



# **Student Handbook**

**and**

# **Student Code of Conduct**

## SUPERINTENDENT'S WELCOME

Dear Parents ~

On behalf of the Novi Community School District's Board of Education, I am pleased to present to you this Parent/Student Handbook. This handbook supports the school district's vision of "Students who are passionate, empowered, and prepared for their world and their future."

Our goal is to provide a caring, stimulating learning environment where children are challenged with rigorous standards. We have the responsibility to foster learning through meaningful instruction within a balanced and interactive elementary curriculum. Ultimately, we want your child to have a strong academic foundation and the ability to apply knowledge to think critically and communicate effectively.

We recognize that student success is dependent on the cooperation of parents and school district staff. Parents are our partners in the most important job of educating the children of this community. Personal communication between home and school is vital to providing the best possible educational experiences for the students. Please help us foster this relationship by attending school functions and monitoring your child's school progress. Together, we can create a school environment where students can thrive and become future leaders and contributing citizens.

Please read the provisions outlined in this Handbook so that you understand the expectations we have for our students. If you do have questions, feel free to contact your child's building principal.

Sincerely,



Dr. Steve Matthews, Superintendent

The Novi Administrative Staff

Nicole Carter, Principal (248) 449-1536	- Novi High School
Katy Dinkelman, Asst. Principal (248) 449-1530	- Novi High School
Melissa Jordan, Asst. Principal (248) 449-1503	- Novi High School
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Julie Bedford, Principal, (248) 449-1600	- Deerfield Elementary
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Pamela Quitiquit, Principal, (248) 449-1400	- Orchard Hills Elementary
Laura Carino, Principal, (248) 449-1220	- Parkview Elementary
Alex Ofili, Principal, (248) 449-1300	- Village Oaks Elementary

## **VISION STATEMENT**

Students who are passionate, empowered, and prepared for their world and their future.

## **MISSION STATEMENT**

Provide impactful opportunities for all to cultivate lifelong learning.

## **BELIEF STATEMENTS:**

We believe in:

- An equity of opportunity
- A culture of unity
- Fostering and inspiring a curiosity of learning
- A community of well-being

## **ATTENDANCE**

Section 1561 of the Revised School codes states, “Except as otherwise provided in this section, every parent, guardian, or other person in this state having control and charge of a children from the age of 6 to eighteen (18) years of age shall send that child to a public school during the entire school year.

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.

## **ABSENCE AND ILLNESS**

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. Note that the attendance answering machine is available any time. Please call your building’s attendance line directly. When calling to verify an absence or late arrival, parents/guardians should contact the attendance office recording system and state the following information:

1. Name of student (Please state clearly and spell)
2. Date/Duration of Absence(s)
3. Parent/Guardian Name

#### 4. Reason for Absence

There are three types of absences: documented, verified and unverified.

**1. Documented Absence:** A documented absence will not count against the total number of student absences. To ensure accurate attendance records, it is necessary for all related documentation to be turned in upon the student's return to school. Documented absences will not be accepted after two (2) school days following the absence. The following are considered documented absences:

- a. Hospitalization/medical leave or a doctor's appointment
- b. Religious obligations
- c. Mandatory court appearance
- d. Funeral

**2. Verified Absences:** Parent or legal guardian has called the attendance office or provided a note within 24 hours verifying the student was not at school with parental acknowledgement.

*A verified absence is typically one of the following but not limited to:*

- a. Illness verified by parent
- b. Doctors appointment (without documentation)
- c. Pre-arranged Vacation (See Above for directions)

**3. Unverified Absences:** Any absence in which a parent has NOT called or provided a note within 24 hours of the absence. An automated phone call is made to the parent/guardian after every unverified absence.

The school may require documentation explaining the reason for the student's absence. A student will be provided the same number of days as he or she was absent to submit the make-up work. The student is responsible for obtaining assignments from his or her teachers. A student with verified absences will receive credit for completed work.

### **TARDY POLICY**

A student will receive an absence for a class period if he/she arrives 20 minutes or more late or departs 20 minutes or more early excluding school business.

**Tardies:** A student will be considered tardy if he/she is not present in his/her assigned class when the passing time music concludes. Tardy consequences are subject to each classroom teacher's policies. Students with excessive tardies will be referred to their assigned administrator for discipline.

