

District-Wide Elementary Parent-Student Handbook

Deerfield

Novi Woods

Orchard Hills

Parkview

Village Oaks



Dear Parents ~保護者各位 :

It is a pleasure to welcome you to the new school year! The year ahead will offer many new learning opportunities for your child/ren. Our goal is to provide a caring, stimulating learning environment where children are challenged with rigorous standards. We have the responsibility to foster learning through meaningful instruction within a balanced and interactive elementary curriculum. Ultimately, we want your child to have a strong academic foundation and the ability to apply knowledge to think critically and communicate effectively.皆様が新学年を始められることをお喜びいたします。お子様（方）は今年も多くの新たな学習の機会を得ることでしょう。私達の目標は、思いやり深く、かつ非常に興味深い学習環境を提供することにより、お子様が厳しい基準のもとにやりがいを見出すことです。私達には、バランスの取れた相互対話式の小学校のカリキュラムを用いて意義ある教育を行うことにより、お子様の学習力を高める責任があります。最終的には、私達は、お子様が強固とした教育の基盤を持ち、その知識を用いて注意深く考え、効果的に意思伝達が出来るようになることを望んでいます。

The purpose of this handbook is to acquaint you with the Novi Elementary Schools and answer any questions you may have about the programs, School Board policies, and procedures. You are encouraged to contact the school your child attends to clarify any questions you may have regarding programs or procedures as this handbook is not all inclusive.このハンドブックは、皆様にノバイ小学校をご紹介するために作られています。また、学校のシステムや規則、手順などについて皆様がご持ちのご質問に答えるためでもあります。しかし、このハンドブックでは、各小学校ごとの細かな違いについては触れていませんので、お子様が通われる小学校に直接連絡を取り、再確認されることをお勧めいたします。

We recognize that student success is dependent on the cooperation of parents and school district staff. Parents are our partners in the most important job of educating the children of this community. Personal communication between home and school is vital to providing the best possible educational experiences for the students. Please help us foster this relationship by attending school functions and monitoring your child's school progress. Together, we are educating future leaders and contributing citizens.私達は、生徒が学校で成功するためには、保護者と教職員の協力が欠かせないことを認識しています。保護者の皆様は、我がコミュニティの子供達を教育するという最も重大な任務において私達のパートナーです。ご家庭と学校間でのコミュニケーションは、生徒に最適な学習体験を提供するために不可欠です。どうか、学校の行事に参加し、お子様の学校での成長を積極的に見守ることで、学校との良い関係を育てるようご協力をお願い致します。私達

は、一体となって、未来のリーダー、社会に貢献できる市民を育てているのです。

On behalf of the Novi Community School District, we wish you and your child/ren a most productive and enriching year.ノバイコミュニティー学校区を代表して、皆様と皆様のお子様（方）が今までで最も実りある、豊かな1年を迎えられることをお祈りいたします。

Sincerely, 敬具

The Novi Administrative Staff ノバイ学区管理職員

Kimberley Warren, Principal – Deerfield Elementary

キンバリー・ウォレン校長---ディアフィールド小学校

David Ascher, Principal – Novi Woods Elementary

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Pamela Quitiquit, Principal – Orchard Hills Elementary

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Jenifer Michos, Principal – Parkview Elementary

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Sue Burnham, Principal – Village Oaks Elementary

スー・バーナム校長---ヴィレッジオークス小学校

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VISION STATEMENT ノバイ学区教職員の責務

The Novi Community Schools staff is committed to: ノバイコミュニティー学区の教職員は以下のことをお約束いたします。

- Preparing students to succeed in our changing world; 変化に富む社会で生徒が成功するための準備をする。
- Encouraging the development of caring, respectful and responsible students; 思いやりがあり、礼儀正しく、賢明な生徒の育成を促進する。
- Differentiating instruction based on continuous assessment of and for learning; 常に学習の学習のための評価をもとに教育方法を変化し工夫する。
- Involving parents and our community in the educational process; 教育課程において保護者と地域社会の協力を求める。
- Implementing the principles of a Professional Learning Community; 「教育者相互協力社会」の概念を実行する。
- Continually evolving best educational practices. 常に最適の教育方法を展開する。

