- Court appointments
- Religious holidays
- Prearranged family vacations *
- Medical appointments that cannot be made during out-of-school hours
- Other prearranged absences (including college visitation), provided pre-approval is granted
- Religious instruction and/or obligations, arranged in advance and verified by written parental excuse
- School-sponsored activities
- School-imposed suspensions (absences due to disciplinary suspension will be treated as “excused”)

Every school day is vitally important in the educational development of the student. Punctual and regular attendance is essential for a student to do well in school. If an absence or late arrival is necessary, parents/guardians should contact the attendance office recording system.

A student will be considered truant if he/she is absent from school and unexcused for more than five days in succession; or is absent from school for any reason 10 days or more in a 30-day period; or is absent 30 days or more for any reason in a school year. Failure to earn credit or a grade may result from academic requirements not being completed.

* Parents are encouraged not to take their child out of school for vacations. Any student who is absent from school for vacations will be unexcused, except those who are going directly with parents or legal guardians. This type of authorized vacation request must be submitted to the principal in advance. Parents are encouraged to schedule vacations during the generous break times provided during the school year.

CURRICULUM/ACADEMICS

Novi Community Schools places a high regard on student achievement in all academic areas. Students experience the greatest level of success when they understand and agree that academic learning comes first.

LEARNING EXPECTATIONS

The State Board of Education has the authority and responsibility to establish learning expectations for Michigan's public education students. To fulfill that responsibility, the State Board has developed the Michigan Content Expectations.

A student possessing the skills meeting Michigan Content Expectations will, across all academic and nonacademic content areas, be prepared to:

1. **Gather Information.** Research and retrieve information from a wide range of primary and secondary sources in various forms and contexts.
2. **Understand Information.** Understand, synthesize, and evaluate information in an accurate, holistic, and comprehensive fashion.
3. **Analyze Issues.** Review a question or issue by identifying, analyzing, and evaluating various considerations, arguments, and perspectives.
4. **Draw and Justify Conclusions.** Draw and justify conclusions, decisions, and solutions to questions and issues by, among other things, using reason and evidence, specifying goals and objectives, identifying resources and constraints, generating and assessing alternatives, considering intended and unintended consequences, choosing appropriate alternatives, and evaluating results.
5. **Organize and Communicate Information.** Organize, present, and communicate information in a variety of media in a logical, effective, and comprehensive manner.
6. **Think and Communicate Information.** Read, listen, think, and speak critically in connection with any subject with clarity, accuracy, precision, relevance, depth, breadth, and logic.
7. **Learn and Consider Issues Cooperatively.** Engage in shared inquiry processes, in a collaborative and team-based fashion, with persons of diverse backgrounds and abilities.
8. **Learn Independently.** Engage in learning in an active, exploratory, independent, and self-directed fashion.
9. **Create Knowledge.** Create knowledge by raising and identifying previously unconsidered or unidentified questions and issues; creating new primary knowledge; and creating new approaches to solving or considering questions and issues.
10. **Act Ethically.** Adhere to the highest intellectual and ethical standards in conducting all of the above.

ACADEMIC SERVICES

Counseling Department

Counselors provide both academic and career counseling as well as help students develop positive decision making skills. Open lines of communication with parents are maintained at all times, and confidentiality is strictly observed.

Media Center

A wide variety of services and opportunities are available to students through the media center. Students may check out books, conduct research and produce multimedia projects. The media center computers support Windows XP and have Internet access. A security system blocks inappropriate sites. A media center orientation is conducted in the fall for seventh graders. Research, media and computer skills are taught throughout the year.

Literacy Interventions

Literacy specialists work with teachers and students to help implement academic strategies and interventions.

Reading Support

Reading support is available to students experiencing difficulty mastering the skills and objectives of the reading program. Usually this difficulty is determined when a student is reading a year or more below grade level. Entry into the program is based on teacher referral and subsequent individual testing.

The reading support service provides the identified student with the opportunity for a more intensive teaching effort of the skills being taught to the student in the regular classroom.

A student's need for this service is usually evaluated on an annual basis.

HOMEBOUND/HOSPITALIZED INSTRUCTION

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

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the principal/designee. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

INSTRUCTIONAL MATERIALS – Review of

In recognition of the rights of parents/guardians, the Board shall ensure that a parent/guardian responsible for the care and custody of a pupil enrolled in the District may do all of the following:

- A. Review the curriculum, textbooks, and teaching materials of the school in which the pupil is enrolled, at a reasonable time and place, and in a reasonable manner.
- B. Be present, to a reasonable degree, and at reasonable times and subject to reasonable restrictions, controls, and limits, to observe instructional activity in a class or course in which the pupil is enrolled and present. As used in this subdivision, "instructional activity" does not include testing.

The Board may adopt reasonable policies or guidelines under this section.

Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

FIELD TRIPS

The term "field trips" applies to school sponsored activities conducted before, during, or outside of regular classroom hours. The term includes trips associated with non-athletic extracurricular activities, as well as academic school work. Field trips are an integral part of the educational program and shall support the teacher in meeting curriculum standards. The principal may approve field trips subject to availability of budgeted funds and the requirements of Board of Education Policy #2340.

TUTORING

In the rare circumstance when tutoring is recommended or desired, parents may contact the Office of Student Services at (248)449-1200 or each building office for a list of available tutors. The employment of a tutor is the sole responsibility of the parent/guardian and shall not be a requirement of the School District or a staff member. The Board of Education has determined that it is a conflict of interest for a teacher of a student assigned to their class to be a tutor for that student. The Community Education Department, (248)449-1207, also offers tutoring programs.

STUDENT BEHAVIOR

CODE OF CONDUCT - STUDENT

The Board of Education of the Novi Community School District recognizes the following:

- 1. The primary intent of society in establishing public schools is to provide an opportunity for learning.
- 2. Students have a responsibility to be accountable for their actions.

3. Students are expected to conduct themselves in a reasonable manner. When this is not the case disciplinary measures are indicated.
4. Due process will be followed in all disciplinary cases. Procedures for disciplinary action are discussed in Sections D and E under Debarment, Suspension, and Expulsion.
5. Administrators and teachers also have rights and duties. Administrators have the responsibility for maintaining and facilitating the educational program.
6. The teacher has the discretionary authority to debar students from a class. The principal or his/her designee is permitted to exercise discretionary authority to suspend students, within the constraints imposed by law and District policy. The Board of Education has such authority to impose student expulsions. The following rules, regulations and due process statement are designed to protect all members of the educational community in the exercise of their rights and duties.
7. Teachers, custodians, bus drivers, and administrators can be assured that the Board of Education of the Novi Community School District will pledge its support to disciplinary actions taken, provided that personnel have acted responsibly.
8. Nothing in this document regarding student rights shall limit the due process rights of educators or non-certified school employees, nor shall this document limit their use of the recognized or established grievance procedure.

A variety of influences play upon students and help shape attitudes and determine actions. Among those influences are the home and the attitude it fosters, peer group relationships, the news media, society and the attitudes and feelings prevalent therein, as well as the school and its programs.

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

A. The student is expected to:

1. Put forth every effort to achieve the highest academic level possible and to develop high quality social habits;
2. Understand that with citizenship/school rights and privileges, comes responsibility to act and react in an acceptable age appropriate manner;
3. Take advantage of opportunities to participate with the school staff in the development of school and/or classroom rules at the student's developmental level;
4. Recognize that there are channels (i.e. Student Council and/or building principal) through which rules or conditions can be questioned or studied;
5. Understand that all individuals, regardless of race, color, national origin, religion, sex, disability, age, height, weight, familial status, or marital status shall be treated with respect; and
6. Understand that sexual harassment or discrimination of any nature, towards any individual, will not be tolerated.

B. The parent is expected to:

1. See that the student attends school regularly and is punctual;
2. Establish and maintain communication with the school;
3. Be responsible for the student's health, personal cleanliness, acceptable grooming and appropriate dress;
4. Assume responsibility in working with school personnel and community agencies in solving behavior problems;
5. Develop and maintain in their children respect for lawful procedures and for other people, their rights and their property; and
6. Teach their children respect for other's property and reasonable behavior towards other individuals.

C. The teacher is expected to:

1. Provide a positive climate for learning and teaching;
2. Work with students so they understand content standards and benchmarks;
3. Help the students realize that as group members and/or individuals each is important and that each should act in a responsible way;
4. Participate with other staff in formulating rules which relate to the school;
5. Know and enforce, consistently and fairly, the rules and policies of the school;
6. Report to the administration instances of serious misbehavior;
7. Use procedures appropriate for age, background, and level of maturity in disciplining students; and
8. Seek conferences with parents and other school personnel in an effort to understand students who display behavioral problems.

D. The principal is expected to:

1. Make known to, and interpret for students, parents, and school staff the specific school discipline policies;
2. Formulate and implement plans with staff input for effective student involvement in the development of recommendations which may affect school policies and procedures;
3. Provide time at meetings for discussions of good disciplinary techniques;
4. Support all building personnel in maintaining appropriate and effective discipline;
5. Arrange and be available for conferences with the staff, pupils, parents, and others regarding discipline matters;
6. Attempt to solve more severe discipline cases by the use of varied procedures;
7. Survey innovative educational programs and make necessary proposals to the superintendent to help minimize discipline problems; and
8. Inform teachers consistently of principal's/designee's disciplinary action.

Due Process

The constitutional rights of individuals assure the protection of due process of law. Therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the schools of Novi.

- A. Disciplinary authority shall be reasonable and fair.
- B. Every effort shall be made by school personnel to resolve problems through effective utilization of School District resources, in cooperation with the student and the parent or guardian.
- C. To the extent required by law, a student must be given the opportunity for a hearing with the appropriate school administrator. A hearing shall be held to allow the student and the parent or the guardian to contest the facts which may lead or have led to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority.

Debarment, Suspension and Expulsion

A. Debarment

Definition: Debarment is the temporary removal of a student from a particular class, classes, or activity; but not from the building.

Authority: A teacher, principal or designee (hereafter "Building Administrator") has the authority to debar a student based upon misconduct.

