

Novi Meadows Parent/Student Handbook



"Today's 10-12 year more complex world teach and parent them. learn to cope not only changing self as they period in human

beginning a phase that marks the end of childhood and the beginning of adolescence that eventually will lead to young adulthood. It is a time of great transition where early adolescents are in a state of metamorphosis. No longer children, but not yet adults, they are in a world of their own somewhere in between." Gail A. Caissy, *Early Adolescence: Understanding the 10 - 15 Year Old.*

昨今の10～12歳児は、今教師や親である我々はその年代だった時期に比べ、はるかに多忙で複雑な生活をしています。思春期初期は、人間の成長の中でもユニークで重要な時期にさしかかるため、日々変化する世の中のみならず変化し続ける自分自身ともうまくやっていくことを学ばなければなりません。彼らは児童期の最終段階であり、やがて大人となる思春期の始まりの段階にいます。思春期初期は、著しい変化を起こすおおいなる移行期です。もう子どもではなく、かといって大人でもない、その中間に位置する独自の世界に彼らはいるのです。ゲイルAケイシー著「思春期初期：10～15歳児の理解」より

olds face a faster paced, far than did those of us who now These early adolescents must with a changing world but with a enter a unique and significant development. They are

5th Grade House

5年生校舎

25549 Taft Road

Novi, Michigan 48374

(248) 449-1250* Fax (248) 449-1259

6th Grade House

6年生校舎

25299 Taft Road

Novi, Michigan 48374

<http://www.novi.k12.mi.us/Schools/noviMeadows/>

Our Mission 我々の使命

In partnership with parents and community, the mission of the NCSD 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. We will...

ノバイ学校区の使命は、生徒が自身の最大限の能力を引き出すために、また生徒がこの変化に富む国際的的社会において活躍できる人材となるために、不可欠な知

識・技能・特性の育成を保護者・地域社会と共に助けることです。そのために我々は、

- Embrace diversity to learn from each other 生徒がお互いから学習するよう多様性を認める
- Instill confidence to pursue dreams, aspiration and leadership 夢・向上心・統率力を目指す自信を持たせる
- Inspire citizenship to promote kindness, compassion and responsibility 親切心・思いやり・責任感を向上させるためメドウズの一員としての義務感を育てる
- Ignite learning in every individual 生徒個々の学習心を奮起させる

Our Vision 我々の理想

Inspiring Excellence Through Learning! 学習を通じて卓越を目指すこと

Novi Meadows is a Michigan State “Summary” Accredited and a North Central Association “Outcomes” Accredited elementary school. ノバイメドウズは、ミシガン州「サマリー」および北中央協会「アウトカム」によって認定された小学校です。

In April 2007, Novi Meadows was recognized as a Michigan Blue Ribbon Exemplary School. 2007年4月、ノバイメドウズはミシガンブルーリボン賞認定校に選ばれました。

Principals' Message

校長ご挨拶

Welcome to Novi Meadows. Our school is committed to developing and delivering a well-rounded educational program for all its students. We believe this includes rigorous academics, varied co-curricular programs, and an effective partnership between home and school. Novi Meadows includes state-of-the-art instructional areas, media center, physical education and fine arts areas, and a telecommunications system. All classrooms have e-mail and Internet accessibility, as well as voice communications and two-way interactive video within and between district buildings. Each house has a cafeteria, a large gymnasium, a media center, a full computer lab, and a commons area. In the Instructional Technology Center there is a large forum area for grade level assemblies.

ノバイメドウズへようこそ。わが校はすべての生徒にとって、総合的な教育プログラムを発展・提供することを責務としています。そのためには、厳しく綿密な学習課程、さまざまな学習活動、さらには家庭と学校との効果的な連携が不可欠だと確信しています。ノバイメドウズには最新技術を取り入れた教室、図書室、体育および美術室、そして通信システムが備えられています。すべての教室で電子メールおよびインターネットが使用でき、校区内のどの校舎とも、電話はもちろん、映像でも相互通信可能となっています。5、6年生どちらの校舎にもカフェテリア、体育館、図書室、コンピュータールーム、また共用スペースがあります。また、ITCの中には、学年集会用の大きな集会室もあります。

Novi Meadows has a proud tradition of excellence. We are driven by the belief that we must do "what is best for children." The staff of Novi Meadows has made the commitment to model and implement this philosophical base to provide a caring and nurturing learning environment for our students while transitioning them from their early elementary experiences to middle school. Teaching students to accept responsibility for their own actions and learning is the basis for much of what we do. Through the teaching of Love and Logic, our staff is working together with students to create a school that maintains the dignity of children through constructive interactions while fostering positive relationships with parents and other community members.ノバイメドウズはその優れた伝統に誇りを持っています。われわれは「子どもたちにとって最善のこと」をしなければならないという信念のもとにあります。ノバイメドウズの教職員は、生徒たちが小学校から中学校へ移行していく間、行き届いた学習環境を提供するために、この信念を模範とし実践することを責務としました。生徒が自身の行動と学習に責任を持つよう教えるということが、われわれの根底にあります。愛と論理を教えることによって、われわれ教職員は、生徒とともに生徒の尊厳を守る学校づくりを目指すと同時に、保護者と地域の人々とのよい関係を育成するよう努力しています。

Novi Meadows provides an academic program congruent with state and national standards with flexible options to support all learners. An English Language Learner (ELL) program, reading support, accelerated and enriched Math, and counseling services are designed to meet the individual needs of our students. A continuum of programs and service options is available to meet the needs of our students with disabilities. Many classes are co-taught with regular and special education teachers providing support for

at-risk students within a mainstreamed setting. All students take art, music, and foreign language while approximately fifty-two (52%) percent of our students participate in instrumental band or orchestra. Fifth graders explore their environment during an outdoor education experience while sixth grade students participate in the Drug Abuse Resistance Education program (DARE). ノバイメドウズは、すべての生徒のニーズに柔軟に対応しつつ、州レベル、全国レベルに合った学習プログラムを提供しています。英語を母国語としない生徒のための ELL プログラム、読解支援、算数特進クラス、カウンセリングサービスなどが、個々の生徒のニーズに合わせて用意されています。障害のある生徒にも必要に応じて、連携をとったプログラムや種々のサービスが用意されています。クラスの多くが、一般教諭および養護教諭の連携で教えられており、普通学級の中でサポートを行っています。すべての生徒は美術・音楽・外国語を受講し、また 5 2 パーセントの生徒はバンドかオーケストラのクラスをとっています。5 年生は課外授業で野外生活を体験し、6 年生は DARE (薬物使用反対) プログラムに参加します。

This year, Novi Meadows' staff will sponsor seven (7) school clubs, an intramural program, and a student government council. These activities actively involved over 550 students during each school year. Many students are involved in sports programs offered through our Community Education program and the city's Parks and Recreation program.今年度、ノバイメドウズの教職員は 7 つのクラブ活動、1 つの校内プログラム、また生徒会を支援しています。これらの活動に、年間通じて 5 5 0 名を越える生徒が活発に参加しています。また、学区の地域教育部門や市の住民福祉課が提供するスポーツのプログラムにも多くの生徒が参加しています。

Novi Meadows encourages parent involvement and we have a very active Parent Teacher Organization supports all aspects of our program. This support ranges from financing many of our assemblies to organizing parent volunteers throughout the school.

We welcome you to the Novi Meadows family.ノバイメドウズには、わが校の様々なプログラムを支える、大変活発な保護者会があり、保護者のみなさまの積極的な参加を奨励しています。保護者会の支援は、学校での多くの集会の予算捻出から保護者のボランティアのとりまとめまで幅広く行われています。ノバイメドウズファミリーの一員になられることを歓迎いたします。

Sincerely,
敬具

John Brickey, Principal, Novi Meadows
ジョン・ブリッキー校長
Lisa Fenchel, Principal, Novi Meadows
リサ・フェンチェル校長

Table of Contents – Novi Meadows

ノバイメドウズ目次

Academics 教科	1
Assignment Notebooks 連絡帳	1
Attendance 出席	7
Behavior 学習・生活態度	8
Bookstore 売店	9
C.A.R.E.学童保育	14
Counseling 生徒相談室	3
D.A.R.E 薬物使用反対教育	2
Dress Code 服装規程	9
Electronic Devices 電子機器	9
English Language Learners (ELL)英語を母国語としない生徒	6
Exploratory Studies 探求学習	1
Extra-Curricular Opportunities 課外活動	14
Fifth Grade Outdoor Education 5年生野外授業	2
Gum ガム	10
Homework 宿題	2
Literacy Support 読み書き補助	6
Locker Assignments and Security ロッカー使用規定	10
Lost and Found 遺失物	11
Lunch Hour Information 昼食	12
Lunch Period Recess Procedures 昼休み	13
Media Center Procedures 図書室	4
Newsletter ニュースレター	16
Parent Information E-mail List 保護者用メールリスト	16
Parent-Teacher Conferences 個人面談	1
Parent-Teacher Organization 保護者会	16
Report Cards 成績表	5
Roller Skating Parties ローラースケートパーティー	13
Special Education 特別教育	5
Student Hours 就学時間	13
Student Support Services 生徒支援サービス	5
Tardiness to Class/Early Dismissal 遅刻・早退	13
Testing Program 試験	7
Vacations 休暇	18
Visitation Policy 来訪者	19
Webpage ホームページ	1

DAILY ACADEMIC INFORMATION 毎日の学習に関して

ACADEMICS 学習内容

The Novi Meadows' staff places a high regard on student achievement in all academic areas. Students at Meadows experience the greatest level of success when they understand and agree that academic learning comes first. To facilitate student learning, teachers will: (1) periodically flex the daily schedule by either changing class times, eliminating a certain period, or changing the length of some or all classes; and (2) regroup students for instruction. These strategies allow teachers to extend learning time or allow for special topics or events. ノバイメドウズの教職員は、生徒が全学習課程において成果を上げることが最重要課題としています。メドウズの生徒は、学習が第一の目的であることを理解すれば最善の成功を収めることができます。生徒の学習を促すために、教師は、(1) 定期的に授業時間や時間割を柔軟に変更したり、(2) 生徒を必要に応じてグループ分けする、などの方法で、学習時間を延長したり、特別な課題やイベントに対応します。

ASSIGNMENT NOTEBOOKS 連絡帳

Each student is provided with an assignment notebook courtesy of the PTO. The purpose is to help students better organize and be prepared for class. Time is usually given during class or at the end of the day for staff to assist students to write the assignments into the book. Parent interest in this process will help encourage consistent follow through with homework on the part of each student. 生徒はそれぞれ保護者会より連絡帳を配られます。これは、生徒が自分の身の回りの管理をすることを助け、授業に準備して望むことを目的としています。通常、授業中に連絡帳に記入する時間が設けられるか、一日の終わりに課題を記入できるよう教師は生徒に奨励します。保護者が介入し生徒が宿題を忘れずやっつけていけるよう奨励してください。

PARENT-TEACHER CONFERENCES 個人面談

Formal parent-teacher conferences are scheduled two times a year. Parents are encouraged, however, to contact their child's teacher whenever necessary. 保護者と教師の個人面談は、年2回あります。それ以外にも必要に応じて担任と連絡を取ってください。

D.A.R.E. 麻薬使用反対プログラム

Sixth grade students will participate in the Novi Police Department's Drug Abuse Resistance education program. Parents will receive an informational letter and permission slip prior to the students beginning this experience. 6年生はノバイ警察管轄の薬物使用反対教育に参加します。保護者は説明の手紙を受け取り、授業にさきがけて参加許可書を提出します。

EXPLORATORY STUDIES 探求学習

Novi Meadows students participate in a variety of exploratory studies. During the twelve-week trimester each student participates in art, world languages, and vocal music. Students participate in physical education activities weekly throughout the year.