### **TRUANCY**

According to the Compulsory Education law, "Every parent, guardian, or other person in this state having control and charge of a child from the age of six to the child's sixteenth birthday, shall send that child to the public schools during that entire school year. The child's attendance shall be continuous and consecutive...." The Oakland County Early Truancy Intervention

Protocol, with the support of both the Probate Court and the Family Court, provides both guidelines and accountability with regard to this. The Novi Community School District will consider a child truant if:

- a. He/She has received five unverified absences in succession.
- b. He/She is has received 10 verified absences from school in a thirty day period.
- c. He/She has 30 unverified/verified absences in a school year.

Truancy (excessive absence without justification) will subject the student to school intervention (parental conferences, referral to Novi Youth Assistance, and possible disciplinary action). Chronic truancy may result in referral to the Oakland Schools Truancy Program and the Juvenile Division of Probate Court.

## **BEHAVIOR EXPECTATIONS**

A major component of the educational program at school is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Positive student conduct is essential for effective learning. Attitudes and actions directly impact student's school experience and that of their classmates. It is expected that you will behave in ways that will enhance social relationships in the school and facilitate learning.

Our goal is to help children become responsible students. However, it is common for children to make poor behavior choices. These incidents are a wonderful learning opportunity. We will work with your child to rectify the situation and choose appropriate consequences, if needed. If the situation warrants, parents will be contacted. Below are the basic behavioral expectations:

1. Students will be prompt to school;
2. Students are expected to follow directions given by staff members;
3. Students will refrain from using inappropriate language or obscenities;
4. Students will demonstrate respectful and courtesy toward all other individuals;
5. Students will preserve and care for all school property and the property of others;
6. Students will help maintain a school environment that is safe, friendly and productive;
7. Students will act, at all times, in a manner that reflects pride in self, family, and in the school.

**GENERALLY THROUGHOUT THE SCHOOL**, students are expected to behave in the following manner. Students will

1. Follow the directions of their supervisor(s)
2. Walk at all times while moving about the school building
3. Behave in a manner which is respectful of the rights and property of others
4. Pay for the replacement or repair of property which is damaged or lost

**ASSEMBLY BEHAVIOR** - Students will

1. Follow their line quietly into the gym, cafeteria, or auditorium;

2. Sit flat and still;
3. Exhibit good audience behavior by listening and showing their respect in an acceptable manner.

**CLASSROOM BEHAVIOR** - Students will:

- Follow school and classroom rules.
- Come to class prepared.
- Respect the rights of other people and property.
- Cooperate.
- Arrive to school and classes on time.
- Use appropriate language and do not display physical affection, aggression, or horseplay.

**HALLWAY BEHAVIOR** - Students will

- Keep hands and feet to yourself. Do not act in any way that can hurt others, including pushing, shoving, poking, tripping, hitting, kicking, or throwing objects.
- Use quiet voices only.
- Make only positive comments. Avoid name-calling, put-downs, teasing, cursing, or starting rumors.
- Walk, don't run, and try to stay on the right side of the hallway.
- Carry materials in a controlled manner.
- Do not physically display affection.

**BATHROOM FACILITIES** - Students will

- Flush toilet and wash and dry hands before leaving the bathroom.
- Put only toilet paper in the toilet; put used towels in the waste basket.
- Keep walls and floors clean.
- Keep hands and feet off stalls and walls.
- Do not act in any way that can hurt others, including pushing, shoving, poking, tripping, hitting, kicking, or throwing objects.
- Report any inappropriate conduct or any areas in need of cleaning to an adult as soon as possible.

**LUNCHROOM/CAFETERIA BEHAVIOR** - Students will

- Wait their turn in line (do not cut) and keep hands and feet to themselves.
- Keep hands off other people's lunch, drink, and other possessions.
- Do not act in any way that can hurt others (i.e. pushing, tripping, hitting, or throwing objects.)
- Make only positive comments. Avoid name-calling, put-downs, teasing, cursing, starting rumors, or purposely excluding/isolating others.
- Talk at an appropriate level (no screaming or making loud noises).
- Seat only eight (8) to a table; no saving seats; do not move others' possessions.
- Do not sit or put feet on the tables.