MISSION STATEMENT ノバイ学区小学校の綱領

The mission statements of Novi Community Schools Elementary Schools are committed to create and maintain an educational environment that supports academic achievement, consistent with district, state and national standards to meet all students' learning needs. ノバイコミュニティー学区小学校は、各生徒の学習ニーズを満たし、学区・州・国の基準に則り、学習の成果を促す学習環境を造り、維持していくことを約束いたします。

BEHAVIOR EXPECTATIONS 行動に関する決まり

Our goal is to help children become responsible students. However, it is common for children to make poor behavior choices. These incidents are a wonderful learning opportunity. We will work with your child to rectify the situation and choose appropriate consequences, if needed. If the situation warrants, parents will be contacted. Below are the behavioral expectations we have shared with our students: 私達の目標は、責任ある行動を取ることでできる生徒を育てる手助けをすることです。しかし、時に好ましくない行動を取ることは子供にとってよくあることです。これらの事態は素晴らしい学習の機会です。私達は、状況を改善するためにお子様とともに努力し、必要であれば、状況に応じた処置・処罰をします。また、正当な理由があれば、保護者にも連絡をします。以下が私達が生徒と共有する行動の決まりです。

1. Students are expected to follow directions given by staff members
生徒は教職員からの指示に従うこと
2. Students will refrain from using inappropriate language or obscenities
生徒は不適切な言葉、わいせつな言葉を使用しないこと
3. Students will demonstrate respect toward all other individuals
生徒は他のすべての個人を尊敬・尊重すること
4. Students will preserve and care for all school property and the property of others. 生徒は、学校の所有物および他人の所有物を大切に保存すること

GENERALLY THROUGHOUT THE SCHOOL, students are expected to behave in the following manner. Students will 学校全体において、生徒は次のように行動することが求められます。 生徒は、

1. Follow the directions of their supervisor(s)
監督責任者の指示に従うこと
2. Walk at all times while moving about the school building
学校内の移動時には、走らずに歩くこと
3. Behave in a manner which is respectful of the rights and property of others
他人の権利と所有物を尊重する行動を取ること
4. Pay for the replacement or repair of property which is damaged or lost 所有物を破損・紛失した際には修理代金・弁償金を支払うこと

ASSEMBLY BEHAVIOR - Students will 全校集会において、生徒は、

1. Follow their line quietly into the gym
それぞれの列に従って静かにジムに入ること
2. Sit flat and still 正しく床に座り、動かないこと
3. Exhibit good audience behavior by listening and showing their respect in an acceptable manner 好ましい態度で話し手の話を聞き、敬意を表し、良い観客として行動すること

CLASSROOM BEHAVIOR - Students will: 教室において、生徒は、

1. Be attentive to all lessons and directions
授業内容や指示によく注意を払うこと
2. Work toward the completion of their assignments during designated times
決められた時間内に課題を終わらせるように努力すること
3. Use school materials with care and safety.学校の教材を、丁寧に安全を心がけて使用すること
4. Follow the classroom rules which have been established by the teacher 担任教師が定めた教室内での決まりに従うこと

HALLWAY BEHAVIOR - Students will 廊下において、生徒は、

1. Demonstrate consideration for others by walking at all times through the halls
他の生徒に配慮を示し、廊下では走らずに必ず歩くこと
2. Use a modified voice when speaking in the halls
廊下で話すときには小声で話すこと
3. Behave in a manner which is respectful of the rights and property of others
他の生徒の権利や所有物に対し、敬意を持って行動すること

BATHROOM FACILITIES - Students will 手洗い場において、生徒は、

1. Refrain from any activity which interferes with another person's proper use of the facility 他の生徒が正しく設備を利用するのを妨げるような行為をしないこと
2. Refrain from using the bathroom as a social gathering place 手洗い場を社交の場として使用しないこと
3. Exercise care in maintaining the cleanliness of the bathroom 手洗い場を清潔に保つよう注意をすること
4. Walk quietly to and from the bathroom without stopping to visit with other students on the way 手洗い場までの行き帰りに他の教室で寄り道をせず、静かに往復すること