Additionally, students may elect a full year of band or strings, in which case their exploratory studies take place on an alternating day rotation with instrumental music or strings. (Any student who elects to participate in instrumental music must commit for the entire year.) This unique setting allows students to explore talents, pursue individual interests, and develop an appreciation within each exploratory subject. ノバイメドウズの生徒は様々な探求学習に参加します。12週間毎の3期制で、生徒は、美術・外国語・音楽を学びます。また、生徒は年間を通じて毎週体育を受けます。さらに、通年でバンドか弦楽器のクラスを選ぶこともでき、この場合別の探求学習と日替わりで学ぶことになります。(楽器を選ぶ生徒は通年続ける約束をしなければなりません。)このユニークな体系が子どもたちの才能を開花させ、個々の興味を深め、それぞれの科目への関心を伸ばします。

FIFTH GRADE OUTDOOR EDUCATION 5年生野外授業

Fifth graders at Meadows participate in an outdoor education experience as part of their science curriculum. Students spend two and a half days and two nights at the Walled Lake Outdoor Center learning about nature through hands-on activities, hikes, classes, and evening activities. Further details are discussed at a parent information meeting held in preparation of students going to camp or visit our website at

<http://www.novi.k12.mi.us/Schools/noviMeadows/default.aspx> and click on Outdoor Education/CAMP.メドウズの5年生は、理科の授業の一環として野外授業に参加します。生徒は2泊3日でウォールドレイクアウトドアセンターに泊まり、実験、ハイキング、講習、そして夜の活動などを通じて、自然について学びます。詳細はキャンプに参加する生徒のための保護者向けの事前説明会に出席されるか、ウェブサイト <http://www.novi.k12.mi.us/Schools/noviMeadows/default.aspx> をご覧ください。

HOMEWORK 宿題

The Novi Meadows School staff believes that homework is a necessary part of the educational program for fifth and sixth graders. Homework provides the student with the opportunity for independent practice and application of skills and concepts that have been taught in school. Typically, it is a continuation of work started in the classroom. The staff also believes that homework helps to foster independent study habits and the self-discipline necessary for the child's future academic success. ノバイメドウズの教職員は、宿題が5、6年生の教育プログラムにとって不可欠だと考えています。宿題をすることで生徒は、学校で習ったスキルや概念を自分で実践し応用する機会を得ます。宿題は主にクラスで習ったことの延長です。子どもたちの将来の学業的な成功のために必要な、自立した学習習慣と自己管理は、宿題をすることによって養われると教職員は考えています。

In keeping with this belief and in recognition of the developmental level of fifth and sixth graders, homework within a team will be limited to assignments the student can successfully complete and should rarely exceed one hour on any given school day, except for long range special projects i.e., book reports, science projects, etc. If your child spends more than one hour a night on homework on a regular basis, please communicate this fact to the homeroom teacher. これらの信念を貫きつつ、5・6年生の発育レベルを考慮に入れると、長期にわたる特別な課題（ブックレポート、

サイエンスプロジェクト等)を除き、主要科目の宿題は生徒ができる課題に限られており、平日に1時間以上に及ぶものはほとんどありません。もし、お子さんが平日の夜たびたび宿題に1時間以上費やしているのであれば、どうぞ担任の先生にそのことを相談してください。

Student responsibilities regarding homework: 生徒が宿題について責任を持つべきことは・・・

- they should develop good work and study habits; 努力し学習習慣をつけること
- clarify with their teachers any questions they may have pertaining to instructions for homework at the appropriate time; 宿題の指示に関する質問を、適当な時間に先生に聞いて明らかにする
- take home any materials and information needed to complete the assignment; 課題を仕上げるために必要な資料や情報をきちんと家に持ち帰る
- learn to budget their time; and前もって時間配分をする
- take advantage of study time provided during the day. できるだけ学校に居る間に与えられる時間を利用して仕上げる

It is the student's responsibility to return all work completed to their teacher by the date requested and make up work missed during an absence. Students may have the same number of days to make up missed work as the number of days they were absent from school. 期限までに課題を仕上げて提出すること、また、欠席して逃した課題をやり遂げることは、生徒の責任において行わなければなりません。授業を欠席した場合、休んだ数と同じだけの日数をかけて課題を仕上げるものが許されます。

Homework Tips 宿題の進め方

- Set aside a specific time to do assignments.
宿題をするための時間をきちんと設ける。
- Choose a quiet, private place free from excessive noise, interruptions and other distractions. 余計な雑音や邪魔が入らない、静かで落ち着いて宿題に集中できる環境を整える。
- The study area should be well lighted and well equipped with pens, paper, ruler, dictionary, etc.
勉強する場所は十分な明るさがあり、ペン・紙・定規・辞書など必要なものを揃えていること。
- Organize! Successful study depends on an efficient use of time that requires organization. (Read the directions twice, skim the exercise to see what it is about, complete the easiest examples first to get started, and then work as hard as possible on the more difficult examples. If you experience difficulty, write notes to ask your teacher when you return to school.) 順序立てて取り組みましょう！学習の成功には、順序だてた時間の有効な使い方が要となります。(指示を2回読む。ざっと問題に目を通して課題の意図を読み取る。はじめに簡単な例題をやってみる。それからより難しい問題に取

り組む。もし難しくくてできない場合、学校に行ったときに先生に質問できるようメモを取っておく。)

- Carefully check your completed assignments.
できあがった宿題をもう一度よく見直す。

MEDIA CENTER PROCEDURES 図書館の利用方法

Book Check Out 本の貸し出し

Most books may be checked out for two weeks. Magazines are limited to one week. Books may be renewed for two weeks except when a reserve request has been made. Some materials are for overnight use only. These materials must be returned by the end of first period on the next day. たいていの本は2週間借りられます。雑誌は1週間のみです。その本を待っている人がいなければ、期日が来た本をもう2週間延長して借りることができます。一部のものは1泊しか借りられません。その場合、翌日の一時間目が終わるまでに返してください。

When in the Media Center 図書室のルール

Work quietly. Food and beverages are not allowed in the Media Center. Reference materials cannot be checked out. Special accommodations can be made through your teacher for use during the school day. Many online resources are available from home through the Media Center homepage: 図書館では静かにしましょう。食べ物や飲み物の持ち込みは禁止されています。辞書などの参考図書は貸し出しできませんが、先生の許可を得て、学校の時間中に特別に使用することができます。以下の図書室のホームページから、たくさんのオンラインの資料を得ることができます。

www.novi.k12.mi.us/schools/novimeadows/WebPages/MediaCenter.aspx

Book Return 本の返却

Books should be returned by the date indicated on the return slip. Students should use the book drop container in the Media Center for returns. If any materials are not returned on time, a reminder to return overdue materials will be sent to the student. If necessary, a notification of the overdue book will be sent to the parents on the report card requesting the book. If the inability to return materials by the due date becomes a repeated problem, a loss of Media Center privileges for a period of time may result. 本は貸し出しの際渡される紙に書かれた期日を守って返却しなければなりません。返却の際には、返却箱を利用します。もし、期日までに返さなかった場合、延滞の知らせが来ます。必要に応じて、返却を求める手紙が成績表とともに保護者に送られます。たびたび延滞が繰り返されると、図書室からの貸し出しを停止します。

REPORT CARDS 成績表

Formal report cards will be sent home three times a year at the end of each 12 week trimester. 成績表は、1 2週間毎、年間3回ご家庭へ届きます。

SUPPORT SERVICES: 生徒へのサポート

Counseling 相談室

The counselors assist students through individual and group counseling. Teachers, parents, and students make individual counseling referrals themselves. Support and learning groups are formed as the need arises. These groups may focus on issues like: changing families, newcomers, cultural literacy, etc... Any student may request a conference with his/her counselor at any time. Appointments may be made in the counseling office. If needed, the counselor may meet with the student(s) immediately. The counselors also work closely with staff and parents in an effort to help students with the challenges they face socially, emotionally, physically, or academically. カウンセラーは個人またはグループでのカウンセリングによって生徒を支援します。教師、保護者、生徒は、個々にカウンセリングの依頼をすることができます。必要があれば、支援団体や勉強会が形成されます。これらのグループは、生徒のニーズに合わせて、家庭の事情・転入生・文化教育などに焦点を当てます。生徒はいつでも自分のカウンセラーに面談を申し込むことができます。カウンセリングオフィスで予約してください。必要に応じて、直ちに生徒を呼んで話をします。また、社会的・情緒・身体的・学業的に困難がある場合、教職員や保護者と綿密に連携を取り、問題の解決に取り組みます。

Special Education 特別教育

Our special education staff serves the unique and varied needs of our special education students. Special education provides individualized or small group programming to meet each student's academic, physical, and emotional needs which is based on a student's Individualized Education Plan. Specific goals and objectives are identified for each student in his/her IEP. わが校の養護教員は、個々の生徒の多様なニーズに対応しています。各生徒の IEP（個別教育プラン）に基づき、個々の学習能力、身体あるいは精神面のニーズに応じた内容で、個人または少人数のグループ単位で指導されます。各生徒の IEP の中で、個々の到達目標が示されます。