- Remain seated while eating and/or drinking.
- Remain at your table during the lunch period.
- Finish all food/drinks and clean up your spot before dismissal
- Parties, pot luck lunches, or providing food for a whole table are not permitted.
- Only parents may deliver food and only to their own children. Outside delivery services will be turned away.
- No food or drink should be taken from the cafeteria
- Food should not be shared

**RECESS BEHAVIOR INSIDE SCHOOL** - Students will:

1. Engage in activities appropriate to the classroom setting; for example, activities which do not include: running, throwing, yelling, or physical contact;
2. Always follow the directions of the supervisor(s) on duty.

**RECESS BEHAVIOR ON PLAYGROUND** - Students will:

1. Follow the directions of the adult on duty;
2. Observe rules of fair play in dealing with others;
3. Remain within the set boundaries of the playground;
4. Ask permission of the adult on duty before entering the school to use the bathroom or get a drink;
5. Not fight. This conduct is forbidden and will be referred to the principal for further action;
6. Use equipment properly;
7. Line up quietly. As soon as the bell rings or whistle is blown, students will proceed to their classroom in an orderly fashion;
8. Dress appropriately for weather and ground conditions as determined by the supervisors;
9. Refrain from all games and activities which includes rough physical contact.

**AUDITORIUM/GYM/CAFETERIA ASSEMBLY ETIQUETTE**

Programs may include performances by students as well as outside groups or individuals. Students are to sit in their assigned areas, 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.

**BEHAVIOR INTERVENTIONS**

As a district, we encourage prevention and education to support all learners. Understanding that our students sometimes make mistakes, we aim to teach, help students to learn from mistakes, restore relationships, and repair the harm done to other students and the school community as much as possible.

The following consequences for infractions are stated in minimums and maximums. The severity of the offense, prior student record, and administrator's discretion will determine the consequence imposed. In general, this code will be followed in a progressive manner. A second offense will usually receive a greater consequence than a first offense; at any time, an infraction may warrant imposing the maximum consequence. Students may face maximum consequence for an accumulation of different offenses. Parents will be contacted when students are suspended.

Administration reserves the right to take appropriate disciplinary action for any infraction of school rules that takes place at school, on school grounds, at school-sponsored events or activities, on the way to and from school, on the bus, or at a bus stop. Administration may take appropriate disciplinary action when the incident happens off school property if the incident significantly disrupts the school environment.

Administration reserves the right to take appropriate disciplinary action for any other infraction or violation that is not included herein. Administration reserves the right to handle each infraction on a case-by-case basis. Potential disciplinary measures include, without limitation, notifying parents/guardians, disciplinary conferences, withholding of privileges, temporary removal from the classroom, return of property or restitution for lost, stolen or damaged property, in-school suspension, after-school study/detention, lunch detention, suspension from school and all school activities for up to 10 days, seizure of contraband, and expulsion from school. Administrators consider all of the following before suspending a student: age, disciplinary history, if a student has a disability, seriousness of the behavior, if the behavior threatened anyone's safety, whether restorative practices will be used to address the behavior, and whether a lesser intervention would properly address the behavior.

## **BULLYING PREVENTION PROGRAM**

Our District is committed to the prevention of bullying on our campus. We expect every student and adult involved in our district to respect the following bullying prevention rules:

- We will not bully others.
- We will try to help students who are bullied.
- We will try to include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

The District follows an Anti-Bullying policy which can be found on the Novi Community School District website.

## **RESTORATIVE PRACTICE**

Buildings will consider restorative practices in addition to or as an alternative to suspension or expulsion of a student dealing with student behavior infractions. While there are disciplinary consequences in place, we also incorporate restorative approaches that help give students a voice and repair harm done.

Restorative Practice is a framework that may include victim/offender conferences that:



- are initiated by the victim;
- are approved by the victim's parent or legal guardian or, if the victim is at least 15 years of age, by the victim;
- are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender;
- would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize, participate in community service, restoration of emotional or material losses, or counseling, paying restitution, or any combination of these.

