



2024-2025 Student Handbook

SUPERINTENDENT'S MESSAGE

Dear Students, Parents, Guardians, Faculty, and Staff,

Welcome to another exciting academic year within our esteemed Novi Community School District! At the outset of this new academic year, it is our hope that this Student Handbook will serve as a comprehensive resource that highlights expectations for student behavior and adult responses to enhance school safety and create a fair, equitable, and supportive school environment.

In NCSD, we firmly believe that students learn best when expectations for behavior are clear, consistent, fair, equitable, and developmentally appropriate. We recognize the importance of building strong relationships between staff and students and engaging families throughout their child's educational experience.

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word "parent" in this handbook means a student's natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their children with following its rules and procedures. Their support is invaluable in helping to instill the values of respect, responsibility, and integrity in our students and their active involvement in their child's education and collaboration with us are essential in creating a nurturing and supportive school community.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word "Policy" in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school's educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

Let us embrace the journey ahead with a shared commitment to excellence and accountability. By working together, we can ensure that every student has the opportunity to reach their full potential in our district.

Wishing you all a fulfilling and successful academic year ahead!

Regards,

Benjamin Mainka, Superintendent

Our District Mission:

Empowering every student to reach the pinnacle of their potential, the NOvi Community School District unites rigorous academics, whole-person development, and trailblazing innovation. We work to unlock the unique genius in each child, preparing them to excel, empathically lead, and innovate in a global society.

Our District Vision:

Limitless Potential: Excellence and Equity in Education, Leadership in Learning, Constant Curiosity.

Core Values:

We believe in:

- Excellence,
- Equity,
- Kindness,
- Empathy, and
- Curiosity

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IMPORTANT INFORMATION

District Website

www.novi.k12.mi.us

Board Policies

Board Policies are available at: <https://www.novi.k12.mi.us/district/board-policies>

Addresses

Deerfield Elementary: 26500 Wixom Rd. Novi, MI 48374

Phone: 248-449-1700 Attendance: 248-449-1701 Fax: 248-449-1709

Novi Meadows: 25549 Taft Rd. Novi, MI 48374

Phone: 248-449-1250 Attendance: 248-449-1251 Fax: 248-449-1259

Novi Woods Elementary: 25195 Taft Road, Novi, MI 48374

Phone: 248-449-1230 Attendance: 248-449-1231 Fax: 248-449-1239

Orchard Hills Elementary: 41900 Quince, Novi, MI 48375

Phone: 248-449-1400 Attendance: 248-449-1401 Fax: 248-449-1419

Parkview Elementary 45825 Eleven Mile Road, Novi, MI 48374

Phone: (248) 449-1220 Attendance: 248-449-1221 Fax: 248-449-1229

Village Oaks Elementary: 23333 Willowbrook, Novi, MI 48375

Phone: 248-449-1300 Attendance: 248-449-1301 Fax: 248-449-1319

Novi Middle School 49000 11 Mile Rd, Novi MI 48374

Phone: 248-449-1600 Fax: 248-449-1613 Attendance: 248-449-1601

Novi High School 24062 Taft Road Novi, MI 48375

Phone: 248-449-1500 Fax: 248-449-1519 Attendance: 248-449-1501

Novi Virtual 41500 Gardenbrook Road Novi, MI 48375

Phone: 248-449-1717 Fax: 248-449-1719

Contact Information

Educational Services Main Office: 248-449-1200

Educational Services Fax: 248-449-1215

Special Education: 248-449-1413

Transportation: 248-449-1245

Athletics: 248-449-5500

Administration

Superintendent: Benjamin J. A. Mainka 248-449-1204

Assistant Superintendent of Business and Operations: Becca Scicluna 248-449-1209

Assistant Superintendent of Talent Management and Development:

Dr. Laura Carino 248-449-1203

Assistant Superintendent of Teaching and Learning: Mike Giromini 248-449-1208

Athletic Director: Don Watchowski 248-449-1509

Coordinator of Fine Arts & Activities: Dan Tobis 248-449-1505

Coordinator of Special Education Transition Services: TBD 248-675-3162

Director of Elementary Curriculum: TBD 249-449-1226

Director of Employee Relations: Jeff Dinkelman 248-449-1412

Director of Finance: Steve LeBlanc 248-449-1217

Director of Food Service: Kim Sinclair 248-449-1225

Director of Instruction: Emily Pohlonski 248-675-3160

Director of English Language Development and State and Federal Programs:
Spencer Riley 248-449-1405