Procedure:

1. A debarment may be imposed by a teacher or building administrator following an informal conference with the student during which the student is advised of the misconduct with which he or she is charged, and the evidence supporting the charge. The student is given an opportunity to present his or her version of the alleged incident(s) during the informal conference.
2. Reasonable efforts shall be made to notify the parent or guardian by telephone, letter, or personal contact of the student's debarment and the reasons for the debarment. A written record of such contact shall be made in all cases of debarment.
3. A decision by a teacher to impose debarment may be appealed to the building administrator. The decision of the building administrator to impose debarment is not subject to appeal.
4. If deemed necessary in the teacher's professional judgment, a student may be immediately debarred from the classroom and sent to the office. After the situation has been brought under control, debarment and/or suspension procedures may be initiated.

B. Teacher Suspension of Student

Definition: A teacher may suspend a student from the teacher's class, subject or activity for up to one full school day in accordance with state law and this Board policy if the student fails to comply with classroom safety rules as established by the teacher.

For all other conduct, the teacher must handle the matter in accordance with the standard disciplinary process established by the Board and used in the

school building. The teacher may also elect to not exercise the suspension rights provided in this policy and handle the matter in accordance with the standard disciplinary process used in the school building.

Procedure: The teacher must have good reason to believe that the student's conduct in the class, subject or activity meets the criteria for the conduct noted above.

If the teacher suspends the student, the teacher must immediately report the suspension and the reason for the suspension to the school principal/designee in writing. The teacher must send the student to the school principal, or the principal's designee for appropriate action. If the student remains in school, the student shall be under appropriate supervision. The student will not be returned that school day to the class, subject or activity from which he or she was suspended without the concurrence of the suspending teacher and the school principal/designee.

As soon as possible after the teacher imposed suspension, but not later than the next school day, the teacher must contact the student's parent or guardian and schedule a parent-teacher conference to discuss the suspension. The teacher must report the outcome of the parent-teacher conference to the principal in writing. Whenever practicable, a school counselor, school psychologist, or school social worker should attend the conference. A school administrator will attend the conference at the teacher's, or the parent's or guardian's request.

A record of the teacher imposed suspension will be kept.

This policy does not diminish the due process rights under federal law of a student who has been determined to be eligible for special education programs or services or Section 504 accommodations.

C. Short-Term Suspension

Definition: A short-term suspension is the denial of a student's right to attend the school day, be on school grounds, attend or participate in school functions for a period not to exceed ten (10) school days.

Authority: The building administrator has the authority to impose a short-term suspension based on misconduct.

Procedure:

1. A suspension may be imposed by an informal hearing involving the administrator and the student in which the student is advised of the misconduct with which he or she is charged and the evidence supporting the charge. The student is given an opportunity to present his or her version of the alleged incident(s) during the informal hearing.

2. At the discretion of the building administrator, parents and other persons may be permitted to attend the informal hearing or otherwise provide information which will assist in the resolution of the charge.
3. Upon the conclusion of the informal hearing, if the building administrator determines that the student has not engaged in misconduct, the charge shall be dismissed.
4. Upon the conclusion of the informal hearing, if the building administrator determines that the student has engaged in misconduct, an appropriate suspension not to exceed ten (10) school days may be imposed upon the student by the building administrator.
5. Reasonable efforts shall be made to notify the parent/guardian by telephone, letter, or personal contact of the student's suspension and the reasons for the suspension. A written record of such contact shall be made in all cases of suspension.
6. A decision by a building administrator to impose a suspension not to exceed ten (10) school days shall not be subject to appeal.

D. Long-Term Suspension or Expulsion

Definition:

1. A long-term suspension is the denial of a student's right to attend school, be present on school grounds, or attend any school function for a period in excess of ten (10) school days
2. Expulsion is the total and permanent exclusion of a student from the Novi Community School District.

Authority:

1. The Superintendent and the Assistant Superintendent of Administrative Services have the authority to impose a long-term suspension based upon misconduct.
2. The Board of Education has the authority to expel based upon misconduct.

Procedure:

1. A long-term suspension or expulsion may be recommended to the Superintendent by a building administrator following an investigation of charges of misconduct by a student, and an offer to the student and his or her parents or guardians of an informal hearing involving the administrator and the student.
2. At the informal hearing, the student (1) shall be advised of the misconduct with which he or she is charged; (2) shall be advised of the evidence supporting the charges; and (3) shall be given the opportunity to present his or her version of the alleged incident(s). At the discretion of the building administrator other persons may be permitted to attend the hearing or otherwise provide information which will assist in the resolution of the charges.
3. Upon the conclusion of an investigation of the charges by the building administrator and upon the conclusion of a requested informal hearing, if

- the building administrator determines that the student has not engaged in misconduct, the charges shall be dismissed.
4. Upon the conclusion of an investigation of the charges by the building administrator and upon the conclusion of a requested informal hearing, if the building administrator determines that the student has engaged in misconduct which merits a long-term suspension or expulsion, the building administrator shall make a written recommendation to the Superintendent that the student be so disciplined, identifying the basis(es) upon which the recommendation has been made. The building administrator may also impose an immediate suspension of the student of up to ten (10) school days, pending further review of the recommendation.
 5. Upon receipt of a recommendation from a building administrator for a long-term suspension or expulsion of a student, the Superintendent shall review such recommendation and shall determine (1) whether to forward the matter to the Board of Education for a hearing to determine the appropriateness of expulsion or (2) whether to retain the matter for a hearing to determine the appropriateness of a long-term suspension; or (3) to take such lesser action as is appropriate.
 6. If the Superintendent determines that either a long-term suspension or expulsion is appropriate, then the Superintendent or the Assistant Superintendent for Administrative Services shall schedule a hearing (1) before the Board of Education when expulsion is at issue, or (2) before the Superintendent or the Assistant Superintendent for Administrative Services when long-term suspension is at issue. Such hearing shall take place within ten (10) school days following the commencement of the student's suspension.
 7. When expulsion is at issue, if the hearing cannot be scheduled before the Board of Education within the ten (10) school day period or if it shall appear to the Superintendent or the Assistant Superintendent for Administrative Services that the Board of Education may not be able to conclude the hearing within the ten (10) day period, the Superintendent or the Assistant Superintendent for Administrative Services shall offer the student and parents or guardians an opportunity for an intermediate hearing before the Superintendent or the Assistant Superintendent for Administrative Services. Such hearing will take place within the ten (10) school day period on the merits of the charges and the propriety of continuing the suspension until the Board of Education can conduct a hearing. The Superintendent or the Assistant Superintendent for Administrative Services, may impose additional days beyond the short term suspension until such time as the Board can hold the hearing.

E. Procedure for Hearings Before the Board of Education, the Superintendent or the Assistant Superintendent for Administrative Services

If the student and/or parents or guardians elect to have a hearing on the charges, the following procedures will be followed:

1. Evidence in support of the charges shall be presented.
2. Witnesses may be sworn at the discretion of the Board of Education, the Superintendent, or the Assistant Superintendent for Administrative Services.
3. The student may be represented by counsel who may present witnesses or evidence on behalf of the student as well as cross examine witnesses who testify in support of the charges.
4. The formal rules of evidence as apply in courts of law shall not apply, but rather evidence of a type commonly relied upon by reasonably prudent persons in the conduct of their affairs shall be admitted.
5. An opportunity for opening and closing argument shall be provided to both parties.
6. At the conclusion of the evidence, the Board, the Superintendent, or the Assistant Superintendent for Administrative Services, shall deliberate.
7. Following such deliberations in a hearing before the Board of Education, the Board shall, through an appropriate resolution adopted by a majority vote of its members, either dismiss the charge or order the suspension, expulsion, or other appropriate action, of the student based upon a finding that the charges have been established through the evidence presented at the hearing.
8. Following such deliberations in a hearing before the Superintendent or the Assistant Superintendent for Administrative Services, the Superintendent or the Assistant Superintendent for Administrative Services shall either dismiss the charges or order the suspension, or other appropriate action, of the student based upon a finding that the charges have been established through the evidence presented at the hearing.
9. Within five (5) school days after the conclusion of the hearing, the student and his/her parent or guardian will receive notice of the decision of the Board of Education, the Superintendent or the Assistant Superintendent for Administrative Services.

F. Open or Closed Hearing Before the Board of Education

Prior to any hearing before the Board of Education, the Superintendent or the Assistant Superintendent for Administrative Services shall notify the student and/or parent or guardian of the following:

- their right by timely election, to have a hearing on the recommendation for long-term suspension or expulsion
- the date on which the hearing has been scheduled
- that the hearing may be held in open or closed session at the student, parent(s), or guardian's request

A student and/or parent or guardian may not be given a hearing for the following reasons:

- failure to respond in a timely manner to a notice indicating their right to have a hearing
- by affirmatively declining the opportunity for a hearing

In such cases in which a hearing is not held and the issue is a long-term suspension, the Superintendent or the Assistant Superintendent for Administrative Services shall review the recommendation of the building administrator and make an appropriate determination based on the evidence of the case.

G. Waiver of Right to Hearing/Voluntary Exclusion From School

A student, or a parent of a minor student, may waive the student's right to a hearing on charges alleging student misconduct and voluntarily accept exclusion from school, school grounds, and school functions in excess of ten (10) school days without such a hearing. Such exclusion shall be for a specific period of time. During such period of exclusion the student shall not be allowed to reenroll. Such voluntary exclusion is not a right of any student and shall be available only at the discretion of the building administrator or Superintendent or the Assistant Superintendent for Administrative Services.

Referral to Juvenile Division of the Probate Court

If long term suspension or expulsion is determined to be appropriate and the student is under 17 years of age, the Superintendent or the Assistant Superintendent for Administrative Services may notify the juvenile division of the probate court of the matter.

Re-admittance to the School District Following Expulsion

The following shall apply with regard to re-admittance to the Novi Community School District after expulsion:

- A. The student shall not be readmitted to any school within the Novi Community School System except by action of the Board of Education.
- B. After an expelled student's absence from school for the remainder of the semester during which the incident leading to the expulsion occurred and the one regular school semester following, the student and/or his or her parent or guardian may seek readmission by applying to the Board of Education through the Superintendent.
- C. The Board of Education has the discretion to shorten or lengthen the time period for application for re-admittance.
- D. The Board of Education may readmit the student if he/she can satisfactorily demonstrate that he/she has made a sincere effort at rehabilitation and demonstrates a desire to return to the educational setting subsequent to the expulsion and will not represent a threat to the safety and welfare of the students of the Novi Community School District.