## **BUS SAFETY**

Riding a district-provided bus is a privilege. With that privilege comes behavioral expectations that must be followed at all times in order to provide a safe environment for all riders. Bus rules are clearly posted on all buses, and students who do not follow those rules will be issued a bus safety violation ticket. The seriousness of the offense and the number of tickets a student has received will determine the consequence of the ticket. Students committing serious safety infractions or having multiple tickets will be suspended from bus transportation for one day up to the remainder of the school year. If a student's behavior is causing an unsafe environment on the ride home from school, he/she may be brought back to school for parent pickup. In order for a student to ride the bus after receiving a ticket, the ticket must be signed by both the student and a parent. Bus violations include, but are not limited to, the following: excessive noise, failure to obey safety rules, fighting, inappropriate language, insubordination, moving from seat to seat, pushing/shoving/tripping, standing or kneeling on seat, throwing objects, and vandalism.

- For safety reasons, students must remain on the curb while busses are in motion. Students should NOT move onto the pavement until directed by the supervising adults. Students will line up as directed in order to ensure safety during boarding.
- Once a bus door is closed, students will not be permitted to board. **STUDENTS ARE NOT TO APPROACH A BUS THAT IS ALREADY IN MOTION.** We understand this may be frustrating, but it is our safety policy.

As the school year begins, please share the following with your child:

### **When waiting for the school bus:**

- Stay a safe distance from the roadway.
- Wait in a straight line.
- No pushing or horseplay.
- Walk to the bus when the door is open.
- Use the handrail when boarding.

### **Crossing in front of the bus:**

- Before crossing, walk 15 feet in front of the school bus. The driver must be able to see you from head to toe.
- Stop at the edge of the bus.
- Look right and left.

- Look at the driver for a signal to cross.
- Keep watching for traffic as you walk.

Please put all articles in a backpack before entering or leaving a bus. This allows hands to be free to use the handrail.

### **What Students Need to Know**

Students are responsible for getting on the correct bus at the end of the day. Students should learn the bus driver's name and their bus number. Teach your child, especially younger students, to recognize their home stop. It is recommended that younger students sit in the front of the bus.

### **Bus Riding Tips**

- The bus number/letter is located on the door side of the bus. A substitute bus will have black and white magnetic numbers above the passenger door.
- On full size buses, state law permits three students per seat. We try to eliminate this with older students, and have two to a seat.
- Children should be dressed properly for inclement weather in case of bus delays.

### **Students Ride Assigned Buses**

Students must ride their assigned bus. Bus passes are not given out for any reason. Students will not be permitted to ride another student's bus, and students will not be allowed to get off at another student's stop.

### **Video Cameras**

All buses have videotaping capabilities.

### **Bus Behavior Rules**

*The following rules are posted on each bus. All students are expected to follow them at all times when on the bus.*

- Bus driver is in charge at all times.
- Bus driver may assign seats and "bus violation" tickets at any time.
- Be seated immediately and remain seated at all times
- No smoking, eating, drinking, or chewing gum
- No throwing of objects at any time
- No teasing or fighting at any time
- No Profane language or indecent conduct
- No windows or doors are to be opened without permission of the driver
- Phones are to be kept in a pocket or backpack at all times
- No photos or videos are allowed to be taken on the bus
- Keep hand and heads inside the bus at all times
- Keep aisle way clear, bus clean, and do not be destructive
- Must be quiet at all railroad crossings
- Use quiet voices and follow classroom conduct
- **NO SKATE BOARDS, SCOOTERS, LACROSSE STICKS, BASEBALL BATS, OR ANYTHING THAT WILL NOT FIT ON THE STUDENT'S LAP.**

## **C.A.R.E. PROGRAM (LATCHKEY)**

(Children's Activities in a Responsible Environment)

The C.A.R.E. program provides childcare before and after school for children enrolled in our five elementary buildings, which includes Deerfield, Novi Woods, Orchard Hills, Parkview, and Village Oaks. Our Pre-Teen Club (P.T. Club) provides activities before and after school for students who attend Novi Meadows and Novi Middle School. P.T. Club is located in the 5<sup>th</sup> grade gym.

K-C.A.R.E. is for half day Kindergartners and students enrolled in our Preschool program. Students are transported by bus to their K-C.A.R.E. location. For locations of your neighborhood school contact the Child Care Services office at (248) 675-3431.