The regular reading, language arts, science, social studies, and math curriculum may require adjustments by the special education teacher to directly benefit the student's learning. In this respect, the sequence of the curriculum may necessitate a focus upon academic skill development below the fifth or sixth grade level. Special materials and instructional techniques are often utilized to ensure student success. 通常の英語（読解・全般）・理科・社会・算数の授業内容は、生徒が効果的に学習できるよう、特殊教育の教師が調整して指導します。そのため、一連の授業は、必要に応じて 5・6 年生より易しいレベルの習熟度に焦点が置かれることもあります。生徒の成功のために、特別な教材や教授法がしばしば用いられます。

The special education program is delivered over a range of educational opportunities. This allows the student to be in the least restrictive environment. The continuum of services may include: a basic-categorical classroom, a mainstreamed or co-teaching placement, or teacher consultant services for academic support. Ancillary services are also provided as mandated by the student's IEP, i.e., speech, occupational therapy, physical therapy, social work services, as well as Oakland Schools consultants. 特別教育プログラムは、多様な学習機会を用いて行われます。これにより、生徒が不自由な環境に置かれるのを最小限に留めることができます。特別教育プログラムの一環として、特別学級における指導、普通学級のなかで補助教師が提供する学習、学習支援のための教育相談などの連携したサービスを提供します。また、個々の生

徒の I E P に基づき、スピーチ・作業療法・理学療法・社会福祉士によるサービスさらに、オークランド郡の相談員など、義務付けられた補助的なサービスも提供しています。

English Language Learners (ELL) 英語を母国語としない生徒の補助

The ELL class is for students whose native language is not English. It is designed to provide limited and non-English speaking students with survival skills in English. The class emphasizes basic language arts structures that include grammar and vocabulary development, oral language proficiency, reading across content areas, and writing for basic communication purposes. Students placed in this program have instruction in English listening, speaking, reading and writing skills, as well as American culture. The English Language Proficiency Assessment is used to screen students and to monitor their progress. ELL は、英語を母国語としない生徒のためのクラスです。英語があまり話せない、もしくは全く英語が話せない生徒が、必要不可欠な最低限の英語を身につけることを目的としています。授業では、文法や語彙の向上、会話力、様々な教科を題材とした文章を読む練習、基本的なコミュニケーションのための筆記を習得することに力を入れています。ELL の生徒は英語を学ぶ（聞く、話す、読む、書く）と同時に、アメリカ文化についても学びます。ELPA という試験によって生徒の英語能力を測り、進度を見ます。

Literacy Support 読み書き補助

The Reading Enrichment program is designed to support students who are struggling or reluctant readers who are reading below grade level. There are two components to Reading Enrichment at Novi Meadows. One component of the program is a Reading Enrichment class that takes place in lieu of one of the three specials rotations (art, music, and foreign language). Each class meets 50 minutes daily for approximately twelve weeks and offers a wonderful opportunity for students to strengthen their literacy skills without having to miss regular class instruction. For students who are not currently in a Reading Enrichment class, support is provided through individual or small group meetings with a literacy specialist. The specialist also works with the homeroom teachers to maximize student success. 読解強化プログラムは、読解力が学年水準未満の生徒を補助することを目的としています。ノバイメドウズには読解強化の2つの柱があります。1つは、美術・音楽・外国語といった特殊教育の代わりに行われるものです。毎日50分の授業を約12週間行い、通常授業を抜けることなく読み書き能力を強化させるすばらしい機会を提供します。読解強化クラスに現在入っていない生徒には、個別または少人数のグループで専門の教師が対応するサポートがあります。専門の教師はまた、生徒の一層の能力向上のために担任教師と共にクラスに入って補助します。

TESTING PROGRAM 試験

Fifth graders at Meadows take the North West Evaluation Association (NWEA) on-line tests in reading/language arts and math in the spring. The MEAP science, math and English language arts tests are administered in the fall. 5年生は春に、読解/英語・数学のテスト（NWEA テスト）をコンピューターを使って受けます。秋には、理科・数学・英語の MEAP テストを受けます。

Sixth graders will also take the NWEA tests in the spring. Sixth graders will take the MEAP social studies, math, and English language arts tests in the fall. 6年生も春に NWEA テストを受けます。また、秋には社会・数学・英語の MEAP テストを受けます。

DAILY NON-ACADEMIC INFORMATION 学業以外の情報

ATTENDANCE 出欠

Attendance is a very important factor since it relates directly to success and failure in school. In order to increase your child's chances of success, students should attend classes regularly.出席は、学校で成功するか失敗するかに直接的に関わる、とても大切な要素です。子どもが成功する可能性を高めるためにも、生徒は欠かさず授業に出席するべきです。

Parents are asked to call the school if a student is absent. Our attendance phone number is (248)449-1251 for the fifth grade house and (248)449-1271 for the sixth grade house. If parents do not call on the day of an absence and if the office is unable to directly contact the parent that day, the student must bring a note from home indicating the reason for his/her absence. This note should be given to the office before the next school day begins.生徒が欠席する場合、保護者の方は必ず学校へ電話で連絡してください。わが校の出欠連絡用番号は、5年生が(248)449-1251、6年生が(248)449-1271です。もし生徒が欠席した当日に保護者から連絡が無く、事務局が直接保護者に連絡を取れない場合、生徒は欠席の理由を書いた手紙を提出しなければなりません。この手紙は、次の学校がある日の始業前に事務局へ提出してください。

Students are not permitted to wait outside the school for parent pickup during school hours. Parents are asked to sign out students from the office. Students may be released only to persons authorized by a parent/guardian on the emergency/data card. Students arriving to school after 9:50 a.m. or leaving before 1:36 p.m. and not returning to school that day will be considered absent for a half day.生徒が学校の時間内に学校の外に出て、保護者の迎えを待つことはできません。保護者は、事務局で生徒をサインアウトすることが必要です。保護者または緊急連絡先として認められた人しか、生徒を連れて帰ることができません。生徒が遅刻して午前9時50分以降に到着した場合、もしくは午後1時36分以前に早退しその日学校に戻らない場合は、半日の欠席と見なされます。

BEHAVIOR 生徒の行動

Our goal is to help students understand that with citizenship, school rights and privileges, come responsibility to act and react in an acceptable age appropriate manner. We also expect students to understand that all individuals, regardless of religion, race, national origin, gender or handicap shall be treated with respect. It is further expected that students understand that sexual harassment or discrimination of any nature towards any individual will not be tolerated. It is believed that appropriate student behavior creates a safe, orderly school environment in which optimal teaching and learning can occur. In the school setting students will:生徒が、市民としての権利・学校での権利と特権を得るためには、生徒自身が年齢相応の適切な態度で行動に責任を持つことが必要で

ある、と理解するのを助けることが私たちの目標です。私たちはまた、生徒たちが全ての個人のいかなる宗教・人種・出身国・性別・障害も理解し、尊重することを望みます。さらに、生徒たちは、何人に対してのいかなる性的嫌がらせや差別も認められないと理解すべきです。私たちは、生徒が適切な行動を取ることで、安全で秩序ある学校環境を作り出し、そこで最高の教育が生まれると確信しています。学校において生徒は、

- behave respectfully toward others and respect their property,
他人と他人の持ち物を尊重するよう行動すること。
- be responsible for maintaining a safe environment,
安全な環境を維持するために責任を持つこと。
- bring personal property to school only with the permission of a teacher.
先生の許可を得たときのみ、個人の持ち物を学校へ持ってくること。

Because students need to take responsibility for their actions, a student whose behavior is deemed unacceptable by the teacher may be asked to explain his/her actions by telephone with a teacher present or in written form to his/her parents as an initial warning. If necessary, the teacher will discuss the incident with the parent.生徒は、自身の行動に責任を持つために、態度が非常に悪い場合には、両親に教師同伴で電話連絡をするか、もしくは両親に宛てた手紙を書くことで初回の警告を行います。必要であれば、先生が保護者と問題について話し合うこともあります。

It may be necessary for the principal to impose consequences when a student's behavior is determined to be of a more serious nature. (See the District Handbook for a copy of the Student Code of Conduct.)生徒の行動がさらに重大な問題とみなされた場合、校長が処分を課すこともあります。(学校区ハンドブックの行動規程を参照のこと。)

BOOKSTORE 売店

Novi Meadows has two bookstores where students may purchase pencils, paper, erasers, etc. The bookstore is open before first hour from 8:05 a.m. to 8:20 a.m. on scheduled days.ノバイメドウズには鉛筆・ノート・消しゴム等を買うための売店が2つあります。それぞれの売店は、1時間目が始まる前、午前8時5分～8時20分の間、開いています。

DRESS CODE 服装規程

In the belief that students' behavior is influenced by their attitude and dress, certain precautions must be taken to assure that basic standards of appearance are maintained at Novi Meadows School.生徒の態度や服装が生徒の行動に影響を及ぼすとの信念のもと、ノバイメドウズで守られるべき外見の基準を、あらかじめ確認しましょう。

1. Clothing should be clean.
清潔な衣類であること。
2. All outdoor clothing must be kept in the student's locker during the school day except during outside recess.
休憩時間を除き学校の時間中は、外出着をロッカーにしまっておくこと。

3. Clothing that reveals under garments which include: bare midriff shirts, spaghetti strap shirts, tank top shirts, baggy pants (sagging), and any clothing containing words or pictures not appropriate for school, biker shorts, and shorts or skirts which are shorter than the student's finger tips (or shorts with an inseam of 3 inches or less) will be considered inappropriate dress for school. (Students who violate rule #3 will not be able to attend class until an appropriate change is made.) 下着が見える服、お腹が見えるシャツ・肩ひもの細いシャツ・タンクトップ・ブカブカの（ずり下げて履く）ズボン・学校にふさわしくない言葉が書かれた衣服・ぴちぴちの自転車用半ズボン・生徒の下ろした腕の長さより短いズボンやスカート（または股下3インチ以下の半ズボン）は、学校では禁止されています。（この規則を守らない生徒は、正しい服装に着替えるまで授業に出られません。）
4. Students must wear shoes in school at all times.
生徒はいかなるときも学校で靴を履いていること。
5. Gym shoes should be worn whenever using the gym or for gym related activities. 体育の時間や体育館で行われる集会の際は、体育館用の靴を履くこと。
6. Hats are not to be worn in school except on special all-school spirit days.
特別な全校でのスピリットデーを除き、校内で帽子は禁止です。