Director of Mental Health & Wellness: RosaLeigh Johnson 248-449-1418

Co-Director of Special Education: Shailee Patel 248-449-1413

Co-Director of Special Education: Amanda Squires 248-449-1252

Director of Maintenance: Mike Drago 248-449-1241

Assistant Director of Maintenance: Eric Hettel 248-449-1242

Director of Early Childhood & Community Education: Ann Hansen 248-675-3430

Specialist of Early Childhood & Community Education: Stacey Job 248-675-3425

Director of Transportation: Cindy Valentine 248-449-1247

Supervisor of Adult Education & Career Preparation: Sarah Kraemer 248-449-1717

Supervisor of Communications & Community Engagement: George Sipple
248-449-1410

Supervisor of Medical Services: Cathy Farris 248-449-1616

Supervisor of Safety & Security: Dennis Huisman 248-449-2503

Supervisor of Special Education: Brenna McGinn 248-449-1413

High School Principal: Nicole Carter 248-449-1500

High School Assistant Principals: 248-449-1500

Ron Kane, Jacqueline Smith, Michelle Eathorne & Sarah Lephart

Middle School Principal: Rob Baker 248-449-1600

Middle School Assistant Principal: Angie Southworth 248-449-1600

Middle School Dean of Students: David Sinopoli-Smith 248-449-1600

Novi Meadows Elementary Principals: John Brickey and Lisa Fenchel 248-449-1250

Deerfield Elementary School Principal: Ryan Francis 248-449-1700

Novi Woods Elementary Principal: Alice Kazee 248-449-1230

Orchard Hills Elementary Principal: Joi Danforth 248-449-1400

Parkview Elementary Principal: Jennifer Murphy 248-449-1220

Village Oaks Elementary Principal: Katy Dinkelman 248-449-1300

2024-2025 DISTRICT CALENDAR

August 26, 2024	First Day for Students
August 30 – September 2, 2024	Labor Day Weekend No Staff/No Students
September 3, 2024	Classes Resume
October 4, 2024	K-6 Professional Development K-6 Staff Only (No K-6 students)
October 7, 2024	7-12 Professional Development 7-12 Staff Only (No students Grade 7-12)
October 16 & 17, 2024	Grades 7-8 Parent/Teacher Conferences
October 22 & 24, 2024	Grades 5-6 Parent/Teacher Conferences
November 1-4, 2024	Late Fall Break
November 5, 2024	K-12 Professional Development Election Day - No Students
November 6, 2024	Classes Resume
November 6 & 7, 2024	Grades 9-12 Parent/Teacher Conferences
November 12 & 14, 2024	Grades K-4 Parent/Teacher Conferences
November 27- December 1, 2024	Thanksgiving Break
December 21, 2024 – January 5, 2025	Winter Break – No School
January 6, 2025	Classes Resume
January 17, 2025	Half Day - Students AM, PM Records Day
January 20, 2025	MLK Day – No School
February 14-17, 2025	Mid-Winter Break
February 18, 2025	K-12 Professional Development No Students
March 5, 2025	Grades K-4 Parent/Teacher Conferences

2024-2025 DISTRICT CALENDAR

March 6, 2025	Grades 5-6 Parent/Teacher Conferences
March 7, 2025	K-6 Professional Development No K-6 Students
March 10, 2025	7-12 Professional Development No Students Grades 7-12
March 12, 2025	Grades 9-12 Parent/Teacher Conferences
March 13, 2025	Grades 7-8 Parent/Teacher Conferences
March 29-April 6, 2025	OS Revised Spring Break – Per March Memo
April 18, 2025	No School
May 26, 2025	Memorial Day – No School
June 6, 2025	Last Day for Students AM Only PM Records Day - Staff Only

DAILY SCHEDULE

School staff will supervise students on school grounds 15 minutes before the school day begins and 15 minutes after the school day ends. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

Deerfield Elementary:

Regular Hours: 9 a.m. to 3:52 p.m.

Half Day Hours: 9 a.m. to 12:22 p.m.

Novi Meadows Elementary:

Regular Hours: 7:30 a.m. to 2:22 p.m.

Half Day Hours: 7:30 a.m. to 10:52 a.m.

Novi Woods Elementary:

Regular Hours: 9 a.m. to 3:52 p.m.

Half Day Hours: 9 a.m. to 12:22 p.m.

Orchard Hills Elementary

Regular Hours: 9 a.m. to 3:52 p.m.

Half Day Hours: 9 a.m. to 12:22 p.m.

Parkview Elementary:

Regular Hours: 9 a.m. - 3:52 p.m.

Half Day Hours: 9 a.m. - 12:22 p.m.

Village Oaks Elementary:

Regular Hours: 9 a.m. to 3:52 p.m.

Half Day Hours: 9 a.m. to 12:22 p.m.

Novi Middle School:

Regular Hours: 8:30 a.m. to 3:11 p.m.

Half Day Hours: 8 a.m. to 11:45 a.m.

Novi High School:

Regular Hours: 8:00 a.m. to 2:44 p.m.

Half Day Hours: 8:00 a.m. to 11:12 a.m.