Registration for C.A.R.E. is ongoing during the school year. This fee is nonrefundable. (A separate check is needed for this fee, payable to Novi Community Schools)

For more registration information, please visit our website under Community Education.

C.A.R.E. is open during winter and spring breaks. Sign up is done one month before the breaks with your C.A.R.E. leader at your child's home school.

## **DRESS AND GROOMING CODE**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

Clothing will be worn in a manner that will convey self-respect and will not disrupt the education process.

### **Dress Code Guidelines**

Keeping in mind that our district is a place of professional learning, students should strive to dress in a professional manner.

Students are expected to follow the dress regulations below:

- Apparel with explicit or implied reference to tobacco, alcohol, drugs, profanity, obscenities, sex, or violence in any form will not be considered acceptable for school.
- Outdoor apparel, coats/jackets and backpacks must be stored in the student's locker until the end of fifth hour.
- The staff may ask students to remove headwear during assessments (except for religiously mandated attire). Hooded clothing is permissible, but hoods cannot be worn on the head.

- Gym clothes used during physical education classes are not to be worn in the classroom.
- No underwear should be visible at any time.
- Shirts/tops should cover the torso from the shoulders to the hips. Clothing should not be transparent.
- Skirts/dresses and shorts must cover from the waistline to roughly at least to finger length.
- Footwear must be worn at all times.
- Jewelry that poses a safety hazard such as: spike bracelets or necklaces or heavy chains are not permitted. No jewelry is permitted in physical education classes.

Students in violation of the dress code will be given the following options in order to return to class:

- Check their locker/gym locker for a change of clothes.
- Check out a Novi shirt or sweatpants to wear for the remainder of the day. Borrowed clothing items should be laundered and returned to the attendance office within three (3) days of issuance, otherwise a \$20 fee will be assessed to the student's account.
- Call home for a change of clothes.

Students will remain in the main office with their homework provided until they are able to change or until the end of the school day. It is a good idea to always have a school appropriate change of clothes stored in the student locker.

### **DISMISSAL CHANGE**

If a parent/guardian needs to request a change in the dismissal procedure for their child, the request needs to be made no less than 45 minutes prior to the end of the school day. This is necessary for the message to be forwarded to the teacher.

### **DROP-OFF/PICK-UP PROTOCOL**

Each building has its' own designated area for parents/guardians to drop off and pick up their student(s). This information is shared in the principal's back to school newsletter. Please ask your building's secretary or teacher for a copy of your building's drop off and pick up protocol and become familiar with it. Thank you for your assistance in ensuring the safety of our students, staff and parents!

### **EARLY DISMISSAL**

In situations where it is necessary for students to leave school during the school day, they will be excused only to those persons listed on their current emergency card. Teachers are not allowed to release a child from the classroom. Parents must sign their child out at the school office should they need to leave school prior to dismissal. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

## ELECTRONICS POLICY

Using a cellular telephone, smartphone, video recording device, personal digital assistant, handheld gaming device, music speaker, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in the bathroom or locker room (or of any person anywhere on school grounds who does not give permission), cheat, or otherwise violate student conduct rules is prohibited and subject to discipline. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or telephone (commonly known as “sexting”).

All cellular phones, smartphones and other electronic devices must be kept out-of-sight and silent during the regular school day unless:

- (a) the supervising teacher grants permission;
- (b) the use of the device is provided in a student’s IEP or 504 plan;
- (c) it is needed in an emergency that threatens a person’s safety.

Students violating this policy are subject to the following consequences, without limitation:

1<sup>st</sup> Offense: electronic item will be turned in to the main office for **student pick up** at the end of the school day

2<sup>nd</sup> Offense: item will be turned in to the main office for **parent pick up**

3<sup>rd</sup> Offense and subsequent offenses: item will be turned over to administration for a parent meeting and potential further discipline.

***\*\*Please note: Taking and/or sharing photos without permission, as well as cruel, teasing, or bullying social media messages created at school can result in serious consequences. These behaviors often fall under the category of aggressive, teasing, or even bullying behavior and will receive consequences as outlined in the behavior above.***

## EMERGENCY NUMBERS

When your child enters Novi Community Schools, you are requested to complete a registration form. Information to be included is: current home and work phone numbers, names and phone numbers of people to whom your child may be released in an emergency, and the name of your family doctor. **It is very important that this information be kept up-to-date.** Emergency forms will be sent home at the start of each school year for updating. Please remember to contact the school when your numbers change during the school year.