ELECTRONIC DEVICES 電子機器

Personal electronics, including cell phones, MP3 players, and handheld video games are not allowed to be used by students in school during the school day. Students may use personal electronics after school and outside of the building on the way to the bus. Students may also use personal electronics on the bus as long as they are not shared or they do not distract other people. If a student is seen using a personal electronic during the school day or in the building, the device will be taken to the office, labeled, and safely stored until a parent can come to school to pick up the item. 携帯電話・MP3プレーヤー・携帯型ビデオゲームを含む、個人の電子機器を学校の時間中に使用することは禁じられています。放課後や校舎から出てバスに乗るまでの間、個人の電子機器を使用することは認められています。また、他の人と共有したり、他の人の迷惑にならない限り、バスの中で使用しても構いません。もし、生徒が学校の時間中や校内で個人の電子機器を使用した場合、その機器は没収され、事務局にて名前を明記した後、保護者が学校へ取りに来るまで安全に保管します。

GUM ガム

Students are not allowed to chew gum during school hours due to previous vandalism issues. 以前あった器物破損事件のため、生徒は、学校の時間中にガムをかむことを禁じられています。

LOCKER ASSIGNMENTS AND SECURITY ロッカーの割り当てと安全

Each student is assigned a hall locker for storage of materials, outdoor garments and other personal belongings. 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 in the Student Code of Conduct. 各生徒に、備品や上着その他個人の持ち物を入れるために、廊下にあるロッカーが割り当てられます。ロッカーはすべて学校区の所有物であり、学校責任者が、行動規程にあるように、ロッカーの中を予告無しに点検する権限があります。

Fifth and sixth grade students receive locker assignments from their homeroom teacher. Without exception, the combination to the lock of each locker should be kept a secret from friends and others who might attempt to learn it by watching when it is being opened. Students are asked not to use magnets, tape, or suction cups to hang pictures in their locker. 5, 6年生は、担任の先生からロッカーを割り当てられます。それぞれのロッカーの鍵の暗証番号は、友だちにも誰にも教えてはいけません。また、ロッカーを開ける際に、他人に見られて暗証番号を知られないように気をつけましょう。ロッカーの中に、磁石やテープ、吸盤などで写真を貼ったりしてはいけません。

Losses from lockers are the responsibility of the student having that locker. Any suspicions of others tampering with or breaking into a locker should be reported to the office. Frequently, students do not properly close lockers. ロッカーから物が紛失しても、ロッカーの持ち主の責任になります。他人にロッカーを荒らされたり鍵を壊された疑いがある場合、事務室に通報してください。また、正しく鍵をかけていない生徒もたくさん見られるので、注意しましょう。

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search lockers and seize any illegal or unauthorized materials discovered in the search. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason, may conduct periodic general inspections of lockers and desks at any time, without notice, without student consent and without a search warrant. 学校での秩序を守り、生徒と教職員の安全と幸福を守るために、学校責任者は、ロッカーを点検し、違法なものや学校で認められていないものが見つかった場合、没収します。生徒は、学校の所有物であるロッカーに納められたものに関してプライバシーを求めることはできず、ロッカーは予告なしに責任者により点検されうることを理解しましょう。、学校責任者は、いかなる理由でも、いつでも、生徒の同意がある無しにかかわらず、また許可証なしに、ロッカーや机の中を定期的に点検することがあります。

Locker Combination Information **ロッカーの鍵の開け方**

Practice on a combination lock at home is recommended.

家でロッカーの鍵の開け方を練習するようにしましょう。

- Turn RIGHT two or more whole turns and stop at the first number. 右に2周もしくはそれ以上回し、初めの番号で止める。
- Turn LEFT one whole turn past above number and stop at the second number. 左へ1周回し、最初の番号を通り過ぎて2番目の番号に合わせる。
- Turn RIGHT to third number (the lock will "catch" at that third number if done correctly) and open. 右へ回して3番目の番号に合わせると（正しくできれば3つ目の番号で鍵がカチッという）ロッカーが開く。

LOST AND FOUND 紛失物

All lost and found articles should be brought to the office. Parents are advised to label articles with their child's name. Students are advised not to carry money or valuables to school.全ての落し物や忘れ物は事務室に集められます。子どもの持ち物には名前を書いてください。お金や貴重品は学校へ持ってきてはいけません。

LUNCH HOUR INFORMATION 昼食時間

Every student is scheduled for a thirty minute lunch period each full day of school. Students will be able to use this time for eating and recess. Lunch recess will be held outside, weather permitting. Students are highly encouraged to go outside! When lunch recess is scheduled inside the building, because of inclement weather, students may use games or the gym (when available) as well as taking a longer eating time. Please see the district web page for lunch menus and prices. 生徒は、1日学校にいる間に30分間昼食の時間を与えられます。生徒はこの時間を食事と休み時間に使うことができます。天候が許す限り、子供達は昼休みを外で過ごします。生徒たちにはできるだけ外で過ごすことを奨励します。もし天気が悪く校内で昼休みを過ごすときは、ゆっくり食事の時間をとったり、またゲームをしたり可能な場合は体育館を使うこともできます。ランチメニューと値段については、学区のウェブサイトを参照してください。

Lunchroom Procedures 食堂の利用法

Students are supervised to and from the lunchroom by noon aides. Students who are not purchasing food from the kitchen may go directly into the lunchroom and be seated. They are required to sit at a specific table during lunchtime (students choose their tables at the beginning of the semester) since one person per week is assigned table duty - sweeping under it after lunch is over.生徒の食堂までの行き帰りは、昼休み係員が付き添います。ランチを買わない生徒は直接食堂へ行き席に着きます。生徒は、学期の初めに自分たちで決めた指定席に座ります。週ごとに テーブル係として選ばれた生徒が昼食後テーブルの下を掃除します。

Students who wish to purchase lunch items from the kitchen will line up outside the kitchen door and enter single file. The self-serve system is used. Payment is made at the end of the line using a key pad and an individual four digit code. Once a student is seated, he/she may ask a noon aide for permission to leave the table for any reason. Students will have the opportunity to use the lavatory facilities during lunch period.ランチを買いたい生徒は、キッチンの外で一列に並びます。セルフサービス方式です。食べ物を取ったら最後にキーボードで4桁の暗証番号を入れます。いったん席に着いた後、席を離れるときはどんな理由でも昼休み係員に許可を得なければいけません。昼食時にトイレに行くこともできます。

While eating, students are expected to exercise good table manners and to talk in a conversational tone of voice. Students whose behavior is judged to be unacceptable by a supervisor during the lunch hour, which includes recess, will be referred to the office.生徒は食事中行儀良くし、普通の声の大きさと話しましょう。食事中また休み時間中、生徒の行動を監督者が問題と見なした場合、事務所に報告されます。

When the lunch period is over, students will quietly walk in an orderly manner under the supervision of noon aides back to their classrooms. 昼食時間が終わると昼休み係員の監督のもと、整列し静かに歩いて教室に戻ります。

Lunch Period Recess Procedures 昼食時の休憩時間

Students are generally kept inside the building for recess when the wind-chill factor reaches 0 degrees as determined by the National Weather Service. It is at this temperature that frostbite becomes a possibility. Outside recess is held in the back of the school on the playground. PLEASE DRESS APPROPRIATELY. WINTER IN MICHIGAN CAN BE QUITE CHILLY. 気象庁により体感気温が華氏 0 度 (約 -17°C) に達するとされたときは、生徒は屋外に出られません。凍傷にかかる恐れがあるからです。屋外での休み時間は学校の裏の校庭で過ごします。気候に合った服装をさせてください。ミシガンの冬はかなり寒くなります。

PHONE USE BY STUDENTS 生徒による電話の使用

School phones are primarily for the use of the school staff. Students will only be permitted to use the school phones with their teacher's permission or in the case of an emergency that is verified by the classroom teacher or by the office staff. 学校の電話は、主に教職員が使用するためのものです。担任か教職員が許可した場合か、教職員から緊急と認められた場合以外は、生徒は学校の電話を使ってはいけません。

STUDENT HOURS 就学時間

The academic day at Novi Meadows runs from 8:20-2:56. Students are not allowed to be dropped off at or enter the building prior to 7:55. ノバイメドウズの授業時間は午前 8 時 20 分～午後 2 時 56 分です。生徒は午前 7 時 55 分以前に登校することはできません。

TARDINESS TO CLASS/EARLY DISMISSAL 遅刻・早退

Each student should develop habits of punctuality and promptness to assure being in the classroom on time. Any student who is delayed by an official conference with his last teacher should get a pass to the next class from that teacher. 生徒は、授業に間に合うよう時間厳守と用意周到を習慣づけましょう。前の授業の先生との面談などの正当な理由により次の授業に遅れる場合、その先生から次の先生に渡すための許可証をもらってください。

All students who are late for school should report directly to the office. A student is considered tardy to school if he/she arrives after 8:20 a.m. but before 9:50 a.m. If he/she arrives in the morning after 9:50 a.m., he/she will be marked as half day absent in the a.m. If a student leaves school in the afternoon before 1:36 p.m., he/she will be marked as half day absent in the p.m. Reminder: Parents must sign students in and out in the office if students are leaving early. 遅刻した生徒は、必ずまず最初に事務所に来てください。8 時 20 分から 9 時 50 分の間に登校した者は遅刻と見なされ、9 時 50 分以降に登校した場合、午前中半日の欠席と見なされます。また、1 時 36 分以前に早退した場合、午後半日の欠席とみなされます。注意：保護者は早退の場合、必ず事務所でサインイン・サインアウトをしてください。

Students missing school for any reason miss out on instruction that may not be able to be duplicated. Please make every effort to schedule appointments for outside of the school day.いかなる理由により学校を休んだ場合でも、逃した授業を再現することはできません。どうか、お子さまの予定を学校外の時間に入れるよう、最大限努力してください。

GENERAL INFORMATION 一般情報

C.A.R.E. 学童保育

Before and after school C.A.R.E. is available for students at Novi Meadows. Please contact Child Care Services at (248)449-1713 for more specific information.始業前と放課後のメドウズの生徒のための学童保育です。詳しくはチャイルドケアサービス (248)449-1713 に電話でお問い合わせください。

EXTRA-CURRICULAR OPPORTUNITIES 課外活動

Novi Meadows encourages students to participate in extra-curricular activities. An informational newsletter is sent home early in the year outlining procedures for students to register for the clubs and activities. This letter also includes more information about dates, times, locations, and contact people. ノバイメドウズは、生徒に課外活動を奨励しています。年度の初めに、課外活動への申込みの方法について書かれた手紙をお渡しています。この手紙には、課外活動の日にち、時間、場所、また、連絡先も記されています。