- E. The Board of Education shall base its decision in part on the severity of the incident leading to expulsion.
- F. The Board of Education may further qualify readmission upon specified conditions which it determines are appropriate.

Students with Disabilities

The School District will discipline all special education students and other students with disabilities in accordance with School District policies and applicable legal standards.

Student Conduct

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

Disciplinary Action for Student Conduct Violation: The Revised School Code as amended authorizes the Board of Education to debar, suspend or expel a student for misconduct.

A. Attendance

Daily attendance in all classes is necessary for school success. It is the law of the State of Michigan that all students shall be in regular and continuous attendance in all classes. Since repeated absence from school interferes with both individual progress and with the teacher's ability to conduct the instructional program effectively for all other students in the class, truancy may subject the student to disciplinary action and failure to earn academic credit, and may result in referral to the Juvenile Division of the Probate Court.

B. Controlled Substance and Alcohol

Controlled substance shall include marijuana, cocaine and heroin and those substances included within (or exempted from) the controlled substances provision of the Public Health Code, MCLA 333.7101 et seq. or any successor thereof.

The manufacture, distribution, sale, possession, use, or being under the influence of the following substances is prohibited.

1. Alcohol or any alcoholic beverage, including "nonalcoholic malt beverages".
2. Illicit drugs, including but not limited to those drugs described as a "controlled substance" under either state or federal law.
3. Any abusable glue, aerosol or other chemical substance, including but not limited to petroleum distillates, lighter fluid, and reproduction fluid for inhalation.
4. Any prescription or nonprescription drug, medicine, vitamin or other chemical including, but not limited to, aspirin, other pain relievers,

stimulants, diet pills, multiple or other type vitamins, pep pills, no-doze pills, cough medicines, and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the District's authorized use of medication procedures.

5. Steroids, human growth hormones or other performance-enhancing drugs.
6. Substances purported to be illegal, abusive or performance-enhancing, i.e., "look-alike" drugs.

It shall not be a violation of this policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to possess and/or use in school has been granted pursuant to the District's medication policy.

These standards of conduct apply to all students while on school property or in school-sponsored transportation, as well as to all student participants in any school sponsored activity or function regardless of location, date, time.

C. Cooperation with School Personnel

Students are required to obey all directives given by school personnel. Employees, volunteers and contractors are prohibited from threatening to inflict, inflicting or causing infliction of corporal punishment upon any student. However, Section 1312 of the Revised School Code permits a school employee, volunteer, or contractor to use reasonable physical force in the following circumstances:

- (a) To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district or public school academy functions within a school or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts.
- (b) For self-defense or the defense of another.
- (c) To prevent a pupil from inflicting harm on himself or herself.
- (d) To quell a disturbance that threatens physical injury to any other person.
- (e) To obtain possession of a weapon or other dangerous object upon or within the control of a pupil.
- (f) To protect property."

MCL 380.1312

D. Criminal Acts

The students in the Novi Community School District are subject to the laws of the United States, State of Michigan and local ordinances. The commission of, or participation in, acts of a criminal nature while on school property, in school vehicles, or while in attendance at school sponsored events, or otherwise related to any school program, function, or activity is prohibited. Students involved in acts of a criminal nature shall be subject to discipline at the discretion of the building administrator up to and including recommendation for expulsion. The School District will report such incidents to a student's parent or legal guardian and to the local law enforcement. School officials may take disciplinary action regardless of whether criminal charges result.

The following list generally describes activities which are among those defined as criminal under the laws of the State of Michigan. This list is not to be construed as an exclusive list or as a limitation upon school officials to deal appropriately with other types of criminal acts which interfere with the good of the school system or the proper functioning by the educational process.

1. **Arson**
The intentional setting of fire, or doing any act which results in the starting of a fire, or aiding, counseling, inducing, persuading or procuring another to do such act or acts
2. **Assault**
A verbal threat or other act which places another in reasonable apprehension of receiving an immediate battery
3. **Battery**
The willful or intentional objectively offensive touching of a person against that person's will
4. **Explosives or Incendiary Devices**
The use or possession of explosives or incendiary devices are not permitted on school property, in school vehicles or at any school sponsored events or activities
5. **Extortion, Blackmail or Coercion**
The obtaining of money or property by violence or forcing someone to do something against his or her will by force or threat of force
6. **False Fire Alarm**
The setting off the fire alarm when there is no fire
7. **False Bomb Threats**
A bomb threat or similar threat directed at a school building, other school property, or a school-related event
8. **Fireworks**
The setting off of explosive substances or possession of same
9. **Larceny**
The taking of the property or belongings of another without permission of the person entitled to such possession
10. **Malicious Destruction of Property**
The willful or malicious destruction or injury to the property of another
11. **Robbery**
The stealing from an individual by force or threat of force
12. **Substance Abuse/Alcohol/Drugs**
See Section B on Controlled Substance
13. **Trespass**
The presence in an unauthorized place or the refusal to leave when ordered to do so

It is the intent of this section to prohibit acts of a criminal nature but not to require the evidence of a violation in a resulting disciplinary proceeding to meet the same

standard of proof required in a criminal proceeding in court or to require evidence of a conviction in a judicial proceeding as a precondition to initiating and concluding such a disciplinary proceeding. Rather, the intent is to require a preponderance of evidence as the standard or burden of proof and to permit disciplinary proceedings to occur without regard as to whether judicial criminal proceedings have been initiated or concluded relative to the alleged misconduct.

E. Disruptive Conduct

Disruption, Insolence, Insubordination and Intimidation: A student shall not engage in any type of conduct that causes or has the potential for causing disruption or obstruction of any function, process or activity of the school.

F. Physical Assault, Verbal Assault, Bomb Threat

1. Physical Assault (MCL 380.1310)

Under the provisions of MCL 380.1310 of the Revised School Code, “physical assault” is defined as “intentionally causing or attempting to cause physical harm to another through force or violence. MCL 380.1310 mandates suspension or expulsion for up to 180 school days for students in Grade 6 or above, who commit a physical assault at school against another student.

2. Physical Assault (MCL 380.1311a)

Under provisions of MCL 380.1311a of the Revised School Code, “physical assault” is defined in the same manner as in “1.” above. MCL 380.1311a mandates permanent expulsion for students in Grade 6 or above who commit a physical assault at school against an employee, volunteer, or contractor of a school district.

3. Verbal Threat (MCL 380.1311a)

Verbal threat is defined as any willful verbal threat to inflict injury on another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury; or, the use of offensive language directed at a person, where such language is likely to provoke a reasonable person to physical violence. MCL 380.1311a requires suspension or expulsion for a student in Grade 6 or above who commits a reported verbal assault at school against an employee, volunteer, or contractor of the School District.

4. Bomb Threat (MCL 380.1311a)

A bomb threat, or similar threat directed at a school building, other school property, or a school related event by a student in Grade 6 or above by any means shall be suspended or expelled from the school district for a period of time as determined in the discretion of the school board or its designee.

G. Driving and Parking Lot Violations

Students who drive motor vehicles on school property are required to obey the laws of the Michigan Vehicle Code, MCLA 257.1 et seq., and to obey the parking regulations of the Novi Community School District. A student found by a building administrator, or determined by a building administrator, based upon credible third

party information, to have violated said laws and regulations, shall be subject to a warning or revocation of driving privileges and parental notification.

H. Fighting/Physical Violence

A student shall not engage in fighting or other physically violent behavior with any other student, staff member or school visitor on school property, at bus stops, before, and/or after school, or at school sponsored functions.

I. Freedom of Speech and Assembly

1. Students are entitled to verbally express their personal opinions; however, such verbal opinions shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks is prohibited.
2. All student meetings in school buildings or on school grounds may function only as part of the formal educational process or as authorized by the principal.
3. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of the schools or classrooms is inappropriate and prohibited.

J. Freedom to Publish

1. Students are entitled to express in writing their opinions; however, the distribution of such material may not interfere with or disrupt the educational process. Such written expression must be signed by the authors.
2. Students who edit, publish, or distribute handwritten, printed, or duplicated matter among their fellow students within the school must assume the responsibility for the content of such publications.
3. Libel, obscenity, and personal attacks are prohibited in all publications.
4. Unauthorized commercial solicitation will not be allowed on school property at any time.
5. The distribution by students in the school buildings, on school grounds, or at a school sponsored event of any material which advocates violence or the violent overthrow of our government (and/or political system) is prohibited, such as:
 - a. Materials invading the privacy of another person
 - b. Materials offensive to a person's race, color, national origin, religion, sex, disability, age, height, weight, familial status, or marital status
 - c. Materials encouraging illegal activity or a violation of school rules
 - d. Materials promoting a product or service not permitted for minors as a matter of law

K. Off Campus Misconduct

A student shall not engage in off-campus misconduct, where such misconduct causes or is reasonably forecast to cause a "material and substantial disruption" to the school or is a "true threat". Violators will be disciplined as prescribed by the appropriate section of this code.

L. Off-Campus Misconduct at School Sponsored Events

Students at school sponsored events shall be governed by School District rules, regulations, and this code of conduct, and are subject to the authority of School District officials. Violators will be disciplined as prescribed by the appropriate section of this code.

M. Previous Misconduct in Another School System

A student who has been established through a due process hearing to have engaged in misconduct resulting in expulsion or long term suspension in another school system or who is alleged by school authorities to have engaged in misconduct in another school system, public or private, but who has withdrawn from such school system prior to same being established in a due process hearing, which misconduct, if true, is of sufficient gravity to represent a threat to the safety or welfare of the students in the Novi Community School District, will be required to attend a "Whether to Enroll Hearing" with the Building Principal and/or the Assistant Superintendent of Administrative Services to determine if the student poses a risk to Novi Community School District students or staff and whether or not they will be allowed to enroll in the Novi Community Schools.

N. Tobacco

Smoking or possession of tobacco products is not allowed on school property, at athletic events, on field trips, at dances, on school sponsored transportation, or at any school sponsored functions.

O. Weapons

In order to provide a safe learning environment for all children, our schools must be weapon-free. Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property, which includes a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, at a school activity, or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by mechanical device, iron bar, or brass knuckles. MCL 380.1313(4)

Students are strictly prohibited from the possession or use of weapons, as defined below, on school grounds, in an area adjacent to school grounds while in the process of coming on to school grounds, in school-owned vehicles or at school sponsored functions or activities. A student found by a building administrator, based on credible third party information, to be in possession of or to have used weapons shall be subject to expulsion. Further, the School District will immediately report this incident to a student's parent or legal guardian and to the local law enforcement agency.