Novi Virtual School:

Regular and Half Day Hours: Follow the

in person schedules based on grade

NOVI MIDDLE AND HIGH SCHOOL BELL SCHEDULE

Novi Middle School Bell Schedule

- Academic 20: 8:30 a.m. - 8:50 a.m.
- 1st Period: 8:55 a.m. - 9:46 a.m.
- 2nd Period: 9:51 a.m. - 10:42 a.m.
- 3rd Period: 10:47 a.m. - 11:38 a.m.
- 4th Period: 11:43 a.m. - 1:18 p.m.
 - A lunch: 11:38 a.m. - 12:08 p.m.
 - B lunch: 12:13 p.m. - 12:43 p.m.
 - C lunch: 12:48 p.m. - 1:18 p.m.
- 5th Period: 1:23 p.m. - 2:14 p.m.
- 6th Period: 2:19 p.m. - 3:11 p.m.

Novi High School Bell Schedule

Monday and Thursday (Advisory)

- 1st Period: 8 a.m. - 8:43 a.m.
- 2nd Period: 8:49 a.m. - 9:37 a.m.
- 3rd Period: 9:43 a.m. - 10:26 a.m.
- 4th Period: 10:32 a.m. - 12:06 p.m.
 - A lunch: 10:32 a.m. - 11:02 p.m.
 - B lunch: 11:04 a.m. - 11:34 a.m.
 - C lunch: 11:36 - 12:06 p.m.
- 5th Period: 12:12 p.m. - 12:55 p.m.
- Academic Advisory: 1:01 p.m. - 1:55 p.m.
- 6th Period: 2:01 p.m. - 2:44 p.m.
- 7th Period: TBD

Tuesday, Wednesday, Friday

- 1st Period: 8 a.m. - 8:55 a.m.
- 2nd Period: 9:01 a.m. - 10:01 a.m.
- 3rd Period: 10:07 a.m.- 11:02 a.m.
- 4th Period: 11:08 a.m. - 12:42 p.m.
 - A lunch: 11:08 a.m. - 11:38 a.m.
 - B lunch: 11:40 a.m. - 12:10 p.m.
 - C lunch: 12:12 p.m. - 12:42 p.m.
- 5th Period: 12:48 p.m. - 1:43 p.m.
- 6th Period: 1:49 p.m. - 2:44 p.m.
- 7th Period: 2:50 p.m. - 3:57 p.m.

EMERGENCY SCHOOL CLOSING PROCEDURES

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

Notification of school closures will be placed with all local news stations, from School Messenger (now known as PowerSchool Messenger) via email and phone, and placed in a pop-up on the district website.

FAMILY CONCERN COMMUNICATION FLOWCHART

Our goal is to provide our families and community members with great service.

We have created an NCSD Family Concern Flowchart. The following series of flowcharts identify the steps to follow on how to get questions answered, how to resolve problems, and how to navigate the “system”.

Following these steps will help answer the question or resolve the problem in the shortest amount of time possible. It would be best for the family or community member to start with the teacher, coach, or program leader to see if the issue can be resolved at that level. That will speed the resolution of most issues.

When there is a concern, the first step should always be to communicate directly with the person in charge of the class or program. If step one does not resolve the issue or clarify the rationale, step two is to contact the building administrator in charge or the direct supervisor. The easiest way to communicate is via e-mail or a phone call.

When a concern is raised to a supervisor, in order to investigate the situation that supervisor must speak directly with the teacher, coach, or program leader. Please use and follow the steps outlined below to address your concerns.

Matters Involving Curriculum/Instruction

Step 1: Contact classroom teacher or call School Office (see online staff directory)

Step 2: Contact School Principal or Assistant Principal (see building telephone numbers below)

Step 3: Contact Assistant Superintendent of the Teaching and Learning Department, Michael Giromini at 248-449-1208

Step 4: Contact Superintendent, Benjamin Mainka at 248-449-1204.

Step 5 (for IB only): Contact IB Coordinator, Alaina Brown at 248-449-1500 ext. 5073.

Matters Involving Student Discipline

Step 1: Contact classroom teacher or call School Office (see online staff directory)

Step 2: Contact Assistant Principal at secondary level (see building telephone numbers below)

Step 3: Contact School Principal (see building telephone numbers below)

Step 4: Contact Superintendent Benjamin Mainka at 248-449-1204.

Matters Involving Transportation

Step 1: Contact Bus Driver at Transportation Department 248-449-1245

Step 2: Contact Director of Transportation Cindy Valentine at 248-449-1245

Step 3: Contact Building Administrator.

Step 4: Contact Assistant Superintendent of Business and Operations Devin Kling at 248-449-1218

Step 5: Contact Superintendent Benjamin Mainka at 248-449-1204.