If the club or activity meets after school, students are able to ride the late bus home. Please see the "late bus" section of this handbook for specific late bus procedures. 課外活動が放課後行われる場合、生徒は放課後バスに乗って下校できます。詳しくは、「レイトバス」の項目をご参照ください。

Math Club: 算数クラブ Math club is for all 6th grade students who enjoy practicing their math skills in unique and challenging ways. An emphasis is placed on problem solving, critical thinking, and having fun! 算数クラブは、6年生の算数が好きな生徒が、ユニークでより高度な算数を学ぶためのクラブです。主に問題を解き、楽しむことに重点を置かれています。

Chess Club: チェスクラブ The Chess Club's purpose is to introduce and encourage students to play chess.チェスクラブは、チェスを紹介し生徒がチェスするのを目的としています。

Choir Club: 合唱部 Choir Club is open to all 5th and 6th grade students who enjoy singing and performing. A number of community performances are scheduled throughout the school year. 合唱部は5、6年生誰でも、歌が好きなら参加できます。年間を通じて、地元でさまざまな発表会が開かれます。

Geography Club: 地理クラブ The geography club allows students to travel the world via the Internet, videos, maps, and table activities. The students will participate in a mock geography bee. インターネット、ビデオ、地図などを介して、世界旅行を体験します。地理大会を模擬体験します。

Intramural Sports: スポーツクラブ Intramural sports for both fifth and sixth graders will begin in September. Activities such as flag football, soccer, basketball, and floor hockey are offered. Activities last approximately four weeks. Students do not need to participate in all the activities offered, but they may choose according to preference. There is no charge and students have the late bus for transportation. 5, 6年生ともスポーツクラブは9月に始まります。フラッグフットボール、サッカー、バスケットボール、フロアホッケーなどいろいろなスポーツを体験できます。1種目が約4週間続きます。生徒はすべての種目に参加する必要はなく、好きなスポーツを選べます。費用はかからず、放課後バスもあります。

Photography Club: 写真クラブ(First Semester) (1学期) Photography Club is open to students in both 5th and 6th grades. Beginning photography techniques and special situations and subjects are covered. Students need to supply their own camera. 写真部は誰でも入れます。初歩の技術から特別な状況や被写体まで習います。自分のカメラが必要です。

Science Club: 科学クラブ The Science Club is open to all Novi Meadows students. The club meets once a week after school with a teacher sponsor. Activities include hands-on science projects. More information will be provided to students during the school day. 科学クラブにはメドウズ全生徒が入れます。先生の監督の下に週一回放課後集まります。いろいろな実験などをします。より詳しい情報は学校でもらえます。

Student Government: 生徒会 Elections are held in the fall. Student Council representatives for first and second semester are elected in each homeroom. Officers are elected from the entire student body representatives. The student council meets with the sponsor on a monthly basis during school to discuss school-related issues, develop service projects, and to recommend spirit days. The dates will be found in the newsletter calendar. 選挙は秋にあります。1, 2学期の生徒会代表は各クラスから選出されます。又、役員が全生徒会代表の中から選ばれます。生徒会は、月1回学校時間中に集まり、学校関係のいろいろな議題を話し合ったり、奉仕活動をしたり、スピリットデーを盛り上げたりします。活動のある日はニュースレターでわかります。

Technology Club: テクノロジークラブ Novi Meadows' technology club offers 5th and 6th graders a chance to further explore their interests in the technology available to our students. From multimedia to the World Wide Web, Meadows' Technology Club is creating classroom experts, and having lots of fun at the same time! メドウズのテクノロジークラブは、5, 6年生に生徒にふさわしいテクノロジーへの興味をより広

げる機会を提供します。マルチメディアから世界中のウェブまで、大いに楽しみながら、教室でのプロを生み出します。

NEWSLETTER ニュースレター

Communication between school and home is crucial for students to be successful.

Classrooms will send home frequent newsletters whether electronically or in hard copy.

学校と家庭のコミュニケーションは、生徒の成功に欠かせないものです。クラスでは、メールか印刷のいずれかでニュースレターを家庭に届けます。

The principals will also publish a Novi Meadows Principals' newsletter. The newsletter will include important dates, announcements, and upcoming events. Please read this important school communication. To facilitate communication, Novi Meadows Principals' Newsletters are available and archived on the school's webpage. 校長からのお便りもあります。ニュースレターには、重要な日程・お知らせ・今後の行事などが載っています。どうかこの重要な学校の通信を読んでください。

コミュニケーション向上のため、メドウズ校長からのお知らせは、学校のウェブサイトに乗っています。

<http://www.novi.k12.mi.us/Schools/noviMeadows/default.aspx>

Families are encouraged to sign-up for the Novi Meadows E-mail to receive these important updates. 各家庭は、このような重要な情報を得るために、メドウズのEメールリストに登録されることをお勧めします。

PARENT INFORMATION E-MAIL LIST 保護者情報用 Eメールリスト

If you would like to receive emergency information, updates, or newsletters via your email, please subscribe on-line at: <http://www.novi.k12.mi.us/mail/nmsub.htm> or you can visit think link on our school's webpage. 緊急の情報、更新された情報、ニュースレターをEメールで受け取りたい場合、上記のオンラインページで登録するか、学校のホームページをご覧ください。

PARENT-TEACHER ORGANIZATION 保護者会

The Novi Meadows PTO is a very active, supportive organization that urges parent participation in Novi Meadows' groups, committees, activities, and in the classroom. Our purpose is to plan and provide funds for fun and educational activities and programs that enhance the curriculum, enrich our children, and create lasting memories of their elementary school years. As a parent of a Novi Meadows student, you are automatically a part of our Parent Teacher Organization. No dues are required. ノバイメドウズの保護者会は活発で協力的な組織であり、メドウズのグループ・委員会・行事・クラスへの保護者の参加を必要としています。われわれの目的は、楽しくかつ教育的な行事や教育課程を強化し、子どもたちのためになり、小学校生活の良き思い出となるようなプログラムを計画し、その予算を確保することです。ノバイメドウズの生徒の保護者であれば、自動的に保護者会の一員です。会費はありません。

The Novi Meadows PTO has traditionally sponsored or funded our school assemblies, *Time For Kids* subscriptions, and student planners. In addition, the PTO has purchased items for the school including computer lab chairs, books to supplement classroom libraries, and much, much more. ノバイメドウズの保護者会は、毎年、学校の集会

や「タイム・フォー・キッズ」の購読、生徒の連絡帳などを提供したり、そのための資金集めをしてきました。さらに、保護者会は、コンピュータールームの椅子や学級文庫の本、その他諸々の備品を購入しています。

We are already busy planning for an exciting year. Numerous volunteer opportunities are available. There will be PTO sign-up sheets at the Novi Meadows Open House.

われわれは、楽しい1年を企画中です。ボランティアの機会がたくさんあります。ノバイメドウズのオープンハウスの時に、ボランティアの登録用紙があります。

PTO funding is done by a voluntary cash donation drive of \$40.00 per family per year.

Other fundraising is done using the Meijer Community Rewards and Box Tops for Education. Our number for the Meijer Community Rewards is 696262. You can put up to three (3) schools or organizations on one card.保護者会への寄付は、任意で、家族につき年40ドルです。その他に、Meijer Community RewardsやBox Tops for Educationというプログラムを使って寄付金を集めます。マイヤー還元プログラムでのメドウズのコードナンバーは、696262です。ひとつのマイヤーカードで3つの学校団体まで還元させることができます。

Our meetings are on various nights throughout the year, at 7 p.m. in the 6th grade Media Center. The dates will be publicized in newsletters throughout the school year. PTO activities are also published in the newsletter.年間を通じて、6年生の図書室で、夜7時から会合を行います（曜日は変動あり）。日程は、ニュースレターで確認してください。保護者会主催の行事も同じくニュースレターに載っています。

We look forward to your participation in the PTO sponsored family activities throughout the year including volleyball, Bingo, Whaler's games, Funfest, and Donuts with Someone Special.バレーボール・ビンゴ・ホッケーの試合・ファンフェスト・ドーナツの日など、年間を通じて保護者会が企画する家族で楽しめる行事への、みなさんの参加をお待ちしています。

ROLLER-SKATING PARTIES ローラースケートパーティー

Under staff supervision, students are offered roller-skating parties throughout the school year. The dates will be found in the newsletter calendar. The roller skating activity is from 6:30 to 8:30 p.m. at Bonaventure in Farmington Hills. Parents furnish transportation to and from the rink. The entrance fee includes admission and skate rental. For those students who bring their own skates, they need to be approved by rink management. IT SHOULD BE NOTED THAT THESE ACTIVITIES ARE FOR NOVI MEADOWS STUDENTS ONLY. Parents are expected to come **into** the roller rink to pick up their child by 8:30 p.m. Students will not be released without parents. Parents are encouraged to skate with their child or stay to watch.学校スタッフの監督の下、年に何回か、ローラースケートパーティーが行われます。日時はニュースレターで公表されます。ローラースケートナイトは、ファーマリントンヒルズにあるボナベンチャーというスケート場で、夜6時半から8時半まで行われます。送り迎えは保護者がしなければなりません。費用は入場料とスケートレンタル込みです。自分のスケートを持ちこむこともできますが、スケート場の管理者に許可されたものでなければなりません。この行事は、メドウズの生徒だけのものです。保護者は必ず、自分の子どもを8時半までに建物内で引き取ってください。生徒は、保護者なしでは建物を出ることができません。保護者の方も子どもと一緒にローラースケートをするか、またはその場に残って子どもを監督してください。

VACATIONS 休暇

Students and parents should recognize the importance of daily attendance during the school year. Much of the curriculum is taught through in-class discussions, labs, projects, and activities. When a student misses this in-school time, they miss out on many curricular objectives that are difficult to teach through paper and pencil tasks. Therefore, parents should try to schedule vacations to coincide with the established school recesses to assure that their child receives a complete education.生徒と保護者は、学年を通じて毎日登校する重要性を認識する必要があります。学習過程の多くは、授業中の話し合い・実験・課題、その他の活動により教えられています。生徒がこの授業時間を逃すということは、紙と鉛筆だけでは教えにくい、多くの学習内容を逃すということです。従って、お子さんが十分な教育を受けられるよう、保護者はできるだけ、休暇の計画を学校の休みに合わせるよう努力してください。