LUNCHROOM BEHAVIOR - Students will ランチルームにおいて、生徒は、

1. Enter the lunchroom quietly and fill tables in an orderly manner ランチルームに静かに入り、秩序を守って席に着くこと

2. Use indoor voices and talk only with students at their table インドア・ヴォイス (室内で話すときの声の大きさ) で話し、テーブルが同じ人たちとのみ会話をすること
3. Not share food 食べ物は分け合って食べないこと
4. Raise their hands for all requests 助けが必要なときには手を挙げること
5. Clean up their entire eating area when finished 食べ終わったら自分の席の周囲をきれいに片付けること
6. Line up and quietly return to their room at the proper time 列を作り、決められた時間に静かに教室へ戻ること

If a student disobeys the rules or the lunchroom supervisors, usually all that is needed is a firm reminder. Occasionally students will be referred to the office. In cases of chronic misconduct in the lunchroom, parents will be notified. もし生徒が規則またはランチルーム監督者（ランチ・レディーとも呼ばれる）に従わなかった場合には、口頭で厳しく注意することで解決することがほとんどです。まれに、生徒は事務室へ移され、さらに指導を受けることがあります。問題行動が長期にわたった場合には、保護者が学校より連絡を受けます。

RECESS BEHAVIOR INSIDE SCHOOL - Students will 校内での休み時間において、生徒は、

1. Engage in activities appropriate to the classroom setting; for example, activities which do not include: running, throwing, yelling, or physical contact. 教室にふさわしい遊びをすること。走る、投げる、叫ぶ、その他、身体接触などが生じる遊びはふさわしくないので、行わないこと。
2. Always follow the directions of the supervisor(s) on duty. 常に監督者の指示に従うこと

RECESS BEHAVIOR ON PLAYGROUND - Students will 校庭での休み時間において、生徒は、

1. Follow the directions of the adult on duty その場にいる大人の指示に従うこと
2. Observe rules of fair play in dealing with others 他の生徒と遊ぶときには、フェアプレイ（公平な遊び方）の規則を守ること
3. Remain within the set boundaries of the playground 校庭の敷地内から外に出ないこと
4. Ask permission of the adult on duty before entering the school to use the bathroom or get a drink 手洗いや水を飲むために校内に戻る場合は、その場にいる大人に許可を求めること

5. Not fight. This conduct is forbidden and will be referred to the principal for further action. 取っ組み合いの喧嘩をしないこと。この行為は禁止されており、違反した生徒は校長から処分を受けます。
6. Use equipment properly. 遊具を正しく使用すること
7. Line up quietly. As soon as the bell rings or whistle is blown, students will proceed to their classroom in an orderly fashion. 静かに整列すること。ベルまたは笛が鳴るとすぐに、秩序正しく教室へ戻ること。
8. Dress appropriately for weather and ground conditions as determined by the supervisors. 監督者の指示通り、気候や校庭の状態にふさわしい衣服を着ること
9. Refrain from all games and activities which includes rough physical contact. 激しい身体接触を伴うゲームや活動はしないこと

C.A.R.E. PROGRAM (LATCHKEY) 延長プログラム

(Children's Activities in a Responsible Environment)

信頼できる環境における児童の活動-略してC. A. R. E.

The C.A.R.E. program provides childcare before and after school for children enrolled in our five elementary buildings, which includes Deerfield, Novi Woods, Orchard Hills, Parkview, and Village Oaks. Our Pre-Teen Club (P.T. Club) provides activities before and after school for students who attend Novi Meadows and Novi Middle School. P.T. Club is located in the 5th grade gym. ケアプログラムは、ノバイの小学校5校（ディアフィールド、ノバイウッズ、オーチャードヒルズ、パークビュー、ヴィレッジオックス）のいずれかに属している児童のための就学時間前後の育児を提供しています。プレティーンクラブ（P. T. クラブと呼ばれる）は、ノバイメドウズとノバイ中学校に通う生徒の就学時間前後のサービスです。P. T. クラブは、5年生側の体育館で行われます。

K-C.A.R.E. is for half day Kindergartners and students enrolled in our Preschool program. Students are transported by bus to their K-C.A.R.E. location. For locations of your neighborhood school contact the Child Care Services office at (248)449-1713. ケアは、半日の幼稚園に通う児童とプレスクールに属する児童のためのプログラムです。この児童は、Kケアの場所までバスで送られます。お近くの施設を知りたい方は、上記の育児サービスオフィスまでお電話ください。