As a matter of District policy, the Board of Education may also exercise its discretion to expel a student for possession of an object on school property, which includes a building, playing field, or property used for school purposes to impart

instruction to children or used for functions and events sponsored by a school, at a school activity, or in a school vehicle which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: fire arms, pellet gun, air pistol, starter pistol, whether operable or inoperable or whether loaded or unloaded, a reasonable facsimile of a firearm, a bomb, Molotov cocktail, sling shot, billy, bludgeon, blackjack, sand club, metallic knuckles, gas ejecting container or device which will either temporarily or permanently incapacitate, knife, dagger, dirk, stiletto, pocket knife opened by a mechanical device, iron bar, karate stick, stars, nun-chucks or similar martial arts weapons or other objects or instruments a principal application of which is to inflict injury or physical harm upon the person of another. A weapon shall also include an object or instrument, which is not in and of itself a weapon as above defined, but where the possession or use of same is coupled with an intent by the student to inflict injury or physical harm upon the person of another.

If a dangerous weapon is found in the possession of a pupil while the pupil is in attendance at school or a school activity or while the pupil is en route to or from, the superintendent or his or her designee immediately shall report that finding to the pupil's parent or legal guardian and the local law enforcement agency.

Section 380.1311(2) of the Revised School Code provides that if a pupil possesses, in a weapon free school zone, a weapon that constitutes a dangerous weapon, then the school board, or a designee of the school board, on behalf of the school board, shall expel the student from the School District permanently. A "dangerous weapon" includes, but is not necessarily limited to, a firearm, dagger; dirk, stiletto, knife with a blade over 3 inches in length; pocket knife opened by a mechanical device, iron bar, or brass knuckles.

P. Search and Seizure School Property

Student lockers, desks, closets, and other containers provided by the District for student use are owned by the District. The District exercises exclusive control over the described school property, which may be temporarily used by students for their convenience with the District's permission, only. Students have no expectation of privacy regarding such items of school property. Lockers, desks, and similar containers are accordingly subject to random, suspicion-less search at any time by school officials, with or without notice from the District or consent by the student or his/her parent or guardian.

Lockers are School Property

All lockers assigned to students are the property of the District. At no time does the school relinquish its exclusive control of its lockers. The principal or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the principal or his/her designee.

Legitimate Use of School Lockers

The school assigns lockers to its students for the students' convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use lockers for any other purpose, unless specifically authorized by Board policy or the principal or his/her designee in advance of students bring the items to school. Students are solely responsible for the contents of their lockers and should not share lockers with other Students, nor divulge locker combinations to other students, unless authorized by the principal or his/her designee.

Search of Locker Contents

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly the Board authorizes the principal or his/her designee to search lockers and locker contents at any time, without notice, and without parent/guardian or pupil consent.

The principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer conducting a locker search. The principal or his/her designee shall supervise the search. In the course of a locker search, the principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are against school policy and rules.

Seizure

When conducting locker searches, the principal or his/her designee may seize any illegal or unauthorized items, which violate Board policy or rules, or any other items reasonably determined by the principal or his/her designee as a potential threat to the safety or security of others. Such items include, but are not limited to the following dangerous weapons: firearms, explosive weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items found by the principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen years of age or older, shall be notified by the principal or his/her designee of items removed from the locker.

Searches of Person and Personal Property

If school authorities have reasonable suspicion that a student(s) may possess illegal items (firearms, weapons, drugs, etc.) or other items reasonably determined to be a threat to the safety or security of the student or others, or items which are used to disrupt or interfere with the educational process, the administrator may search that

student's person and/or personal property, including but not limited to, bags, brief cases, satchels, purses and motor vehicles. Where practicable all searches will be carried out in the presence of an adult witness.

Lockers

Students are assigned school lockers for use during the school year for the sole purpose of storing supplies, clothing and other items essential to their daily needs while in attendance in school. All lockers remain the property of the Novi Community School District and school authorities reserve the right to conduct specific or general searches as set forth above.

Seizure

Illegal items or other items reasonably determined to be a threat to the safety or security of others, or items which are used or attempted to be used to disrupt or interfere with the educational process, or contraband or other evidence of rule violation will be removed from student possession. Items properly removed from the person of a student, or found through a proper search, may be turned over to law enforcement agencies and used in connection with criminal proceedings against the student, as well as disciplinary action by the Novi Community School District.

Q. Discipline

When disciplinary measures are needed, due process rights of students will be respected. Disciplinary action for violators of the Student Code of Conduct may include a student reprimand, a meeting with the parents, short-term suspension, long-term suspension and/or permanent expulsion.

PROPERTY- Care of

Students are urged to take pride in the appearance of their school, including buildings, the furniture, and the surrounding property. No students shall damage, deface, or vandalize any property, buildings, grounds, vehicles, and/or equipment owned or contracted for by the District. Any report of vandalism or theft will be investigated. Students who violate this policy may be prosecuted, removed from school, or expelled. If students are found responsible for vandalism or theft, the students and the parents/guardians will be held financially accountable. Students responsible for an act of vandalism or theft will be subject to disciplinary action and prosecution under the law.

ASSEMBLY BEHAVIOR

There will be programs of both educational and entertainment value. Programs include performances by school as well as outside groups or individuals. Expectations for assembly behavior include:

- Students are to sit in their assigned areas
- Students are to remain attentive and refrain from disrupting others.

- Students who are disruptive or cause disturbances during assemblies will be removed from the assembly and further disciplinary action will be reviewed.
- At the conclusion of any assembly students are to remain seated until dismissed.

TECHNOLOGY CODE OF CONDUCT

Rights:

Each student has the right to make use of all hardware and software found on school grounds in order to facilitate diversity and academic growth through use of technology in compliance with the Novi Community School District Student Code of Conduct.

Responsibilities:

- Students will assume the responsibility for the care and proper use of all hardware and software. Students will contact the appropriate supervisor if they encounter problems with hardware or software.
- Students will not install, remove, relocate, or modify any hardware, software or files other than their own unless staff permission is first obtained.
- Students will obey all copyright laws
- Students will not use inappropriate language at any time on the computer
- Students will use printers for printing school related assignments only
- Students will use scanners for school related assignments and only under the direct supervision of an adult.
- Students will follow the District's contract for internet use.
- Students will not use any libelous language that may result in prosecution and/or legal action. Libel refers to defaming a person's character, behavior or past.
- Students will keep programs of a destructive or monitoring nature off school network or equipment.
- Students will not corrupt or destroy other user's data
- Students will not violate the privacy of other users
- Students will not disrupt the work of other users.
- Students will not violate the security of the network

If any of the above guidelines are not adhered to, appropriate disciplinary action will be taken which may include, but is not limited to, loss of computer privileges.

Internet Usage Guidelines

Students may access District computers, technology, the District network, e-mail and the internet to facilitate diverse learning styles and personal growth in technology, information gathering skills and communication, as long as they are a responsible user.

The student is responsible for adhering to the Novi Community Schools Technology Code of Conduct while using the network, all hardware, software, the Internet and e-mail on school premises.

Responsibilities:

The student electing to use the District technology, the network, internet and e-mail as an educational resource shall also accept the responsibility:

- For all material received under his/her user account
- To have a signed Internet Acceptable Use Policy Contract on file in the school office
- To have a signed Permission to Publish Internet Documents form on file in the school office if he/she will be publishing projects on a school web site. To monitor all material received or sent via e-mail and the internet under his/her user account
- To keep copyrighted software of any kind from entering the school via e-mail, the internet or from other devices or storage mediums such as disks, CD's, USB devices and other mobile storage devices.
- To keep all pornographic material, illegal or inappropriate text graphics, photo or video files, hacking, password cracking, network monitoring, or other inappropriate applications, viruses or worms, or files dangerous to the integrity of the network from entering the school via e-mail, the internet or from other devices or medium
- To obtain permission and supervision from the classroom teacher prior to using any chat room, instant messaging system, or social networking sites
- To maintain the integrity of the District network and electronic mail system
- To only use the District assigned account and to report all violations of privacy, unauthorized access and stealing of passwords
- To appropriately access the internet by not bypassing the District's internet filtering system through the use of proxy sites or other means.

Faculty has the right to view, modify and/or remove content of student's school-assigned network accounts, e-mail accounts and view student computer and internet activity.

Copyright Laws

Copyright laws will be strictly adhered to when using the network, the Internet, e-mail, and all technology devices such as computers, mobile devices, scanners, and video equipment in the building. All violations of copyright laws, i.e. illegally copying information, programs, music, video, or web pages without written permission from the copyright holder, who is the author or producer, will be covered under the school larceny policy. All shareware is subject to the guidelines in this document. Walk-in students are permitted in computer labs only with permission of the teacher using the lab. When using an open computer lab, students must be prepared to present their student I.D. along with their reason for computer need.

Network Usage/Electronic File Saving Guidelines

The NCSD provides student access to network servers for the purpose of providing electronic file saving. The servers are available from all networked computers in the building. Each student is assigned his/her own account name and password. Project folders for class use are also available. The network server is to be used for curriculum

support only. That is, all files stored on the District network server must relate to curriculum and instruction, school-authorized activities, or information about the School District. The file server may not be used for games or application programs. Students are requested to immediately notify staff of any unauthorized use of the network fileserver. District administration or faculty may elect, at its sole discretion, to monitor any or all student accounts.

Web Publishing Guidelines

The creation of a web page provides a means of two-way communication for the purposes of sharing information with the School District and the world about school curriculum and instruction, school-authorized activities, and other information relating to our schools and our mission, and providing instructional resources for staff and students. Publishing privileges are provided to students and staff through individuals who have been authorized by the District. The following guidelines and responsibilities are supplemental to the District Acceptable Use Policy, Internet Publishing Permission Form, and Technology Code of Conduct.

Content:

- All subject matter on School District web pages and their links must relate to curriculum and instruction, school-authorized activities, or information about the school District or its mission.
- Staff or student work may be published only as it relates to a class project, course, or other school-related activity.
- Students and staff are not to use the District's web pages to provide access to their personal pages on other servers or online services.