Students and parents should understand that students who must be absent from school because of vacations may be missing some work that may be difficult to make up. Teachers will not be expected to pre-teach and/or pretest any subject matter that the student would miss during vacation time. Teachers will try to assign make-up work following the return to classes by the student. Students may have the same number of days to make up missed work as the number of days they were absent from school. It will be at the discretion of the individual teachers to assign selected assignments to work on while the student is on vacation. The standard school policy is that missed work will be given to the student when they return from an off-scheduled vacation. Certain assignments may be impossible to make up and the student will be graded on work successfully completed before or after the vacation time.生徒も保護者も、休暇のために休んで逃した課題を後で補うのは、難しいことだと認識しておきましょう。どの教科においても、休んで逃してしまう内容を休暇前に先生が教えたり、テストしたりすることはしません。先生は、休暇後、生徒が逃した授業を補うための宿題を出します。生徒は、欠席した日数と同じ日数内で、課題を完成させ提出します。それぞれの先生の判断により、生徒が休暇中にできる課題を渡すこともあります。学校の基本的な方針では、生徒が学校がある期間中に取った休暇から戻り再び登校を始めたときに、逃した課題を生徒に渡すこととなっています。後で補うことのできない課題がある場合、その生徒の成績は、休暇の前後に仕上げた課題に基づいてつけられます。

VISITATION POLICY 訪問者のきまり

Students who are friends or relatives from other schools may **NOT** visit Novi Meadows School during the regular school hours, 8:20 a.m. - 2:56 p.m. Additionally, children who are friends or relatives may **NOT ATTEND** roller skating parties.他の学校からの友だちや親戚が、学校の時間内、すなわち8時20分～2時56分の間にノバイメドウズを訪れることはできません。また、他校からの生徒はメドウズのローラースケートパーティーに参加できません。

WEBPAGE ホームページ

The Novi Meadows webpage is updated on a regular basis with announcements of school activities and resources for parents. We encourage you to visit our webpage

frequently. ノバイメドウズのホームページは定期的に更新され、学校行事や保護者のための情報をお知らせします。ホームページをたびたびご覧ください。
<http://www.novi.k12.mi.us/Schools/noviMeadows/default.aspx>

NOVI COMMUNITY SCHOOLS



***K-12 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 written in a cursive style with a large, prominent initial "P".

Peter J. Dion, Superintendent

DISTRICT MISSION STATEMENT

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

VISION STATEMENT: Inspiring Excellence Through Learning!

Novi School District Buildings

Educational Services Building

25345 Taft Rd., Novi, MI 48374

(248) 449-1200

FAX (248) 449-1219

Peter J. Dion

Superintendent

Adult Education

MS (day)/HS (evening)

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

Karyn Goven, Coord. of Adult Ed.

Novi Middle School

49000 11 Mile Rd, Novi, MI 48374

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

Milan Obrenovich, Principal

Community Ed. Preschool

25575 Taft Rd., Novi, MI 48374

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

Judy Pahl, Supr. of Child Care Serv.

Novi Woods Elementary

25195 Taft Rd., Novi, MI 48374

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

Pamela Quitiquit, Principal

Deerfield Elementary

26500 Wixom Road

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

Richard Njus, Principal

Orchard Hills Elementary

41900 Quince, Novi, MI 48375

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

Paul LePlae, Principal

Instructional Technology Center

25345 Taft Rd., Novi, MI 48374

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

James Fry, Dir. of Tech. Programs

Parkview Elementary

45825 Eleven Mile, Novi, MI 48374

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

Jenifer Michos, Principal

Maintenance and Operations

45495 Eleven Mile, Novi, MI 48374

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

Jeffrey Sotzen, Director

Transportation Center

45505 Eleven Mile, Novi, MI 48374

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

Daniel Tooman, Director

Novi High School

24062 Taft Rd., Novi, MI 48375

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

John Lawrence, Principal

Village Oaks Elementary

23333 Willowbrook, Novi, MI 48375

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

Susan Burnham, Principal

Novi Meadows Elementary-5

25549 Taft Rd., Novi, MI 48374

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

Lisa Fenchel, Principal

Novi Meadows Elementary-6

25299 Taft Rd., Novi, MI 48374

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

David Ascher, Principal

Table of Contents

ACADEMIC SERVICES	26
ACCIDENT AND ILLNESS	17
ARMED FORCES RECRUITING – Privacy Protocol.....	11
ASBESTOS NOTIFICATION (AHERA)	15
ASSEMBLY BEHAVIOR.....	45
ATTENDANCE POLICY.....	24
BICYCLES.....	49
BULLYING/AGGRESSION	50
CANCELLATION OF SCHOOL	13
CLOSED CAMPUS	13
CODE OF CONDUCT - STUDENT	28
COMMUNICABLE DISEASES AND PESTS/CONTROL OF CASUAL CONTACT	17
COMMUNITY EDUCATION	22
CONTACTING STAFF	21
CONTROLLED SUBSTANCE AND ALCOHOL.....	37
CURRICULUM/ACADEMICS.....	25
DEBARMENT.....	30
DISTRICT WEB SITE.....	1
DRESS CODE	50
EARLY DISMISSAL	13
ELECTRONIC DEVICES.....	50
EMERGENCY PROCEDURES	14
ENROLLMENT	5
EQUAL OPPORTUNITY	1
EXPULSION	31
FIELD TRIPS.....	28
FREE AND REDUCED-PRICED MEALS	12
FUND-RAISING.....	17
HARASSMENT	51
HAZING	52
HEALTH RECORDS	11
HEALTH SCREENING.....	11
HOMEBOUND/HOSPITALIZED INSTRUCTION	27
IMMUNIZATIONS.....	11
INSTRUCTIONAL MATERIALS – Review of.....	27
INSUBORDINATION	53
LEARNING EXPECTATIONS	25
LIMITED ENGLISH PROFICIENCY.....	4
MEDICATIONS.....	18
MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT	4
MONEY AND OTHER VALUABLES	15

NO CHILD LEFT BEHIND..... 1
NON-DISCRIMINATION/CIVIL RIGHTS..... 1
NONDISCRIMINATION IN CTE PROGRAM 3
PARENT INVOLVEMENT 21
PESTICIDE APPLICATION 14
PROJECT FIND 22
PROPERTY- Care of 44
PUBLIC ACT 102 OF 1999 16
RESIDENCY/TUITION 5
SAFE SCHOOLS 13
SCHOOLS OF CHOICE 7
SEARCH AND SEISURE..... 43
SECURITY..... 14
SERVICES FOR STUDENTS WITH DISABILITIES – SPECIAL EDUCATION 22
SEXUAL HARASSMENT 52
SPECIAL EDUCATION/SECTION 504..... 22
STUDENT CONDUCT..... 36
STUDENT PRIVACY (PPRA) 7
STUDENT RECORDS..... 8
STUDENT RECORDS – Release of..... 12
STUDENT SURVEYS..... 8
SUSPENSION 30
TECHNOLOGY CODE OF CONDUCT 45
TRANSPORTATION POLICIES 48
TITLE IX 5
TOBACCO PRODUCTS 16
TUTORING 28
VISITORS 13
WEAPON FREE SCHOOL ZONE..... 15
WITHDRAWAL FROM SCHOOL..... 12

GENERAL INFORMATION

DISTRICT WEB SITE

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

NO CHILD LEFT BEHIND

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

EQUAL OPPORTUNITY

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

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

NON-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 NCSD approved forms. A separate form is required for each medication.
- Medication must be brought to the school by the pupil's parent/guardian.
- With the exception of nonprescription medication, written instructions from a physician, including the name of the pupil, name of the medication, dosage of the medication, route of administration, time and duration the medication is to be administered to the pupil, must accompany the request and be kept on record by the school.
- A building administrator shall request that a pharmacy supply oral medication, in pill form, in the exact dosage prescribed so that the individual administering medications is not responsible for dividing/splitting pills. Liquid medication must be accompanied with a proper measurement dispenser.
- No medication may be prescribed or recommended by school personnel.
- Parental or guardian authorization and a physician's instructions for administration shall be renewed every school year.
- No medications will be administered until all paperwork/documentation is complete.
- The building administrator will designate an appropriate area in the building and an individual(s) responsible for administering medications to pupils at that school.
- A building administrator may set a reasonable designated time for the administration of medications. The parent/guardian shall be informed of this designated time and communicate this to the physician when he/she writes medication administration instructions. The school may request that the physician send a written explanation with the medication administration instructions to the school if an exception to the school's designated time is necessary.
- Medications must be administered by an individual designated by the building administrator, in the presence of a second adult, except where the individual administering the medication is a licensed registered professional nurse (as described in the Michigan Revised School Code, Section 380.1178), or when an emergency threatens the life or health of the pupil.
- The School District will not be responsible for any student who neglects or refuses taking his or her medicine due to forgetfulness or "on purpose".
- Each building shall have a plan for handling medical emergencies.
- Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan shall be included under the policy and procedures that govern the administration of medications. Note: The policy and procedures should not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

- A pupil who is taking medication under the above conditions shall have each of his/her teachers notified of this by the building administrator or individual(s) designated to administer medication.
- When it is necessary for a pupil to have medication administered while on a school-sponsored field trip or off-site activity, the medication must be carried in a District approved container and be administered by designated District personnel. The individual designated to administer medication must record the necessary information on the medication log upon return from the trip/activity.
- Any adverse reaction to medication, as described on the physician's written instructions, shall be reported to the pupil's parent/guardian immediately. School communications with the physician should be made through the parent/guardian, unless the parent requests that information be given directly to the doctor, or an emergency arises and the parent/guardian cannot be contacted.
- Any errors made in the administration of medications shall be reported to the building administrator immediately, and a written report completed and entered into the pupil's school record. The building administrator is responsible for reporting the medication error to the pupil's parent/guardian immediately.
- Except in life threatening emergencies, medications will not be administered if the expiration date has passed.