Registration is ongoing during the school year. This fee is nonrefundable. (A separate check is needed for this fee, payable to Novi Community Schools) 随時登録が可能です。また料金の返金は行っておりません。（このプログラム専用の小切手が必要です。支払い先は、ノバイ学校区宛でお願いします。）

For more registration information, please visit our web site at:

www.novi.k12.mi.us, search under Community Education. 登録についての詳細は、上記ウェブサイトのコミュニティーエジュケーションのページをご覧ください。

C.A.R.E. is open during winter and spring breaks. Sign up is done one month before the breaks with your C.A.R.E. leader at your child's home school. ケアは、冬休みと春休みにもご利用できます。お子様が通っている学校のケア担当者のもとで休みの1ヶ月前に登録をしてください。

CLUBS/ACTIVITIESクラブ・活動

Any child remaining after school for any club/activity will require a note from his/her parent/guardian giving his/her permission and stating the date and time. Semester-long activities, held in the school, will require a note stating the time, day and duration of the activity. クラブ・活動のために放課後学校に残る生徒は、日時が書かれ、保護者が許可したことを示す手紙が必要です。1学期間続きその学校で行われる活動については、日時とその活動の期間を示す手紙が必要です。

Students participating in the C.A.R.E. program should follow C.A.R.E. program procedures. ケアプログラムに参加している生徒は、ケアでの手続き方法に従ってください。

DRESS CODE服装に関する決まり

Students will dress in a manner that meets reasonable standards of health, cleanliness and safety. Clothing will be worn in a manner that will convey self-respect and will not disrupt the education process. 生徒は、健康・清潔・安全の基準を適度に満たす服装を心がけてください。自己尊重を表し、教育課程の妨げにならない服装が好ましいでしょう。

DISMISSAL CHANGE 下校手段変更

If a parent/guardian needs to request a change in the dismissal procedure for their child, the request needs to be made no less than 45 minutes prior to the end of the school day. This is necessary for the message to be forwarded to the teacher. 保護者・後見人が生徒の下校手段を変更したいときは、学校が終わる45分前までにその旨連絡をしてください。この時間の猶予は、担任教師にきちんと伝言するために必要となります。

EARLY DISMISSAL 早退

In situations where it is necessary for students to leave school during the school day, they will be excused only to those persons listed on their current emergency card. Teachers are not allowed to release a child from the classroom. Parents must sign their child out at the school office should they need to leave school prior to dismissal. 生徒が早退する必要がある場合、現在の緊急連絡先カードに記入されている者とのみ、学校を出ることができます。教師は、教室から直接生徒を外へ出してはいけません。下校時間前に学校を出なければならない場合、保護者は必ず事務室にて早退のための用紙にサインアウトの署名をしてください。

EMERGENCY NUMBERS 緊急連絡先

When your child enters Novi Community Schools, you are requested to complete a registration form. Information to be included is: current home and work phone numbers, names and phone numbers of people to whom your child may be released in an emergency, and the name of your family doctor. **It is very important that this information be kept up-to-date.** Emergency forms will be sent home at the start of each school year for updating. Please remember to contact the school when your numbers change during the school year. お子様がノバイ学校区に入学する際、登録用紙の記入が必要です。この用紙に必要な事項は、現在の自宅、会社の電話番号、緊急の際に子供を依頼する人々の名前と電話番号、そして小児科医の名前と電話番号です。この情報が常に最新のものであることが非常に重要です。この情報の更新のために、緊急連絡先記入用紙が毎年新学期に各家庭に郵送されます。学年の途中で緊急連絡先に変更があった場合には、必ず学校にお知らせください。

EMERGENCY PROCEDURES緊急時の対応方法

(See the Novi Community Schools K-12 Parent-Student Handbook which follows)

このハンドブックのあとにあるノバイ学区総合ハンドブックをご参照ください。

Please do not call the office during a weather emergency! When severe weather conditions occur, we may receive dozens of phone calls from parents asking us to give messages to their children. In the time of an emergency, the office staff has responsibilities to ensure the safety of all children, and is not staffed to pass individual messages to children. **悪天候による緊急時には、事務室に電話をしないでください！** 天候状態が非常に悪いときに、保護者が子供達に伝言するため数十件の電話が入ることがあります。緊急時には、事務室の職員は全ての児童の安全を確保する責任があるため、個々の伝言を子供達に伝えることはできません。