Subject Matter:

- All pages must comply with District standards.
- Copyright laws will be followed. Copyrighted materials may be included only with the express permission of the author, and with proper citations.
- Web pages and links may not contain material that is obscene, offensive, threatening, intimidating, degrading or damaging to any individual, group or the Novi Community School District, either materially or in terms of reputation and standing.
- Links to external sites will enhance the educational value of content published on District servers.
- Individuals may post their own web pages on servers of their choice, but these may not affiliate with the District in any way that implies District connection to or responsibility for such pages without approval from authorized District personnel.
- Students or staff will not infringe on the privacy of visitors to District servers without explicitly declaring so in a clear privacy statement. Such statements must detail what information is being gathered and how, and what it will be used for. Examples of legitimate uses for such information would be alumni information or online surveys.

Quality:

- All work should be free of spelling or grammatical errors.
- Documents may not contain objectionable material or link to another page that contains objectionable material. The judgment of staff will prevail.
- All pages must contain the date of the last update and the staff name or student initials of the person(s) responsible for the page or the update.

Student Safeguards:

- Documents may not include any information which indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities.
- Documents may not contain objectionable material or point directly or indirectly to objectionable material.
- Documents must conform to school board policies and established school guidelines.

Disciplinary Action Re: Infraction of Any of the Above:

Enforcement is first the responsibility of the classroom teacher. Administration will review all cases referred to them for disciplinary action. The student has the right to appeal.

The student may:

1. Be advised to seek assistance in learning the proper procedure before he/she is allowed to use District computer equipment;
2. Be required to make full financial restitution for damages;
3. Lose District network access, printing, scanning, e-mail, and access to internet and all computer equipment privileges;
4. Be suspended from computer use by the administrator; and
5. Be suspended or expelled based on inappropriate behavior under the Student Code of Conduct.

TRANSPORTATION POLICIES

Many students will ride a bus to school. Riding a bus is a privilege and may be taken away from students if their behavior in any way endangers the safety of others on the bus.

Students are expected to enter and exit the bus in an orderly fashion. The driver of the school bus is in complete charge of the students riding that bus and students are expected to respect and follow the directions of that driver. Should rules not be followed, the driver may issue a "Ticket" to that student stating the violation and problem. Such tickets are forwarded to a building administrator for follow-up and disciplinary action. All tickets must be signed by a parent to insure awareness of the problem and to seek assistance in curbing any potential safety concerns. For the safe transportation of students to and from school, the following common rules have been established, although they certainly are not exclusive:

- Stay off the roadway at all times while waiting for the bus
- Keep hands and head inside the bus at all times.
- No windows or doors are to be opened except by permission of the driver.
- Students are required to enter and leave by the front door only.
- The rear emergency door is used only in the case of emergency and students must never open or close the door whether the bus is stopped or is in motion.
- Students are required to cross in front of the bus and never behind it.
- Students should not get off the bus at any stop other than their own stop.
- Any student disfiguring or mutilating a bus shall be suspended from riding the bus until restitution is made. Students who see damage should report it to the driver immediately.
- Loud, boisterous or profane language, indecent conduct, or throwing of articles will not be tolerated.
- Buses need to be kept clean, sanitary and orderly at all times. Smoking or eating on buses is strictly forbidden.
- Only authorized students or school personnel are permitted to ride school buses.
- Students are expected to respect the property of others and not to trespass on private property when waiting for or leaving the bus.
- Students are expected to remain seated, and facing the front when riding the bus.
- All students are expected to obey all school rules regarding appropriate behavior.
- Students are expected to be quiet at all railroad crossings

The Transportation Handbook is available at Elementary Building offices, on the District web site and at the Transportation Department office.

BICYCLES

Student walkers are welcome to ride their bikes to school. The school does not assume any responsibility for loss or damaged bicycles. We ask that parents discuss bicycle safety with their child.

- Bicycle riders must follow all traffic rules. Helmets are required.
- Bicycles should be parked in the designated area during school hours. Immediately upon arriving at school, bicycles should be placed in the bike rack and not ridden again until dismissal time.
- Kindergarten students are strongly urged to refrain from riding bicycles to school.
- For security reasons, we recommend that bicycles be locked. We cannot assume responsibility for loss or damage.

DRESS CODE

The Board of Education believes that students must wear appropriate attire in order to maintain an appropriate learning environment for education and that student behavior is

influenced by their attitude and dress. Each school has certain rules for dress that must be adhered to. Students that dress inappropriately will be sent home to change. Dress that reflects in a derogatory manner upon the race, religion, sex, or national origin of members of the student body will not be permitted.

ELECTRONIC DEVICES

Electronic devices are considered to be cell phones, beepers, pocket pagers, PDA's, MP3 players, I-pods, laser pointers, video games, CD's Walk Mans, radios, TVs, stereos, and the like. PDA's and laser pointers may be used only with permission of the school or the teacher. Use of electronic devices during the school day is detrimental to the educational environment and is therefore not permitted unless approved by the Board of Education or its designee for special circumstances. Students are encouraged not to bring electronic devices to school. If brought to school they are to leave all electronic devices in their locker or the device will be confiscated and held for parent/guardian pickup.

BULLYING/AGGRESSION

The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student 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.

Aggression: Aggression also can be any action, word, or gesture that hurts a person's body, feelings, friendships, reputation or property, regardless of the intent.

Bullying: Bullying is a form of aggression that is intentional, repeated, that involves an imbalance of power between the people involved. Bullying can take the form of an action, word, or gesture.

Bullying is defined as intimidation of others by acts, such as but not limited to:

- Threatened or actual physical harm
- Unwelcome physical contact
- Threatening or taunting verbal, written or electronic communications
- Taking or extorting money or property
- Damaging or destroying property
- Blocking or impeding student movement

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-

being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as race, color, national origin, religion, sex, disability, age, height, weight, familial status, or marital status. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes s/he has been or is a victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal or assistant principal, or the superintendent.

HARASSMENT

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors, and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as race, color, national origin, religion, sex, disability, age, height, weight, familial status, or marital status. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal, assistant principal, or may report it directly to the Assistant Superintendent for Administrative Services at the Educational Services Building at 248.449.1203. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

SEXUAL HARASSMENT

Not only is sexual harassment unlawful under both State and Federal law, but it is contrary to the commitment of the Novi Community schools to provide a safe and effective learning environment. District policy prohibits sexual harassment of students, employees, Board members, volunteers, contractors or applicants for employment by students, employees, Board members, volunteers or contractors. The District will not tolerate sexually harassing behavior as defined by law and/or District policy. The District also will not tolerate filing of false reports of sexual harassment or retaliation against persons reporting allegations of sexual harassment or cooperating in the investigation of such complaints.

Sexual harassment is defined as unwelcome sexual advances; requests for sexual favors; other verbal, nonverbal, or physical conduct or communication of an intimidating, hostile, or offensive sexual nature. It refers to behavior which is unwelcome, which is personally offensive, which fails to respect the rights of others, or which otherwise creates an intimidating, hostile, or offensive employment or educational environment. Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature.

Any person who feels they have been subjected to discrimination based on sex and/or sexual harassment, insults or intimidation shall report the incident(s) to the Building principal, assistant building principal, or counselor.

HAZING

“Hazing’ means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Subject to subsection (5), hazing includes any of the following that is done for such a purpose:

- (i) Physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
- (ii) Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
- (iii) Activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual
- (iv) Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.”

Reference: MCL 750.411t(7)(b)

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff is involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

INSUBORDINATION

Students are expected to obey and follow the directions of school administrators, teachers, and other supervisory staff. Students that ignore directives from staff members will be subject to disciplinary action.

ATHLETIC/EXTRACURRICULAR ACTIVITIES HANDBOOK

STUDENT ACTIVITIES

MISSION STATEMENT

The activities program of Novi High School and Novi Middle School will provide students with co-curricular and extra-curricular opportunities to develop the strong interpersonal skills necessary to become a positive influence in our community. Students will experience learning by being active participants in the planning and implementation of school events for the enjoyment and education of the student body. High school and middle school students are empowered to take on new challenges and participate in each step of a project. The young leaders are encouraged to listen to and care about people, as they complete their projects.

EXTRA-CURRICULAR PHILOSOPHY

The education of the students of Novi High School and Novi Middle School extends beyond the four walls of the classroom. Learning to be good citizens, respectful young adults, and students with the characteristics of honesty, trustworthiness, integrity, responsibility, and pride are important traits for success in life. As a school, as a community, and as a family we take on the roles of emulator and teacher in the life skills our children need.

Being a member of a Novi High School and Novi Middle School extra-curricular team or activity is the fulfillment of a goal for many students. Retaining this goal carries with it certain responsibilities and traditions. The extra-curricular tradition was not built overnight. It has taken hard work by many people over the years. When a student represents Novi Community School District in an extra-curricular activity, he/she is expected to understand the responsibilities and tradition he/she represents. In every situation, participation in our programs is regarded as a privilege that is earned through hard work in the classroom, in practice, and through adherence to the standards of conduct outlined in the Athletic/Extra-Curricular Handbook.

All student participants in extra-curricular activities will be expected to follow the Athletic/Extra-Curricular Handbook issued to all students at the beginning of each academic year or upon enrollment during the school year. Students participating in extra-curricular activities are to abide by the Athletic/Extra-Curricular Handbook during the school calendar year (First Monday of August through the last Saturday of June), and while representing Novi Community School District during summer programs. Students make a commitment to follow these rules at all times including when they are out of season and when they are off school property.

Art Club	Computer Club	Creative Writing
Dance Club	Debate	D.E.C.A.
Destination Imagination	Diversity Club	Fall Play
Drama Club(Thespians)	F.I.R.S.T. Robotics	Flag Corp
Forensics	French Club	German Club
International Club	Interact Club	Japanese Club
Model United Nations	Musical	Science Club
National Honor Society	S.A.D.D	Spanish Club
Percussion (Fall, Winter)	Student Council	Teen Court
Quiz Bowl (Social Studies)	WOVI	

For further high school information, contact the Dean of Student in the Novi High School Attendance Office. For further middle school information, contact the Novi Middle School Attendance Office.

STUDENT ATHLETICS

MHSAA rules and regulations require that perspective student athletes be enrolled in the school for which he/she competes for at least three academic hours per day and be passing three of four academic classes the current semester at the High School and three of six classes at the Middle School. Student athletes must also be under 19 years of age to compete at the High School level, 14 years of age at the 7th grade level, and 15 years of age at the 8th grade level. All student athletes must have a current physical examination on file in the Athletic Office.