Guidelines for Self-Administration/Self-Possession

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

- A pupil in grades 7-12 whose parent/guardian and physician provide written permission may be permitted to self-administer and self-possess his/her own medications with permission of the building administrator.
- A medication that a pupil possesses must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration. Self-possessed epi-pens and inhalers must be labeled with the pupil's name and expiration date.
- School personnel shall report to the building administrator or individual(s) designated to administer medication any student who is detected taking medication in school contrary to the established policy, rules and regulations.
- The request for permission to self-administer/possess medication must be renewed each school year, or more often, if necessary.
- A pupil who requires the use of an inhaler for relief or prevention of asthma symptoms will be allowed to carry and use the inhaler if there is written approval from the pupil's physician and parent/guardian on record at the school (as described in the Michigan Revised School Code, Section 380.1179). A pupil in possession of an inhaler under the above conditions shall have each of his/her teachers notified of this by the building administrator or individual(s) designated to administer medication.

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

Guidelines for Staff Training

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

Guidelines for Storage and Access To Medications in School

- All medication shall be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company with the pupil's name, the name of the medication, dosage, the frequency of administration, and expiration date. This requirement also pertains to refills.
- Medication shall be stored in a school location that is kept locked.
- Emergency medications may be stored in an area readily accessible to the individual designated to administer them.
- All controlled substance* medications will be counted and recorded upon receipt from the parent/guardian. The medication shall be recounted on a regular basis (monthly or bi-weekly) and this count reconciled with the medication administration log/record.
- No changes to medication dosage or time of administration will be made except by instruction from a physician or a written request from a parent for that day only. Any change in a prescription will require a newly signed prescription from the physician, as well as a new "Authorization for Administering Medication" form from the parent/guardian.
- Medication supply renewal is the responsibility of the parent/guardian.
- Parental/guardian request/permission and a physician's instructions for administration of medications shall be renewed every school year.
- Expiration dates on all medication, including epi-pens and inhalers, shall be checked at least twice each school year.

- Medication left over at the end of the school year, or after a pupil has left the District, shall be picked up by the parent/guardian. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the medication log. This procedure shall be witnessed and initialed by a second adult.

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

Guidelines for Record-Keeping Related To Medications in Schools

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

CONTACTING STAFF

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

PARENT INVOLVEMENT

The School District firmly believes that students learn best when parents take an active role in their child's education. Parents are encouraged to be interested in what their child is doing at school and to support the school academic environment at home, to communicate regularly with their child's classroom teacher, to attend parent-teacher conferences, and to participate in school sponsored activities. Principals and teachers are expected to facilitate two-way communications between the home and school.

STUDENT SURVEYS

Please refer to section on Student Privacy, page 8.

COMMUNITY EDUCATION

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

SPECIAL EDUCATION/SECTION 504 PROJECT FIND

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

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

SERVICES FOR STUDENTS WITH DISABILITIES – SPECIAL EDUCATION

OVERVIEW

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

STUDENT SUPPORT TEAM

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

EVALUATIONS

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

SPECIAL EDUCATION CLASSROOM PROGRAMS

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

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

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

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

SPECIAL EDUCATION RELATED SERVICES

A wide range of related services is available within Novi Community Schools to meet the individual needs of eligible students. These include speech/language therapy, school social work services, occupational and physical therapy, and teacher consultant and school psychology services. Transition plans are developed for all eligible students beginning at age 16 or younger, if appropriate. One of the High School resource teachers oversees community placements for secondary students who have that need. Functional Behavior Assessments are conducted for students at all levels whose behavior impedes their own learning or the learning of others. Behavior Intervention Plans are developed as necessary by the IEP Team. Appropriate related services are identified through the IEPT process.

OAKLAND INTERMEDIATE SCHOOL DISTRICT SERVICES

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

OUT-OF DISTRICT OPTIONS

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

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

ACADEMICS

ATTENDANCE POLICY

Section 1561 of the Revised School Code states: "Except as otherwise provided in this section, every parent, guardian, or other person in this state having control and charge of a child from the age of 6 to the child's sixteenth birthday shall send that child to a public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled." The Novi Board of Education believes that regular attendance in school is important to the educational growth of the student; however, legitimate circumstances may exist whereby a student is unable to attend school, such as:

- Personal illness or illness in the family
- Death in the family
- Court appointments
- Religious holidays
- Prearranged family vacations *
- Medical appointments that cannot be made during out-of-school hours

- Other prearranged absences (including college visitation), provided pre-approval is granted
- Religious instruction and/or obligations, arranged in advance and verified by written parental excuse
- School-sponsored activities
- School-imposed suspensions (absences due to disciplinary suspension will be treated as “excused”)

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

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

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

CURRICULUM/ACADEMICS

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

LEARNING EXPECTATIONS

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

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

1. **Gather Information.** Research and retrieve information from a wide range of primary and secondary sources in various forms and contexts.
2. **Understand Information.** Understand, synthesize, and evaluate information in an accurate, holistic, and comprehensive fashion.

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

ACADEMIC SERVICES

Counseling Department

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

Media Center

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

Literacy Interventions

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

Reading Support

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

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

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

HOMEBOUND/HOSPITALIZED INSTRUCTION

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

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

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

INSTRUCTIONAL MATERIALS – Review of

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

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

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

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

FIELD TRIPS

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

TUTORING

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

STUDENT BEHAVIOR

CODE OF CONDUCT - STUDENT

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

1. The primary intent of society in establishing public schools is to provide an opportunity for learning.
2. Students have a responsibility to be accountable for their actions.
3. Students are expected to conduct themselves in a reasonable manner. When this is not the case disciplinary measures are indicated.
4. Due process will be followed in all disciplinary cases. Procedures for disciplinary action are discussed in Sections D and E under Debarment, Suspension, and Expulsion.
5. Administrators and teachers also have rights and duties. Administrators have the responsibility for maintaining and facilitating the educational program.
6. The teacher has the discretionary authority to debar students from a class. The principal or his/her designee is permitted to exercise discretionary authority to suspend students, within the constraints imposed by law and District policy. The Board of Education has such authority to impose student expulsions. The following rules, regulations and due process statement are designed to protect all members of the educational community in the exercise of their rights and duties.

7. Teachers, custodians, bus drivers, and administrators can be assured that the Board of Education of the Novi Community School District will pledge its support to disciplinary actions taken, provided that personnel have acted responsibly.
8. Nothing in this document regarding student rights shall limit the due process rights of educators or non-certified school employees, nor shall this document limit their use of the recognized or established grievance procedure.

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

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

A. The student is expected to:

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

B. The parent is expected to:

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

C. The teacher is expected to:

1. Provide a positive climate for learning and teaching;
2. Work with students so they understand content standards and benchmarks;

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

D. The principal is expected to:

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

Due Process

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

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

Debarment, Suspension and Expulsion

A. Debarment

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

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

Procedure:

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

B. Teacher Suspension of Student

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

For all other conduct, the teacher must handle the matter in accordance with the standard disciplinary process established by the Board and used in the school building. The teacher may also elect to not exercise the suspension rights provided in this policy and handle the matter in accordance with the standard disciplinary process used in the school building.

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

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

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

A record of the teacher imposed suspension will be kept.

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

C. Short-Term Suspension

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

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

Procedure:

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

D. Long-Term Suspension or Expulsion

Definition:

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

Authority:

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

Procedure:

1. A long-term suspension or expulsion may be recommended to the Superintendent by a building administrator following an investigation of charges of misconduct by a student, and an offer to the student and his or her parents or guardians of an informal hearing involving the administrator and the student.
2. At the informal hearing, the student (1) shall be advised of the misconduct with which he or she is charged; (2) shall be advised of the evidence supporting the charges; and (3) shall be given the opportunity to present his or her version of the alleged incident(s). At the discretion of the building administrator other persons may be permitted to attend the hearing or otherwise provide information which will assist in the resolution of the charges.
3. Upon the conclusion of an investigation of the charges by the building administrator and upon the conclusion of a requested informal hearing, if the building administrator determines that the student has not engaged in misconduct, the charges shall be dismissed.
4. Upon the conclusion of an investigation of the charges by the building administrator and upon the conclusion of a requested informal hearing, if the building administrator determines that the student has engaged in misconduct which merits a long-term suspension or expulsion, the building administrator shall make a written recommendation to the Superintendent that the student be so disciplined, identifying the basis(es) upon which the recommendation has been made. The building administrator may also impose an immediate suspension of the student of up to ten (10) school days, pending further review of the recommendation.
5. Upon receipt of a recommendation from a building administrator for a long-term suspension or expulsion of a student, the Superintendent shall review such recommendation and shall determine (1) whether to forward the matter to the Board of Education for a hearing to determine the appropriateness of expulsion or (2) whether to retain the matter for a hearing to determine the appropriateness of a long-term suspension; or (3) to take such lesser action as is appropriate.

6. If the Superintendent determines that either a long-term suspension or expulsion is appropriate, then the Superintendent or the Assistant Superintendent for Administrative Services shall schedule a hearing (1) before the Board of Education when expulsion is at issue, or (2) before the Superintendent or the Assistant Superintendent for Administrative Services when long-term suspension is at issue. Such hearing shall take place within ten (10) school days following the commencement of the student's suspension.
7. When expulsion is at issue, if the hearing cannot be scheduled before the Board of Education within the ten (10) school day period or if it shall appear to the Superintendent or the Assistant Superintendent for Administrative Services that the Board of Education may not be able to conclude the hearing within the ten (10) day period, the Superintendent or the Assistant Superintendent for Administrative Services shall offer the student and parents or guardians an opportunity for an intermediate hearing before the Superintendent or the Assistant Superintendent for Administrative Services. Such hearing will take place within the ten (10) school day period on the merits of the charges and the propriety of continuing the suspension until the Board of Education can conduct a hearing. The Superintendent or the Assistant Superintendent for Administrative Services, may impose additional days beyond the short term suspension until such time as the Board can hold the hearing.

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

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

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

dismiss the charges or order the suspension, or other appropriate action, of the student based upon a finding that the charges have been established through the evidence presented at the hearing.

9. Within five (5) school days after the conclusion of the hearing, the student and his/her parent or guardian will receive notice of the decision of the Board of Education, the Superintendent or the Assistant Superintendent for Administrative Services.

F. Open or Closed Hearing Before the Board of Education

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

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

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

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

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

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

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

Referral to Juvenile Division of the Probate Court

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

Re-admittance to the School District Following Expulsion

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

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

Students with Disabilities

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

Student Conduct

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

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

A. Attendance

Daily attendance in all classes is necessary for school success. It is the law of the State of Michigan that all students shall be in regular and continuous attendance in all classes. Since repeated absence from school interferes with both individual

progress and with the teacher's ability to conduct the instructional program effectively for all other students in the class, truancy may subject the student to disciplinary action and failure to earn academic credit, and may result in referral to the Juvenile Division of the Probate Court.