## HEALTH/STUDENT ILLNESS

Schools bring children into close physical contact, thus giving communicable diseases an opportunity to spread quickly. Your child's health is important to us. We attempt to maintain

good health conditions while your child is in school.

Please keep your child home if he or she has any of the following symptoms:

- FEVER
- PAIN AND STIFFNESS OF NECK, AND HEADACHE
- SORE THROAT
- SWELLING AND TENDERNESS OF GLANDS, ESPECIALLY NECK GLANDS
- COUGH, IF PERSISTENT OR PRODUCTIVE
- NAUSEA AND VOMITING
- DIARRHEA AND/OR PERSISTENT ABDOMINAL PAIN
- JAUNDICE (YELLOWING OF EYES OR SKIN)
- RASH
- ANY SKIN ERUPTION (PARTICULARLY IF RED, SWOLLEN, AND DRAINING)
- RED OR RUNNY EYES, SNEEZING, OR NASAL DRAINAGE
- LICE

If symptoms occur while in school, parents will be contacted and asked to arrange for the child to be taken home. *Parents are expected to have their child picked up immediately. A child may not return to school until fever/vomit/symptom free for 24 hours.*

Following the above guidelines, provided by the Oakland County Health Division, will help prevent a child from developing possible complications and will keep the school environment a healthy one.

The Oakland County Health nurse makes periodic visits to each elementary building to collaborate with school staff. We do not have a school nurse on duty daily.

Daily outdoor recesses are a valuable factor in promoting healthy classroom conditions. Children are expected to participate in recess activities; therefore, they should wear adequate, warm clothing. Classes are usually on the playground no more than twenty minutes and are supervised by classroom teachers or noon aides. If the weather is too severe, the children will remain indoors.

Generally, if children are well enough to be in school, they are well enough to go outside. Due to that fact that we do not have adequate supervision for students not participating in recess, a **doctor's note is necessary** if a child is expected to stay in due to medical reasons.

## **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 Department.

## HOMEWORK

The assignment of homework can be expected. Students are given ample time to complete daily assignments during school hours. Work that is not completed will be sent home for completion. Student grades will reflect the completion of all work, including outside assignments. It is expected that these assignments will be completed and returned to the teacher on the following day.

Due to differences in age levels and grade levels, homework expectations will differ. Any homework assigned will be reasonable in length in order to allow time for family and social development.

Homework will not be provided prior to vacations during scheduled school days. Students are expected to complete missed assignments after returning to school.

## LOST AND FOUND

All coats, hats, gloves, boots, and removable clothing should be labeled with the student's name. Every building may have a different location for their lost and found. Please check with your student(s)' main office for that location. Unclaimed lost and found items are donated to charity in the spring and at the end of the school year.

## LUNCH PROGRAM

All students in full-day kindergarten and grades 1-4 have forty minutes for lunch and noon recess. In an attempt to prevent students from eating too fast to get outside, students stay in the lunchroom 20 minutes before being dismissed for a 20 minute recess. Paid noon aides supervise the lunch hours.

We offer a computerized debit lunch system, which allows parents/guardians to prepay for as many meals/snacks as a parent wants. The minimum amount to open an account is \$20.00 per student. Cash will be accepted, but prepayment by check is our preferred method of payment. Current pricing and other lunch information are sent home during the school year.

You can have instant access to your children's account histories on-line and the optional ability to make credit card deposits using a secure Internet connection. You can access the account through the MiStar Portal on our website or by calling the Food Service Department (248)449.1200, ext. 2020. All credit card deposits will be received into your child's account within 15 minutes and you can make deposits for more than one child using only one transaction! A 6% surcharge will be added to all credit card deposits. This fee goes directly to LunchDeposit.com for handling the credit card transactions.

Children whose accounts fall into a negative balance will be given a balance reminder note. If the lunch account continues to have a negative balance the student will be given a Replacement Lunch.

## **FREE AND REDUCED LUNCH**

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.