The student athlete varsity letter policy will be explained by each varsity coach.

ATHLETIC PHILOSOPHY

The Novi Community School District believes that athletics are an integral part of the total educational program. Not everyone can be a member of a team, but everyone can benefit from the programs offered by the Athletic Department. Our purpose is to provide experiences not otherwise available in the school classroom curriculum. The criterion upon which our program is judged is as follows:

We will develop character, improve skill performance and expect our athletes represent our school and community in an exemplary manner.

1. Sportsmanship is our top priority. Since the community as a whole provides the support necessary to operate the athletics program, the student-athletes and coaches should always remember that they are representatives of the Novi Community School District and conduct themselves in a manner that brings only respect and admiration to themselves, the school and community.
2. All students are encouraged to participate in athletics. However, participation in some sports may be reserved for those who demonstrate outstanding skills.

Representing the Novi Community School District in an interscholastic athletic competition is a privilege, not a right. Students who participate in the Novi Community School District interscholastic athletic program are expected to represent the highest ideals of character by exemplifying excellent conduct, excellent citizenship and excellent sportsmanship. Accordingly, Novi High School and Novi Middle School establishes this Athletic/Extra-Curricular Handbook for all students who aspire to participate in interscholastic athletics as representatives of the Novi Community School District.

The main objective of the Novi Community School District Athletic Department is to promote a series of athletic competitions with other schools for the purpose of developing excellent sportsmanship, excellent citizenship, new friendships, improved skills and better community relations. The athlete will be offered increased opportunities for:

1. Learning sportsmanship and citizenship and being afforded the opportunity to display excellent sportsmanship and citizenship in a public forum. Student-athletes should recognize that they are in a very visible position and with this increased visibility comes increased responsibility. Because of this responsibility, student-athletes are expected, through their example, to encourage other students to exhibit acceptable behavior.
2. Improving physical skills and establishing exercise habits that promote life-long good health.
3. Developing strong and lasting friendships.
4. Developing an understanding that the rules of a game are similar to the rules of everyday life.

It is the responsibility of student-athletes and their parents to become familiar with the specific rules and regulations of each sport as well as the general policies of the Athletic/Extra-Curricular Handbook. It is important to remember that our student-athletes are expected to exhibit outstanding sportsmanship, behavior and compliance with the Athletic/Extra-Curricular Handbook throughout the calendar year, both on and off school property. A student-athlete who violates provisions of the Athletics Handbook shall be subject to disciplinary action as outlined in the penalty provisions of the Athletic/Extra-Curricular Handbook. In addition, it is understood that the Athletic/Extra-Curricular Handbook provides minimum guidelines and that **coach** may establish rules specific for his/her program consistent with the Athletics Handbook after review with, and approval by, the Athletic Director. The Athletic/Extra-Curricular Handbook will be reviewed and discussed prior to the start of each season with the athletes and their parents.

ATHLETIC CONFERENCE AFFILIATION

Novi High School and Novi Middle School are members of the Kensington Lakes Activities Association which is composed of the following schools:

KENSINGTON LAKES ACTIVITIES ASSOCIATION			
Kensington Conference		Lakes Conference	
South	Central	North	West
Livonia Churchill	Livonia Stevenson	Lakeland	Brighton
Livonia Franklin	Northville	WL Central	Hartland
Plymouth	Novi	WL Northern	Howell
Canton	Salem	WL Western	Milford
Wayne Memorial	South Lyon	Waterford Kettering	Parker
Westland John Glenn	South Lyon East	Waterford Mott	Pinckney

Fall		Winter		Spring	
Cross Country (Boys)	*	Alpine Ski	▲	Baseball	
Cross Country (Girls)	*	Basketball (Boys)	*	Golf (Boys)	
Equestrian	▲	Basketball (Girls)	*	Lacrosse (Boys)	*
Field Hockey (Girls)	▲	Bowling	▲	Roller Hockey (Boys)	▲
Football	*	Competitive Cheer	*	Soccer (Girls)	*
Golf (Girls)		Figure Skating	▲	Softball (Girls)	*
Pom Pon	*	Ice Hockey		Tennis (Girls)	
Sideline Cheer	*	Pon Pon	*	Track & Field (Boys)	*
Soccer (Boys)	*	Swim & Dive (Boys)		Track & Field (Girls)	*
Swim & Dive (Girls)		Wrestling	*		
Tennis (Boys)					
Volleyball	*				
* Denotes a sport where there are MS athletic offerings					
▲ Denotes a "participant funded" HS sport					

ATHLETIC REGULATIONS

As a voluntary member of the Michigan High School Athletic Association (MHSAA), the Novi Community School District Athletic Department will abide by all MHSAA rules and regulations. The Athletic/Extra-Curricular Handbook is a supplement to the High School and Middle School Student Handbooks. The student-athletes will follow all rules as specified in both handbooks.

- A. Enrollment:** To be eligible for interscholastic athletics, a student must be enrolled during the 1st semester at Novi High School or Novi Middle School not later than the fourth Friday after Labor Day, or the fourth Friday of February, during the 2nd semester. A student must be enrolled in at least twenty credit hours in the school for which he/she competes.
- B. Age:** Student athletes must also be under 19 years of age to compete at the High School level, 14 years of age at the 7th grade level, and 15 years of age at the 8th grade level, except if their birthday occurs on or after September 1 of a current school year, are eligible for the balance of that school year.
- C. Physical Examinations:** No student shall be eligible to tryout, practice or represent Novi High School or Novi Middle School for whom there is not on file in the Athletic Office a physician's statement for the current school year, (signed by the M.D., D.O., Physician's Assistant or Nurse Practitioner who administers the examination) certifying that the student has passed a physical examination and is physically able to compete in athletic practices and competitions. A statement for the current school year is interpreted as any physical examination given on or after April 15 of the previous school year.
- D. Transfers:** A student enrolled in grades 7-12 who transfers from one high school or junior high/middle school to another high school is ineligible to participate in an interscholastic athletic competition or scrimmage for one full semester in the school to which the student transfers.
- * Ask Athletic Director to refer to MHSAA rules for exceptions relative to transfers. In addition, a student transferring to Novi High School or Novi Middle School after becoming ineligible because of a student or Athletic/Extra-Curricular Handbook violation(s) at the previously attended school shall remain ineligible at Novi High School or Novi Middle School for not less than the period of ineligibility imposed by the Novi Community School District Athletic/Extra-Curricular Handbook for that violation even if all other transfer regulations were met.
- E. Limited Team Membership:** A student who, after practicing with or participating in an athletic competition or scrimmage as a member of a high school or middle school athletic team, participates in any other athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the next three days of competition and maximum of the remainder of that season in that school year.
- * Ask Athletic Director to refer to MHSAA Rules for exceptions to this regulation.
- F. High School/Middle School Academic Eligibility:** During the previous semester, the athlete must have passed a minimum of 3 classes that meet 5 days (per week) of academic work. During the current marking period, the athlete must be passing 3 classes (MHSAA reg. 1 sec 7 & 8). Eligibility checks are completed every regular grade report (six weeks).
1. Current Marking Period High School Eligibility: athletes who are determined to be ineligible at one of the six week grade reports will be ineligible for a minimum of one week, (until the next marking period ends).

2. Previous Semester High School Eligibility: If an athlete fails to pass a minimum of 3 classes for the semester, he/she will be ineligible for the entire next semester.
3. Middle School Academic Eligibility: During the previous semester, the athlete must be maintaining a “C” average. Eligibility checks will be checked at the conclusion of each marking period.

ATHLETIC/EXTRA-CURRICULAR TRAINING RULES – CONDUCT

DEFINITIONS

For the purpose of this handbook, the following terms and definitions will be used:

Administrator = Administrative Representative as designated by the Principal such as Athletic Director, Assistant Principal, or Dean of Students.

Competition = Athletic or Extra-curricular competition or performance

Organization = Team, Club, Activity, or recognized group

Participant = Student athlete, club, or activity member

Practice = Athletic practice, extra-curricular meeting or rehearsal

Season = Length of commitment to sport, club or activity

Supervisor = Coach or Sponsor of said organization

EXPECTATIONS

Participants are expected to engage in good training habits, which include abstaining from the use of tobacco, alcohol, drugs, anabolic steroids and human growth hormone. Separate and apart from a student's performance as a participant, the student's conduct, citizenship, sportsmanship and training habits reflect at all times on the participant, his or her team, our school and our community. Accordingly, the Board of Education establishes this Athletic/Extra-Curricular Handbook for all students who aspire to participate in interscholastic athletics and activities as representatives of Novi Community School District. The following behaviors will not be tolerated and will result in disciplinary action:

A. Violations of federal, state or local law/ordinance including felony or misdemeanor acts other than minor traffic offenses.

Conviction of said offenses is not necessary to establish a violation of the Athletic/Extra-Curricular Handbook, which will be determined through an independent school investigation. Such offenses, when witnessed by a teacher, administrator, other responsible adult(s) or when substantiated by other reliable evidence may constitute a violation of this handbook. A conference will be scheduled and held within 3 school days after the infraction has been noted with the supervisor, the student, the student's parents or guardians and the administrator prior to determining appropriate penalties if necessary. If no conference is held within a reasonable amount of time (3 school days), the disciplinary process will continue. Depending upon the severity of the incident penalties will range from restitution, suspension from competition or dismissal from the organization.

STATEWIDE SCHOOL SAFETY ACT / PUBLIC ACT 102

In compliance with the Statewide School Safety Act, the Oakland County Prosecutor's Office, various courts within Oakland County, and the Novi Police Department are required to provide all school districts with periodic updates of juvenile offenders. Names provided by the law enforcement agencies will be sent to the Assistant Superintendent for Administrative Services and then forwarded to the principal/s of the building he/she attends. The principal will notify the parents of these students, will talk with these students and offer appropriate counseling services for them and notify them of disciplinary measures that are required by the Novi Community School District's Extra-Curricular Code as a result of their participation in each extra-curricular activity.

B. Inappropriate behavior which school officials consider conduct unbecoming a participant and a representative of the Novi Community School District.

A conference will be held with the supervisor, the student, the student's parents or guardians and the administrator to determine appropriate penalties. Depending upon the severity of the incident, penalties could include a formal reprimand, suspension from competition, or dismissal from the organization.