HEALTH/STUDENT ILLNESS健康状態・病気

Schools bring children into close physical contact, thus giving communicable diseases an opportunity to spread quickly. Your child's health is important to us. We attempt to maintain good health conditions while your child is in school. 学校では、子供達の身体接触の機会が多く、ゆえに伝染性のある病気を早く広めてしまう可能性があります。お子様が健康であることは、非常に大切なことです。私達は、お子様が学校にいる間中、良い健康状態を保てるよう努力しています。

Please keep your child home if he or she has any of the following symptoms: 次のような症状がある場合、お子様を登校させないでください。

- FEVER 熱
- PAIN AND STIFFNESS OF NECK, AND HEADACHE 首の痛み、頭痛
- SORE THROAT のどの痛み
- SWELLING AND TENDERNESS OF GLANDS, ESPECIALLY NECK GLANDS リンパ腺（特に首）の腫れや痛み
- COUGH, IF PERSISTENT OR PRODUCTIVE しつこい咳、痰を伴う咳
- NAUSEA AND VOMITING 吐き気、嘔吐
- DIARRHEA AND/OR PERSISTENT ABDOMINAL PAIN（しつこい腹痛を伴う）下痢
- JAUNDICE (YELLOWING OF EYES OR SKIN) 黄疸（特に目や肌）
- RASH 湿疹

- ANY SKIN ERUPTION (PARTICULARLY IF RED, SWOLLEN, AND DRAINING) 吹き出物（特に赤み、腫れ、膿を伴うもの）
- RED OR RUNNY EYES, SNEEZING, OR NASAL DRAINAGE 眼の赤み、または涙目、くしゃみ、鼻水
- LICE OR NITS しらみ、しらみの卵

If symptoms occur while in school, parents will be contacted and asked to arrange for the child to be taken home. **Parents are expected to have their child picked up immediately. A child may not return to school until fever/vomit/symptom free for 24 hours.** これらの症状が学校で現れた場合、保護者に通達があり子供の下校手続きをするよう言われます。保護者は、直ちに子供を迎えに来なければなりません。また、生徒は、熱・嘔吐・その他の症状がなくなって24時間以上経過しなければ登校を再開できません。

Following the above guidelines, provided by the Oakland County Health Division, will help prevent a child from developing possible complications and will keep the school environment a healthy one. オークランド郡保健衛生局によって定められた上記の指針に従うことにより、児童の症状の悪化を防ぎ、学校環境を健康に保つことが出来ます。

The Oakland County Health nurse makes periodic visits to each elementary building to collaborate with school staff. We do not have a school nurse on duty daily. オークランド郡保健衛生局勤務の看護婦が、学校の教職員と共に健康管理をするために各小学校を訪れています。ノバイ学校区には、毎日勤務している学校専属の保健士はいません。

Daily outdoor recesses are a valuable factor in promoting healthy classroom conditions. Children are expected to participate in recess activities; therefore, they should wear adequate, warm clothing. Classes are usually on the playground no more than twenty minutes and are supervised by classroom teachers or noon aides. If the weather is too severe, the children will remain indoors. 毎日昼休みに外遊びをすることは、教室を健康に保つために重要です。従って、生徒は十分な暖かい衣服を着なければなりません。子供たちは、20分以上校庭で遊ぶことはなく、教師または昼休み担当の職員によって監督されています。天候が非常に悪い場合には、子供たちは屋内に残ります。

Generally, if children are well enough to be in school, they are well enough to go outside. Due to that fact that we do not have adequate supervision for students not participating in recess, a **doctor's note is necessary** if a child is expected to stay in due to medical reasons. 一般に、子供たちが登校可能な健康状態であれば、外遊びもできると見なします。学校では、昼休みに外へ行かない生徒の十分な監督が

できないために、医療上の理由で屋内に残らなければならない生徒には医師からの手紙が必要です。

HOMWORK宿題

Students are given ample time to complete daily assignments during school hours. Work that is not completed will be sent home for completion. It is expected that these assignments will be completed and returned to the teacher on the following day.生徒たちは、学校にいる間に毎日の課題を終わらせる十分な時間を与えられています。終わらなかった分は帰宅後の宿題となります。これらの課題は、帰宅後、完成させて翌日提出しなければなりません。