## **NON-DISCRIMINATION/CIVIL RIGHTS**

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

The District will comply with the requirements of:

- a. Title II of the Americans with Disabilities Act of 1990
- b. Elliot-Larsen Civil Rights Act of 1977
- c. Title IX of the Education Amendments of 1972
- d. Age Discrimination Act of 1975
- e. 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 Human Resources  
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.

## **PARENT COMMUNICATION**

The district maintains a website that contains pertinent information about each school with interesting facts and references furnished regarding the Board of Education, administration, school calendar, athletic schedules, and other programs.



Novi Community School District website is: [www.novi.k12.mi.us/](http://www.novi.k12.mi.us/)

The district website has a link to each of the building's websites which has helpful information. Parents will be automatically signed up for School Messenger to receive newsletters as well as emergency information as needed. Parents will receive weekly updates as well as other important announcements from the school and the district. If you would prefer not to receive these updates, please contact the Main Office Secretary at your child's building to unsubscribe.

## **PARENT TEACHER CONFERENCES**

Parent/teacher conferences are held two evenings each fall and one evening each spring. Conferences should be helpful to you in understanding your child's progress in school. The following areas should be addressed by your child's teacher(s) at the conference:

- The child's work habits
- The child's attitude toward school
- The child's social and health habits
- The child's academic progress

Teachers schedule individual conference appointments several weeks in advance of the designated conference days. Parents are asked to be on time for their appointment as to not inconvenience others.

## **PARENT-TEACHER/BOOSTER ORGANIZATIONS**

The PTO is the K-8 school's parent/teacher organization. All parents/guardians are automatically members of the PTO. There are no membership dues. Parents are encouraged to actively participate in one or more PTO Committees during the school year. All parents are invited to the PTO meetings. Past activities include, but are not limited to, Spirit Wear Sales, Staff Luncheons and Dinners, Red Ribbon Week, Box Tops for Education, Partnerships with Target, Kroger, and Meijer, 8<sup>th</sup> Grade Farewell and celebration, 8<sup>th</sup> grade parting gifts, Honor Roll recognition, Bullying Prevention Program and more. Contact your school office for a list of PTO meeting dates if not posted on the District calendar available on the District web site at [www.novi.k12.mi.us](http://www.novi.k12.mi.us)

There are also parent booster organizations, grades 7-12. They include Athletic Boosters, Band Booster, and Novi Theater Boosters. Parents are, also, encouraged to actively participate in one or more Booster Committees during the school year. All parents are invited to the Booster meetings. Past activities include, but are not limited to, Band Fare, Taste Fest, the annual Arts and Crafts Show, bottle drives, and so much more.

## **PROGRESS REPORT/REPORT CARDS**

A formal written progress report to parents is made three times each year. The fall and spring reports are scheduled parent/teacher conferences. The winter and summer (June) reports are written only.

## **RECESS**

Students will stay in for lunch and recess under the following conditions:

- Rain
- Actual temperatures below 0° F and/or wind chill factor below 0° F.
- Extreme conditions on the playground (e.g. mud or ice)

The decision on having outdoor recesses will be based on daily weather conditions. Teachers are permitted to hold other recesses at a shorter span on their own by using sound judgment considering conditions on bad-weather days. In the event that conditions warrant students remain inside for recess, a team procedure among teachers and recess supervisors will be followed.

## **SAFETY PATROL – K-4**

Fourth grade members of our school Safety Patrol will be stationed at various posts on school property 15 minutes prior to the start of the school day and 10 minutes after school is dismissed.

## **SCHOOL PROPERTY**

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

## **SCHOOL SUPPLIES**

Children are held responsible for the condition of all textbooks and library books checked out to them. A charge will be assessed if these books are lost or damaged beyond the usual wear and tear. The schools will furnish basic supplies such as pencils, paper, and crayons.

## **SECURITY & VISITORS/VOLUNTEERS**

The Novi Community School District is committed to providing a safe and secure learning environment for our students. All buildings have electronic door access and public area cameras in and around buildings and on District busses. It is hoped that these measures will assist in providing a safe and secure learning environment.