C. Hazing activities of any type are inconsistent with the educational process and are prohibited at all times.

For the definition of hazing, please refer to separate section on that subject.

D. Violations of the High School or Middle School Student Handbook. Penalties will be prescribed by the building administration.

Any violation of this handbook which is also a violation of the student handbook may be investigated by the building administration. Penalties for violations of the student handbook may be imposed separate and apart from any penalty imposed under this the Athletic/Extra-Curricular Handbook.

E. Violation of any organization's conduct rule as may be established by the organization's supervisor.

Supervisors may impose other rules and expectations for their team that are not part of the Athletic/Extra-Curricular Handbook. Those rules must be approved by the administrator and may not be inconsistent with the provisions of the Athletic/Extra-Curricular Handbook as adopted by the Board of Education

F. Use, possession, concealment, distribution, sale or being under the influence of those substances listed in Items 1-6 below violates the Athletic/Extra-Curricular Handbook:

1. Tobacco or tobacco products in any form;
2. Alcohol or alcoholic beverages in any form;
3. Illegal drugs, including but not limited to those substances defined as "controlled substances" pursuant to federal and state statute;
4. Drug paraphernalia;
5. Substances purported to be illegal, abusive or performance-enhancing, i.e. "look-alike drugs;"
6. Steroids, human growth hormones, or other performance-enhancing drugs.

- It shall not be a violation of the Athletic/Extra-Curricular Handbook for a participant to use or possess prescription or patient drugs when taken pursuant to a legal prescription issued by a licensed practitioner. A parent/guardian shall notify his/her son/daughter's administrator in writing of the medication prescribed, the duration of the prescription and if the medication could alter the participant's behavior or affect the participant's ability to participate in a physical activity. Such notification shall be prior to the season or during the season if the medication is prescribed during the season by a physician.

SUBSTANCE ABUSE CONSEQUENCES

1. Self-Disclosure

Any participant who, by himself/herself or together with his/her parents or legal guardians, voluntarily discloses to a supervisor (who must immediately follow up with an administrator) or to an administrator a need for assistance for alcohol or substance abuse prior to any reports, charges or complaints under the Athletic/Extra-Curricular Handbook shall be required to follow the chemical assessment/treatment procedures outlined in the Athletic/Extra-Curricular Handbook. Under such circumstances, the participant will not be charged with a violation of the Athletic/Extra-Curricular Handbook. This self-disclosure exemption is available to a participant only once during his/her athletic career.

2. First Violation - The participant shall select either option 1 or option 2 as follows:

Option 1 - After confirmation of the first violation, the participant shall lose eligibility for 15% of the season. The participant must complete a substance abuse awareness program with Novi Youth Assistance, **(at no cost to the Novi Community School District)** and will continue to practice but may not dress for a game or competition.

Option 2 – The participant is suspended for 50% of the season or 6 weeks, whichever is greater. During the period of suspension the participant will continue to practice but may not dress for a game or competition.

3. Second Violation - The participant shall select either option 1 or option 2 as follows:

Option 1 - The participant shall lose eligibility for 50% of the season. The participant must become involved in an outside treatment program for chemical dependency through Novi Youth Assistance, **(at no cost to the Novi Community School District)**. Reinstatement after 50% of the season is not automatic, the director or a counselor of a chemical dependency treatment center must issue a Certification of Completion before the participant will be reinstated.

Option 2 - The participant is suspended for 1 season of participation or 12 weeks, whichever is greater. There shall be no practice or competition during the period of suspension.

4. Third Violation -The participant shall lose the privilege of participating in interscholastic athletics or the extra-curricular activity for the remainder of his/her high school career.

- An appeal for reinstatement to the Administrator may be made one calendar year after the third (3rd) violation but reinstatement is not automatic.

Penalties shall be cumulative beginning with and throughout the student's participation as a participant. **The penalties will overlap seasons and the offenses will accumulate through the participant's career.** Middle school students entering high school with one or no violations will begin with no record. Those with two or more violations at the Middle School will begin at the second violation level.

5. Violations of the Athletic/Extra-Curricular Handbook relating to tobacco shall be as follows:

- 1st Violation – 10% of season plus completion of an approved tobacco cessation program*
- 2nd Violation – 25% of season plus completion of an approved tobacco cessation program*
- 3rd Violation – 50% of season plus completion of an approved tobacco cessation program*
- 4th Violation – The participant shall lose the privilege of participating in the organization for the remainder of his/her high school career.
- An appeal for reinstatement to the Administrator may be made one calendar year after the third (4th) violation but reinstatement is not automatic.

* At no cost to the Novi Community School District.

SPORTSMANSHIP / ETHICAL BEHAVIOR

Good sportsmanship is viewed by the Novi Community School District, Kensington Lake Activities Association, National Federation, and the Michigan High School Athletic Association as a commitment to fair play, ethical behavior and integrity. Sportsmanship expectations of the participant are as follows:

- Accept and understand the seriousness of your responsibility, and the privilege of representing yourself, your school and your community.
- Live up to the standards of sportsmanship established by the school administration and the supervisory staff.
- Learn the basic rules of the game.
- Treat opponents the way you would like to be treated.
- Refrain from any kind of derogatory remarks to your opponents during the game. Refrain from intimidating behavior.
- Respect the integrity and judgment of game officials.
- Win with humility; lose with grace. Do both with dignity.
- Select positive cheers which praise your team without antagonizing the opponents.
- Encourage positive crowd alternatives when booing or an inappropriate chant begins by starting a popular cheer.
- Give encouragement to injured players and recognition to outstanding performances for both teams.

SQUAD CUTS (WHERE APPLICABLE)

Interscholastic athletics and activities exist for skilled and advanced participants. Although “cutting” players from the athletic teams or competitive clubs is discouraged, in certain sports or activities maximum student participation levels must be established. If “cutting” of participants becomes necessary, the supervisor will explain to the participants the criteria for gaining membership to the team before practice begins. Those students not making the team will be entitled to have a personal interview with the supervisor.

CONFLICT OF RESPONSIBILITIES (WHERE APPLICABLE)

Being a member of an athletic team is an extra-curricular activity for the student. There may be occasions when the participant will have a conflict of responsibilities. It is suggested that participants use the prioritized list below when determining their prime responsibility:

1. Family and religious responsibilities.
2. Academic responsibilities.
3. Athletic responsibilities.
4. Other school and social responsibilities.

Participation in school-sponsored sports carries with it responsibilities. One such responsibility is to fulfill the commitment to the school-sponsored team. It is our expectation that when a participant **chooses** to participate on a school-sponsored team, he/she will fulfill the meeting, practice and competition requirements of that sport. While we cannot prohibit participants from participating in non-school sponsored sports, (although the MHSAA prohibits participation in the same sport during the same season) we do expect that our participants will fulfill the commitments to their school-sponsored teams in the event of conflicts. Simply stated, if a conflict exists between a school-sponsored practice/competition and a non-school sponsored practice/competition, we expect that the participant will fulfill his/her commitment to the school-sponsored team. If a participant misses a school-sponsored practice/competition to attend a “non-school sponsored” practice/competition, penalties will range from suspension from competition to dismissal from the squad.

Despite all scheduling efforts by the administration, conflicts will develop between various school sponsored extra-curricular activities. If a conflict should arise, it is the participant’s responsibility to report the conflict to their supervisor. The Administrative staff will do what it can to avoid school-sponsored conflicts.

ATTENDANCE - SCHOOL & PRACTICE

Participants are expected to attend and participate in all practices and team meetings, and carry out the directives of supervisors.

In order to participate in any **PRACTICE OR COMPETITION**, the participant must be in attendance the entire school day of the practice or competition. Exceptions would be such things as pre-arranged medical or dental appointments, scheduled court appearances, death in the family or funeral attendance, (proper documentation such as doctors, dentists, orthodontics, etc. notes may be required).

Any participant, who is suspended, (either out of school or in-school suspension) for violation of the policies and regulations of the student handbook **WILL BE PROHIBITED FROM PARTICIPATION IN COMPETITIONS OR PRACTICES** on the day that the suspension is served.

Failure to attend a practice or competition without a valid excuse, (as outlined above) may result in loss of participation for up to one calendar week from the date of the unexcused absence.

A second unexcused absence will result in up to two weeks loss of participation.

A third unexcused absence will result in removal from the squad.

EXTRA-CURRICULAR ELIGIBILITY

Attendance will impact eligibility for students participating in extra-curricular activities. Students who earn an "NC" (No Credit) for two or more final semester grades will be ineligible and may not continue to participate in extra-curricular activities. Students will remain ineligible for the following semester, or until their semester report card reflects three or more earned credits. This same rule applies if a student earns a combination of two or more final grades of an "E" and "NC." If a student is within the guidelines to apply for an appeal (see "Attendance Appeal Request Information"), they may do so and eligibility will be determined based on the final decision made by the Attendance Appeal Board. Students are required to earn three out of four credits per semester to maintain eligibility.

ATHLETIC/EXTRA-CURRICULAR ACTIVITY FEES

The District reserves the right to apply a participation fee for athletics and extra-curricular activities (such as clubs, competitive organizations or sports teams) as determined by the administration. These fees will be published in advance and information is available through the administrative offices. Certain organizations may also be assessed a transportation fee as determined by administration.

PERSONAL APPEARANCE (ATHLETICS ONLY)

As a representative of Novi Community School District, exemplary personal appearance is important and is to be encouraged. On the day of a competition, (home or away) males shall wear dress slacks and appropriate dress shirt unless otherwise approved by the supervisor. Females shall wear dress slacks or skirts and an appropriate top unless otherwise approved by the supervisor. Hair will be kept neat and well groomed and not interfere with the participant's ability to perform. During an athletic competition, all parts of the uniform must be worn. Any additional clothing worn during competition must be approved by the supervisor. Tattoos must be covered during practice and competition. All jewelry, (including all piercings) must be removed prior to practice/competition.

TRAVEL

Transportation to and from away competitions will be by authorized school transportation. Any exception to this regulation will be arranged between the participant's parents and the supervisor in advance via a signed copy of the Transportation Waiver Form. Should the Novi Community School District be unable to provide transportation, the Administrator and supervisor will work with the parents to arrange alternate transportation as approved by the Superintendent or designee. Novi Community School District promotes the "team concept"; therefore, no participant will be allowed to leave until his/her organization is completely finished with the competition, any post-game meeting and the transportation of equipment. No participant may leave a competition with any other student. Students wishing to return home from a competition with their parents or other adult must present a signed copy of the Transportation Waiver Form to the supervisor prior to departure.