Due to differences in age levels and grade levels, homework expectations will differ. Any homework assigned will be reasonable in length in order to allow time for family and social development.年齢や学年により、宿題に求められる事項は異なります。与えられた宿題は、家族間やその他の社会的成長に十分な時間が取れるように、適度な量となっています。

Homework will not be provided prior to vacations during scheduled school days. Students are expected to complete missed assignments after returning to school.学校登校日に休暇を取る場合、事前に宿題を受け取ることはできません。生徒は、再び登校を始めてからやり損なった宿題を終わらせる必要があります。

LOST AND FOUND落とし物・忘れ物

All coats, hats, gloves, boots, and removable clothing should be labeled with the student's name. The school lost and found is located near the office. Unclaimed lost and found items are donated to charity in the spring and at the end of the school year.上着、帽子、手袋、ブーツ、その他着脱可能な衣服類には、すべて生徒の氏名を記入してください。学校の落とし物入れは事務室の近くにあります。持ち主の見つからない落とし物は、春と学年末にチャリティーに寄付されません。

LUNCH PROGRAM昼食時間の決まり

All students in full-day kindergarten and grades 1-4 have forty minutes for lunch and noon recess. In an attempt to prevent students from eating too fast to get outside, students stay in the lunchroom 20 minutes before being dismissed for a 20 minute recess. Paid noon aides supervise the lunch hours.終日保育の幼稚園生と1~4年生の全生徒は、昼食と休み時間として計40分を与えられています。早く外で遊

びたいために早く食べ過ぎるのを防ぐため、生徒たちはランチルームで20分を過ごした後、20分間の休み時間を与えられます。（ボランティアではなく）有給の昼休み担当職員が昼食時間を監督します。

We offer a computerized debit lunch system, which allows parents/guardians to prepay for as many meals/snacks as a parent wants. The minimum amount to open an account is \$20.00 per student. Cash will be accepted, but prepayment by check is our preferred method of payment. Current pricing and other lunch information are sent home during the school year.学校にはコンピューター管理された昼食のための口座引き落としシステムがあり、これによって、保護者の方々は食事・軽食用に好きなだけ前払いをすることができます。この口座を開くためには、生徒あたり最低20ドルが必要です。現金も受け付けますが、小切手による前払いのほうが望ましいです。

You can have instant access to your children's account histories on-line and the optional ability to make credit card deposits using a secure Internet connection. To create an on-line account for free, go to www.LunchDeposit.com and click on the sign-up link for Michigan and then Novi Community Schools. You will submit some information on the website including your students 8 digit ID number, which you can obtain by calling the Food Service Department (248)449.1200, ext. 2020. Once your information has been verified, you will receive an email with a password and instructions on using the system for meal histories or optional credit card deposits. All credit card deposits will be received into your child's account within 15 minutes and you can make deposits for more than one child using only one transaction! A 6% surcharge will be added to all credit card deposits. This fee goes directly to LunchDeposit.com for handling the credit card transactions.保護者の皆様には、お子様の購入の記録などをオンラインで簡単にご覧いただけますし、インターネット上で安全にクレジットカードにてお支払いいただくこともできます。無料でこのオンライン口座を作りたい方は、www.Lunchdeposit.com のサインアップ（申し込み）のリンクで、ミシガンを選択し、その後ノバイ学校区をクリックしてください。この申し込みには、お子様の8桁のID番号をはじめ、いくつかの情報の入力が必要になります。ID番号は、(248)449-1200内線2020のフードサービス課にてお聞きください。情報の確認ができ次第、皆様のもとにパスワードとこのオンラインシステムの使い方が書かれたeメールが届きます。クレジットカードでの預金の場合、15分以内にお子様の口座へ振り込むことができます。また、一度に複数のお子様の口座へ振り込むことも可能です。このクレジットカードでの振込みには、6%の追加料金が掛かります。この手数料は、直接LunchDeposit.comのウェブサイトに送られます。

Children whose accounts fall into a negative balance will be given a balance reminder note. If the lunch account continues to have a negative balance the student will be given a Replacement Lunch.生徒の口座の残高がマイナスになった場合、まずそれ