B. Controlled Substance and Alcohol

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

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

1. Alcohol or any alcoholic beverage, including "nonalcoholic malt beverages".
2. Illicit drugs, including but not limited to those drugs described as a "controlled substance" under either state or federal law.
3. Any abusable glue, aerosol or other chemical substance, including but not limited to petroleum distillates, lighter fluid, and reproduction fluid for inhalation.
4. Any prescription or nonprescription drug, medicine, vitamin or other chemical including, but not limited to, aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, no-doze pills, cough medicines, and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the District's authorized use of medication procedures.
5. Steroids, human growth hormones or other performance-enhancing drugs.
6. Substances purported to be illegal, abusive or performance-enhancing, i.e., "look-alike" drugs.

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

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

C. Cooperation with School Personnel

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

- "(a) To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district or public school academy

functions within a school or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts.

- (b) For self-defense or the defense of another.
- (c) To prevent a pupil from inflicting harm on himself or herself.
- (d) To quell a disturbance that threatens physical injury to any other person.
- (e) To obtain possession of a weapon or other dangerous object upon or within the control of a pupil.
- (f) To protect property."

MCL 380.1312

D. Criminal Acts

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

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

1. Arson

The intentional setting of fire, or doing any act which results in the starting of a fire, or aiding, counseling, inducing, persuading or procuring another to do such act or acts

2. Assault

A verbal threat or other act which places another in reasonable apprehension of receiving an immediate battery

3. Battery

The willful or intentional objectively offensive touching of a person against that person's will

4. Explosives or Incendiary Devices

The use or possession of explosives or incendiary devices are not permitted on school property, in school vehicles or at any school sponsored events or activities

5. Extortion, Blackmail or Coercion

The obtaining of money or property by violence or forcing someone to do something against his or her will by force or threat of force

6. **False Fire Alarm**
The setting off the fire alarm when there is no fire
7. **False Bomb Threats**
A bomb threat or similar threat directed at a school building, other school property, or a school-related event
8. **Fireworks**
The setting off of explosive substances or possession of same
9. **Larceny**
The taking of the property or belongings of another without permission of the person entitled to such possession
10. **Malicious Destruction of Property**
The willful or malicious destruction or injury to the property of another
11. **Robbery**
The stealing from an individual by force or threat of force
12. **Substance Abuse/Alcohol/Drugs**
See Section B on Controlled Substance
13. **Trespass**
The presence in an unauthorized place or the refusal to leave when ordered to do so

It is the intent of this section to prohibit acts of a criminal nature but not to require the evidence of a violation in a resulting disciplinary proceeding to meet the same standard of proof required in a criminal proceeding in court or to require evidence of a conviction in a judicial proceeding as a precondition to initiating and concluding such a disciplinary proceeding. Rather, the intent is to require a preponderance of evidence as the standard or burden of proof and to permit disciplinary proceedings to occur without regard as to whether judicial criminal proceedings have been initiated or concluded relative to the alleged misconduct.

E. Disruptive Conduct

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

F. Physical Assault, Verbal Assault, Bomb Threat

1. Physical Assault (MCL 380.1310)

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

2. Physical Assault (MCL 380.1311a)

Under provisions of MCL 380.1311a of the Revised School Code, "physical assault" is defined in the same manner as in "1." above. MCL 380.1311a mandates permanent expulsion for students in Grade 6 or above who commit a

physical assault at school against an employee, volunteer, or contractor of a school district.

3. Verbal Threat (MCL 380.1311a)

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

4. Bomb Threat (MCL 380.1311a)

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

G. Driving and Parking Lot Violations

Students who drive motor vehicles on school property are required to obey the laws of the Michigan Vehicle Code, MCLA 257.1 et seq., and to obey the parking regulations of the Novi Community School District. A student found by a building administrator, or determined by a building administrator, based upon credible third party information, to have violated said laws and regulations, shall be subject to a warning or revocation of driving privileges and parental notification.

H. Fighting/Physical Violence

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

I. Freedom of Speech and Assembly

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

J. Freedom to Publish

1. Students are entitled to express in writing their opinions; however, the distribution of such material may not interfere with or disrupt the educational process. Such written expression must be signed by the authors.

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

K. Off Campus Misconduct

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

L. Off-Campus Misconduct at School Sponsored Events

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

M. Previous Misconduct in Another School System

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

N. Tobacco

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

O. Weapons

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

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

As a matter of District policy, the Board of Education may also exercise its discretion to expel a student for possession of an object on school property, which includes a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, at a school activity, or in a school vehicle which may be used to cause or threaten harm to others.

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

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

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

P. Search and Seizure

School Property

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

Lockers are School Property

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

Legitimate Use of School Lockers

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils 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. Pupils are solely responsible for the contents of their lockers and should not share lockers with other pupils, 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 pupils and personnel. Accordingly the Board authorizes the principal or his/her designee to search lockers and locker contents at any time, without notice, and without parent/guardian or pupil consent.

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

Seizure

When conducting locker searches, the principal or his/her designee may seize any illegal or unauthorized items, which violate Board policy or rules, or any other items reasonably determined by the principal or his/her designee as a potential threat to the safety or security of others. Such items include, but are not limited to the

following dangerous weapons: firearms, explosive weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items found by the principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen years of age or older, shall be notified by the principal or his/her designee of items removed from the locker.

Searches of Person and Personal Property

If school authorities have reasonable suspicion that a student(s) may possess illegal items (firearms, weapons, drugs, etc.) or other items reasonably determined to be a threat to the safety or security of the student or others, or items which are used to disrupt or interfere with the educational process, the administrator may search that student's person and/or personal property, including but not limited to, bags, brief cases, satchels, purses and motor vehicles. Where practicable all searches will be carried out in the presence of an adult witness.

Lockers

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

Seizure

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

Q. Discipline

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

PROPERTY- Care of

Students are urged to take pride in the appearance of their school, including buildings, the furniture, and the surrounding property. No students shall damage, deface, or

vandalize any property, buildings, grounds, vehicles, and/or equipment owned or contracted for by the District. Any report of vandalism or theft will be investigated. Students who violate this policy may be prosecuted, removed from school, or expelled. If students are found responsible for vandalism or theft, the students and the parents/guardians will be held financially accountable. Students responsible for an act of vandalism or theft will be subject to disciplinary action and prosecution under the law.

ASSEMBLY BEHAVIOR

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

- Students are to sit in their assigned areas
- Students are to remain attentive and refrain from disrupting others.
- Students who are disruptive or cause disturbances during assemblies will be removed from the assembly and further disciplinary action will be reviewed.
- At the conclusion of any assembly students are to remain seated until dismissed.

TECHNOLOGY CODE OF CONDUCT

Rights:

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

Responsibilities:

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

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

Internet Usage Guidelines

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

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

Responsibilities:

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

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

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

Copyright Laws

Copyright laws will be strictly adhered to when using the network, the Internet, e-mail, and all technology devices such as computers, mobile devices, scanners, and video equipment in the building. All violations of copyright laws, i.e. illegally copying information, programs, music, video, or web pages without written permission from the copyright holder, who is the author or producer, will be covered under the school larceny

policy. All shareware is subject to the guidelines in this document. Walk-in students are permitted in computer labs only with permission of the teacher using the lab. When using an open computer lab, students must be prepared to present their student I.D. along with their reason for computer need.

Network Usage/Electronic File Saving Guidelines

The NCSD provides student access to network servers for the purpose of providing electronic file saving. The servers are available from all networked computers in the building. Each student is assigned his/her own account name and password. Project folders for class use are also available. The network server is to be used for curriculum support only. That is, all files stored on the District network server must relate to curriculum and instruction, school-authorized activities, or information about the School District. The file server may not be used for games or application programs. Students are requested to immediately notify staff of any unauthorized use of the network fileserver. District administration or faculty may elect, at its sole discretion, to monitor any or all student accounts.

Web Publishing Guidelines

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

Content:

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

Subject Matter:

- All pages must comply with District standards.
- Copyright laws will be followed. Copyrighted materials may be included only with the express permission of the author, and with proper citations.
- Web pages and links may not contain material that is obscene, offensive, threatening, intimidating, degrading or damaging to any individual, group or the Novi Community School District, either materially or in terms of reputation and standing.
- Links to external sites will enhance the educational value of content published on District servers.
- Individuals may post their own web pages on servers of their choice, but these may not affiliate with the District in any way that implies District connection to

or responsibility for such pages without approval from authorized District personnel.

- Students or staff will not infringe on the privacy of visitors to District servers without explicitly declaring so in a clear privacy statement. Such statements must detail what information is being gathered and how, and what it will be used for. Examples of legitimate uses for such information would be alumni information or online surveys.

Quality:

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

Student Safeguards:

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

Disciplinary Action Re: Infraction of Any of the Above:

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

The student may:

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

TRANSPORTATION POLICIES

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

Students are expected to enter and exit the bus in an orderly fashion. The driver of the school bus is in complete charge of the students riding that bus and students are expected to respect and follow the directions of that driver. Should rules not be followed,

the driver may issue a "Ticket" to that student stating the violation and problem. Such tickets are forwarded to a building administrator for follow-up and disciplinary action. All tickets must be signed by a parent to insure awareness of the problem and to seek assistance in curbing any potential safety concerns. For the safe transportation of students to and from school, the following common rules have been established, although they certainly are not exclusive:

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

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

BICYCLES

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

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

DRESS CODE

The Board of Education believes that students must wear appropriate attire in order to maintain an appropriate learning environment for education and that student behavior is influenced by their attitude and dress. Each school has certain rules for dress that must be adhered to. Students that dress inappropriately will be sent home to change. Dress that reflects in a derogatory manner upon the race, religion, sex, or national origin of members of the student body will not be permitted.

ELECTRONIC DEVICES

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

BULLYING/AGGRESSION

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

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student is at any school-sponsored, school-approved, or school related activity or function, such as field trips or athletic events where students are under the school's control.

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

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

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

- Threatened or actual physical harm
- Unwelcome physical contact
- Threatening or taunting verbal, written or electronic communications
- Taking or extorting money or property

- Damaging or destroying property
- Blocking or impeding student movement

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as race, color, national origin, religion, sex, disability, age, height, weight, familial status, or marital status. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

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

HARASSMENT

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

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

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

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

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

SEXUAL HARASSMENT

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

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

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

HAZING

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

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

Reference: MCL 750.411t(7)(b)

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

INSUBORDINATION

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