(<http://www.novi.k12.mi.us/District/documentAndForms/WebPages/AthletDocs.aspx>)

STUDENT ACTIVITIES FUNDRAISING

No individual student, class, club, or other group may begin a campaign to raise funds without the written approval of the Dean of Student Activities at the high school and the Assistant Principal at the middle school. All monies collected must be turned in daily to the bookkeeper in the Administrative Office with a proper deposit slip prepared in advance. A copy of the rules and procedures that apply to fundraising is available from the Dean of Student Activities at the high school and the Assistant Principal at the middle school.

EQUIPMENT

Any equipment issued to the participant must be returned at the designated time in good order. The replacement costs of any lost or broken equipment must be reconciled or no awards or further participation will follow.

QUITTING - SWITCHING SPORTS - DUAL PARTICIPATION (ATHLETICS ONLY)

Quitting a team is a serious matter. A participant may drop out of a sport only if he/she has personally contacted the supervisor. Switching from one sport to another after the season has begun is discouraged. If a participant quits one sport after the season has begun he/she will not be eligible to participate in another sport without the prior consent of both supervisors and the Administrator. Participation in two sports during the same season is discouraged. However, with the written consent of both supervisors and the Administrator, a participant may compete on two teams during the same season, (for sports teams where squad cuts are not involved).

PARENT'S RESPONSIBILITY

The parents must understand that participation in athletics involves, in many cases, strenuous physical activity and physical contact. The school assumes the responsibility to provide proper equipment, facilities, and supervision. However, it is the **PARENT'S RESPONSIBILITY** to provide the proper medical coverage to pay for any emergency or medical treatment required due to an injury. The Novi Community School District **DOES**

NOT provide any type of supplemental insurance for our participants. In the case of athletics and as a member of the M.H.S.A.A., Novi participants are provided up to a maximum of \$250,000 for any one injury for excess medical expenses after a \$25,000 deductible in paid medical expenses per claim has been met. This policy **DOES NOT** cover any out-of-season activities. Certain restrictions and time limits apply. Please consult the appropriate Administrator if you have any questions.

STATEMENT OF ELIGIBILITY/ACKNOWLEDGEMENT OF RISK FORMS (ATHLETICS ONLY)

The participant and his/her **PARENT OR GUARDIAN** must complete and **SIGN** the Statement of Eligibility and Acknowledgement of Risk forms prior to practice/competition. **THE COMPLETED FORMS SHOULD BE RETURNED TO THE PARTICIPANT'S SUPERVISOR.**

PROPER SUPERVISION

Participants are NOT TO BE IN THE LOCKER ROOMS, CLASSROOMS, THE GYMNASIUM, THE FIELD HOUSE, THE WEIGHT ROOM, and THE POOL OR OTHER FACILITIES unless properly supervised by their supervisor. If a practice or competition is not scheduled immediately after school, the participants are to leave the building as soon as possible. Failure to abide by this regulation may result in disciplinary action.

DUE PROCESS

- Administrators are expected to investigate all alleged violations of the Athletic/Extra-Curricular Handbook. The parent of a student that is being investigated for a violation should be notified as soon as possible once it has been determined that a violation has been committed. Disciplinary action may be imposed by an informal hearing in which the student is advised of the Athletic/Extra-Curricular Handbook violation with which he/she is charged and the evidence supporting the charge. The student is given the opportunity to present his/her version of the alleged incident(s) during the informal hearing.
- When a student is interviewed regarding an alleged incident that student is to be removed from class for the shortest time possible, however, investigation time may be extended due to the number of students being interviewed and the complexity of the issues involved. Parents should understand that administrators have many responsibilities and questioning may be delayed due to those other responsibilities. If a student is to be detained for a period longer than 30 minutes, school work will be secured from the teacher of the class being missed.
- Whenever possible, investigations should be done after school hours which may affect attendance at after-school activities, but not impede classroom participation
- At the discretion of the supervisor or Administrator, parents and other persons may be permitted to attend the informal hearing or otherwise provide information which will assist in the resolution of the charge.

- Upon the conclusion of the informal hearing, if it is determined that the student has not violated the handbook, the charge shall be dismissed and all documents reflecting the charge will be destroyed.
- Upon the conclusion of the informal hearing, if it is determined that the student has violated the training rules and conduct, consequences as outlined within the handbook shall be imposed.
- Reasonable efforts shall be made to notify the parent or guardian by telephone, letter, or personal contact of the student consequences and the reasons for the consequences. A written record of such contact shall be made in all cases where a student is withheld from competition.
- The Police Liaison officer may not question a participant alone, unless the incident is solely a police issue. All investigations and discipline under this Athletic/Extra-Curricular Handbook will be handled in a confidential matter. At no time will discipline issues regarding a student be discussed with other students or parents.

REVIEW PROCEDURES

Participants will have the opportunity for review concerning corrective actions taken by a supervisor or the Administrator. If a participant is disciplined for an infraction, that student may appeal the discipline imposed starting with the individual who imposed the discipline. The appeal process will include the supervisor, Administrator, building principal, Assistant Superintendent of Academic Services and the Superintendent. The decision of the Superintendent is final.

Steps for review:

1. The participant must have met with the supervisor involved within 3 school days to try to solve the problem.
2. The participant and his/her parents may request a meeting with the supervisor within 3 school days. This request must be in writing. This meeting must take place within 3 school days of the request.
3. The participant may request a review by the Administrator. This request must be in writing within 3 school days upon the conclusion of step 2 stating the facts and reasons for review. This meeting must take place within 3 school days after the request has been received. At this point the Athletics Director or designee will arrange a meeting with the supervisor, the participant, and the parents.
4. The participant may request a review by the High School principal or his/her designee. This request must be in writing within 3 school days upon the conclusion of step 3 stating the facts and reasons for review. This meeting must take place within 3 school days after the request has been received.

VARSITY JACKETS FOR ATHLETICS/EXTRA-CURRICULAR AND ACADEMICS

Varsity Jackets are available for purchase at McNish's Sports of Novi or at The Stitching Post in Northville. Participants must present a letter from Novi High School stating they earned their varsity letter. In addition, names of those earning varsity letters will be on a

list from the Organization that is given to these establishments. Official Novi Varsity Jackets are kelly green and white for boys and forest green and white for girls. Other colors may be purchased, but “Novi Varsity” cannot be stitched on these jackets and a Novi Varsity Letter cannot be used on them.

Varsity Jacket Assistance is available for participants unable to afford the purchase of a varsity jacket. The criteria for the “free lunch” program will be used to help the participant subsidize the purchase. A form will be available in the Athletics Department and the Administrative Office for the participant to fill out.

AWARDS FOR ATHLETICS

The Athletic Department will give the following awards:

Freshmen participants shall receive a Freshmen Certificate of Participation.

Junior Varsity participants shall receive a Junior Varsity certificate of participation.

Varsity Any participant who successfully completes a first season of varsity level competition, and meets any other requirements determined by the supervisor, shall be awarded a varsity chenille and a varsity certificate.

Any participant who successfully completes a season of varsity level competition, but does not fulfill the award requirements determined by the supervisor, shall be awarded a varsity participation certificate.

Any participant who has already been awarded a varsity letter who then successfully completes another season of varsity competition in a DIFFERENT SPORT shall receive a varsity certificate.

Any participant who successfully completes a second, third or fourth season of varsity competition in a PARTICULAR SPORT shall be awarded a varsity certificate.

The Athletic Department will honor a senior Male Athlete of the Year and a Female Athlete of the Year; criteria for the awards are available in the Athletic Director’s office.

Any participant not completing a season of competition due to academic ineligibility, disciplinary action or voluntarily quitting the team **will not** receive an award for that sport from the organization, its programs, or supervisors.

AWARDS FOR HIGH SCHOOL EXTRA-CURRICULAR ACTIVITIES AND ACADEMICS

Academics:

To earn an **academic letter** a student must:

- a) have a cumulative grade point average of 3.5 or above and not have received any D’s or E’s or
- b) have three consecutive semesters with a grade point of 3.5 or above and not have received any D’s or E’s.

To earn an **academic bar** a student must:

- a) have earned an academic letter in a previous year, and continue to have a cumulative grade point average of 3.5 or above and not have received any D’s or E’s or
- b) have two consecutive semesters with a grade point of a 3.5 or above and not have received any D’s or E’s.

Band/Color Guard: To earn a varsity letter, the student must complete one full year in band and participate in required events. For color guard only, the student must participate in both the fall and winter season (hence one year) to earn their letter.

Choir: To earn a varsity letter, the student must complete one full year in choir, participate at all performances and competitions, and volunteer at festivals and banquets. Specific information is available from the choir director.

Dance: To earn a varsity letter, the student must earn thirty (30) points through participation in the dance program. Information regarding point availability and the method used for tracking points is available from the dance sponsor.

Drama: To earn a varsity letter, the student must earn thirty (30) points through participation in the drama program. Information regarding point availability and the method used for tracking points is available from the drama sponsor.

Debate: To earn a varsity letter, the student must participate in debate for two years. The student must attend all team meetings, competitions, and contribute to team evidence files. A detailed list of requirements may be obtained from the debate team coach.

Any participant not completing a season of competition due to academic ineligibility, disciplinary action or voluntarily quitting the team **will not** receive an award for that sport from the organization, its programs, or supervisors.

Academic Team (Quiz Bowl): To earn a varsity letter, the student must play on the academic team for at least two years. The student must attend all team meetings, league and weekend competitions, and contribute to team practices. Students may also earn a letter by competing on the Varsity A and B teams for a particular number of meets or tournaments. A detailed list of requirements may be obtained from the academic team coach.

EDUCATION

Our mission is to educate the students of the Novi Community Schools. This education extends beyond academic construction to rules and laws imposed by the authorities to maintain a safe learning and extra-curricular environment. Students and their families must be provided a copy of the Athletic/Extra-Curricular Handbook and be made aware of the expectations of participating on a team. Parents and participants should be strongly encouraged to attend the pre-season meeting for the sport the child will be participating in to understand the roles, responsibilities and expectations of the team and the participant.