を知らせる手紙が送られます。その後も口座残高が増えない場合、引き続き昼食は支給されますが、マイナスの金額も増え続けます。

If you are interested in or in need of Free and Reduced-Priced Meal Information, please see page 12 in the following K-12 Parent-Student Handbook. 無料または減額の昼食を希望される方は、この後のノバイ学区総合ハンドブック 12 ページをご覧ください。

PARENT-TEACHER CONFERENCES懇談会

Conferences should be helpful to you in understanding your child's progress in school. The following areas should be addressed by your child's teacher(s) at the conference: 懇談会は、お子様の学校での進歩を理解するために行われています。懇談会では、教師が下記の点について保護者と話し合います。

- The child's work habits お子様の学習習慣
- The child's attitude toward school お子様の学校に対する姿勢
- The child's social and health habits お子様の社会面・健康面での習慣
- The child's academic progress お子様の学習面での進歩

Teachers schedule individual conference appointments several weeks in advance of the designated conference days. Parents are asked to be on time for their appointment as to not inconvenience others. 教師は、指定された懇談会の日時の数週間前に各保護者と予約をします。保護者は、他の人々の迷惑とならないように予約の時間を守ってください。

PARENT-TEACHER ORGANIZATION保護者/教師の会

The PTO is the school's parent/teacher organization. All parents/guardians are automatically members of the PTO. There are no membership dues. Parents are encouraged to actively participate in one or more PTO Committees during the school year. All parents are invited to the PTO meetings. Contact your school office for a list of PTO meeting dates if not posted on the District calendar available on the District web site at www.novi.k12.mi.us (Deerfield's Parent-Teacher Organization is the Deerfield Community Council). 保護者/教師の会（以下PTO）は、各学校の教師と保護者のための組織です。すべての保護者は、自動的にPTOの会員となります。PTOのための会費はありません。保護者の皆様には、1つまたはそれ以上のPTOの委員会に積極的に参加されることをお勧めします。PTOの会合には、すべての保護者の皆様の参加が望まれています。PTO会合の日時については、ノバイ学区ウェブサイトの学区カレンダーをご参照ください。そのカレンダーに記入されていない場合には、各学校の事務室

にてお尋ねください。(ディアフィールドのPTOはディアフィールド地区委員会DCCと呼ばれています)

PROGRESS REPORTS/REPORT CARDS成績通知表

A formal written progress report to parents is made three times each year. The fall and spring reports are scheduled parent/teacher conferences. The winter and summer (June) reports are written only. 学習状況を保護者に伝えるための正式な通知表が年3回作成されます。秋と春には、懇談会にて通知されます。冬と夏(6月)の通知方法は、記入された通知表のみとなります。

RECESS昼休みの遊び時間

Students will stay in for lunch and recess under the following conditions: 次のような状況のときは、リセスは屋内で行います。

- Rain 雨天
- Actual temperatures below 0° F and/or wind chill factor below 0° F. 気温が華氏0度(約摂氏-18度以下)で/または風の冷却効果で体感温度が華氏0度以下のとき
- Extreme conditions on the playground (e.g. mud or ice) 校庭の状態が非常に悪いとき(泥、氷など)

The decision on having outdoor recesses will be based on daily weather conditions. Teachers are permitted to hold other recesses at a shorter span on their own by using sound judgment considering conditions on bad-weather days. In the event that conditions warrant students remain inside for recess, a team procedure among teachers and recess supervisors will be followed. 屋外のリセスを行うかどうかは、毎日の天候状態によります。教師は、悪天候などの条件を考慮に入れながら、個々にクラスごとの短時間のリセスを行うことも出来ます。状況により屋内リセスが必要な場合、全教師とリセス監督者が同様の方針を採ります。

SAFETY PATROL安全当番

Fourth grade members of our school Safety Patrol will be stationed at various posts on school property 15 minutes prior to the start of the school day and 10 minutes after school is dismissed. 安全当番の4年生が、学校が始まる15分前と学校が終わる10分前に校内の各場所に配置されます。

SCHOOL PARTIES/CELEBRATIONS学校主催のパーティー

There are three scheduled school parties per year. They are: Halloween, December holiday, and Valentine's Day. The classroom teacher will inform parents of plans. 学校主催のパーティーが1年に3回行われます。これらのパーティーは、ハロウィーン、12月のホリデーパーティーとバレンタインパーティーです。担任教師がそれぞれ保護者に計画をお知らせします。