All visitors, including parents and siblings, are required to enter through the front door of the building. Visitors should identify themselves and show photo ID before gaining access to the building. All visitors must report to the Main Office to sign in and receive a visitor's badge that should be worn in a visible location while in the building. Please return the badges to the Main Office upon departure. Visitors who do not follow this policy will be asked to leave. Anyone

acting as a volunteer must follow the same policies and complete a volunteer information form prior to volunteering (available on the district website under human resources).

The cooperation of students, parents, and staff are needed to ensure safety at all times. This means that no student or parent admitted to the building should open a door for anyone trying to access the building.

## **STUDENT CODE OF CONDUCT**

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.

Varieties 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.

## **STUDENT PLACEMENT**

The building principal has the responsibility for the placement of students within the building. Parents who wish to request that their child be placed in a specific teacher's classroom can express this request in writing to the principal in the spring. Although the principal takes this request into consideration during the placement process, there is no guarantee that this request will be honored. The factors which must be considered by the principal in the placement process are the following:

- an equal distribution of students among all of the teachers at any given grade level and within the total school,
- an even distribution of boys and girls within each classroom when the enrollment makes this possible,
- an even distribution of students at a given grade level who are experiencing attention or behavioral problems, and
- special needs students who may require an approach or technique at which a specific teacher may be particularly adept.

## **VALUABLES: MONEY AND PERSONAL ITEMS**

When money is sent to school for purposes other than lunch, it would be wise to:

1. Place the money in an envelope with the teacher and child's name on the outside.
2. Include a note of explanation.

For reasons of safety and security, the following should not be brought to school: “look alike” weapons, baseball bats, hardballs, squirt guns, skateboards, roller blades, sleds, radios, MP3/iPods players, electronic games, virtual reality toys, expensive jewelry, collectables, trading cards, cameras, or animals. Individual teachers may extend this list if a popular game or activity interferes with the teaching/learning in a classroom. Special arrangements to bring a prohibited article for display, a class party, or for “show and tell” must be made in advance with approval from the teacher.

Please see “Electronic Devices” and/or “Money and Other Valuables” of the K-12 Parent-Student Handbook for additional information.

## **ATHLETICS & EXTRA-CURRICULAR ACTIVITIES**

### **ATHLETIC ELIGIBILITY**

All students who desire to participate in interscholastic athletics must comply with the following Eligibility Rules:

- Students must be passing four (4) of six (6) classes.
- Students must comply with state and league rules and regulations.
- Students must submit physical examination forms and athletic emergency cards to the main office before participating. Any student who has been suspended from school may not practice or participate in any contest during the suspension period.

These requirements will be monitored each marking period and if a student is failing more than one class, he/she will be placed on probation until the next report card. During the probationary period the student athlete will submit a weekly eligibility report indicating current status in each class and may continue to practice but may not participate in a competition. When the weekly report indicates that the student is passing four (4) of six (6) classes, he/she may resume full participation in the sport but must continue to submit weekly eligibility reports.

Interscholastic competition is governed by the rules and regulations of the Michigan High School Athletic Association and the Kensington Lakes Activities Association as well as Novi Middle School handbook. Individual team rules and regulations will be distributed by the coach at the time of the activity.

1. Any athlete who misses a practice without previous arrangements with the coaches will not be allowed to participate in the next contest. Repeated unexcused absences shall result in the athlete being dropped from the team/squad.
2. Any athlete who is caught using any form of alcohol, tobacco, or controlled substance (non-prescription) shall be disciplined and may be removed from the team/squad.
3. Any student who has been suspended from school may not practice or participate in any contest during the suspension period.
4. Students must be in attendance on the day of practice and/or competition in order to participate, unless prior arrangements are made with the building principal or his/her designee.
5. Uniforms are free of charge and are assigned to student athletes for the duration of the season. Uniforms are collected at the end of the season and must be accounted for or paid for to participate in subsequent athletic programs.

## **EXTRA-CURRICULAR ACTIVITIES**

The extracurricular program includes club activities and interscholastic athletics which change according to seasons, availability of facilities, and student interest. Clubs and activities are advertised in the student announcements as well as in the weekly updates sent home to parents. A list of available clubs and activities is available in the main office. Students in after-school activities must be with their coach or sponsor immediately upon school dismissal until they are

picked up to return home. Students who leave the building or supervision of their coach or sponsor can be dismissed from the club or team.