SCHOOL SUPPLIES 学校の所有物・必需品

Children are held responsible for the condition of all textbooks and library books checked out to them. A charge will be assessed if these books are lost or damaged beyond the usual wear and tear. The schools will furnish basic supplies such as pencils, paper and crayons. 生徒たちは、責任を持って教科書と図書館の本を管理しなければなりません。これらの本を紛失したり、ひどく傷つけた場合には、弁償金が支払われなければなりません。鉛筆、紙、クレヨンなどの必需品は学校側で提供されます。

STUDENT HOURS 就学時間

All elementary schools are in session the same number of hours/minutes per day. You will be notified of the starting and ending times for your child's school at the beginning of the school year or at the time of registration. 全ての小学校が、毎日同じ時間数を就学時間としています。新学期が始まる前または登録時に、お子様の学校の始まりと終わりの時間についてのお知らせがあります。

STUDENT PLACEMENT 生徒の配置

The building principal has the responsibility for the placement of students within the building. Parents who wish to request that their child be placed in a specific teacher's classroom can express this request in writing to the principal in the spring. Although the principal takes this request into consideration during the placement process, there is no guarantee that this request will be honored. The factors which must be considered by the principal in the placement process are the following: 生徒の配置については、各学校の校長に権限があります。お子様に特定の教師を希望される場合、春にその要望を校長に宛てた手紙で出すことができます。校長はこの要望を考慮に入れますが、この要望が満たされるという保証はできません。校長が生徒を配置する際に考慮しなければならない要因には以下のようなものがあります。

- an equal distribution of students among all of the teachers at any given grade level and within the total school,各学年において、各教師が担当する生徒数が均等であること
- an even distribution of boys and girls within each classroom when the enrollment makes this possible,教室ごとにできる限り男子と女子の数を均等にする
- an even distribution of students at a given grade level who are experiencing attention or behavioral problems, and 各学年において、集中力や行動に問題のある生徒を教師間で均等に配分すること
- special needs students who may require an approach or technique at which a specific teacher may be particularly adept.特定の方法や技術を必要とする特殊学級の生徒にもっとも適した経験を持つ教師を与えること

VALUABLES: MONEY AND PERSONAL ITEMS貴重品

When money is sent to school for purposes other than lunch, it would be wise to:昼食代以外の目的で学校に現金を持参する場合には、

1. Place the money in an envelope with the teacher and child's name on the outside.封筒に現金を入れ、表に担任教師の名前と子供の名前を書いておくこと
2. Include a note of explanation.何のための現金かを説明した紙を同封すること

For reasons of safety and security, the following should not be brought to school: “look alike” weapons, baseball bats, hardballs, squirt guns, skateboards, roller blades, sleds, radios, MP3/Ipods players, electronic games, virtual reality toys, expensive jewelry, collectables, trading cards, cameras, or animals. Individual teachers may extend this list if a popular game or activity interferes with the teaching/learning in a classroom. Special arrangements to bring a prohibited article for display, a class party, or for “show and tell” must be made in advance with approval from the teacher. 安全上の理由から、以下のものは学校に持ってくることはできません--武器の類似品、野球のバット、硬球、水鉄砲、スケートボード、ローラーブレード、そり、ラジオ、MP3、Iポッド、電子ゲーム、バーチャル・リアリティーのおもちゃ、高価なジュエリー、収集品、収集目的のカード、カメラ、動物。人気のあるゲームや活動が教室での授業・学習の妨げになると判断したときには、各教師がこのリスト以外の物を追加することもあります。ここで禁止されている物を展示、クラスのパーティー、「ショー・アンド・テル（自分が大切にしている物についてクラスで発表する機会）」の目的で持ってくるときには、教師に事前に許可を得る必要があります。

See “Electronic Devices” on page 52 or “Money and Other Valuables” on page 16 of the following K-12 Parent-Student Handbook. このあとに記載されているノバイ学区総合ハンドブックの「電子機器」 52 ページ、「現金その他の貴重品」 16 ページを参照してください。

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

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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-DESCRIMINATION/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 NCS D 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 pupils 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 pupils, 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 students 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 student 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 of 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.