Matters Involving Athletics

Step 1: Contact student's coach (Freshmen, JV or Varsity) at the Athletic Department, 248-449-1506

Step 2: Contact Athletic Director Don Watchowski at 248-449-1506

Step 3: Contact School Principal (see building telephone numbers below)

Step 4: Contact Assistant Superintendent of Human Resources at 248-449-1205

Step 5: Contact Superintendent Benjamin Mainka at 248-449-1204

Matters Involving Facilities/Grounds/Buildings

Step 1: Contact School Principal or Assistant Principal (see building telephone numbers below)

Step 2: Contact Director of Maintenance Mike Dragoo at 248-449-1240

Step 3: Contact Assistant Superintendent of Business and Operations Devin Kling at 248-449-1218

Step 4: Contact Superintendent Benjamin Mainka at 248-449-1204

NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, “Protected Classes”), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class because of the person’s race, color, religion, sex (including pregnancy, gender identity, or sexual orientation), national origin, disability, or any other legally protected class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the District’s educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202. The District’s Title IX Policy is attached to this handbook as Appendix A.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy.

If you or someone you know has been subjected to **sex-based discrimination, harassment, or retaliation**, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

Dr. Laura Carino, Asst. Superintendent of Talent Management and Development
Educational Services Building

25345 Taft Road, Novi, MI 48374
248-449-1203
laura.carino@novik12.org

If you or someone you know has been subjected to **disability-based discrimination, harassment, or retaliation**, you may file a complaint with:

Shailee Patel or Amanda Squires, Co-Directors of Special Education
Educational Services Building
25345 Taft Road, Novi, MI 48374
248-449-1413
shailee.patel@novik12.org amanda.squires@novik12.org

If you or someone you know has been subjected to **any other type of unlawful discrimination, harassment, or retaliation**, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Dr. Laura Carino, Asst. Superintendent of Talent Management and Development
Educational Services Building
25345 Taft Road, Novi, MI 48374
248-449-1203
laura.carino@novik12.org

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

Attendance

Michigan law requires students age six to sixteen to attend school the entire school year (MCL 380.1561). Students are expected to attend school every day school is in session. Students are to arrive before the start of the school day and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent/guardian must report that absence to the school's attendance line.

Attendance Lines:

Novi High School	248-449-1501
Novi Middle School	248-449-1601
Novi Meadows Elementary	248-449-1251
Deerfield Elementary	248-449-1701
Novi Woods Elementary	248-449-1231
Orchard Hills Elementary	248-449-1401
Parkview Elementary	248-449-1221
Village Oaks Elementary	248-449-1301

If a student arrives late, the parent/guardian or student must sign in at the office. A student may only leave school early if the student's parent/guardian notifies the office. K-8 students must be signed out by a parent/guardian prior to leaving the building.

Absences are recorded as follows:

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.

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.

Documented Absences: 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:

Hospitalization/medical leave or a doctor's appointment

Religious obligations

Mandatory court appearance

Funeral

College planning

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.

K-5: Students who are less than 30 minutes late to school are considered tardy. Students who arrive at school 30 minutes or more after the morning bell are marked absent for the ½ day morning. Students who are picked up less than 30 minutes before dismissal are marked early release. Students who are picked up early more than 30 minutes before dismissal are marked absent for the ½ day afternoon.

6-12: Students who are less than 20 minutes late to any class are considered tardy. Students who miss 20 minutes or more of a class are marked absent.

A student who violates attendance expectations may be subject to discipline and any other applicable responses.

Absences due to illness

The school will contact parents/guardians if a student becomes ill at school and may ask that the parent pick up the student. Every attempt should be made to pick up the student in a timely manner.

Planned absences

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher. Parents should make every attempt to schedule medical and other appointments outside of school hours.

Students/Parents/Guardians are expected to:

- Sign out of school at the office if leaving school during the school day. (K-8 students must be signed out by a parent/guardian prior to leaving the building.)
- Make alternative class work arrangements with their teacher/building administrator. Make up work that is assigned for the instructional time that has been missed.

For more information, see Policy 5301.

Books and Supplies

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and families may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A

teacher may provide a list of suggested materials that students and families may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

Bulletin Boards

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

Bullying

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

Personal Electronic Device Use

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

The Novi Community School District believes that in order to give students the best chance to succeed, they need to learn in an environment as free from distraction as possible. Attention, engagement, and participation are key factors to helping students achieve in the classroom both academically and socially. Due to this belief, we will be enforcing a personal electronic device-free environment in our K-8 buildings.

K-4: As a result of our district beliefs, personal electronic devices may only be used before or after school hours. If your child has a cellular phone/watch/etc. it is not to be used during the instructional day. Teachers and office staff are available to help your child contact home if necessary. If you need to contact your child throughout the day,

please email your child's teacher or call the office, but please do not use personal electronic devices to contact them during the school day.

5-8: Personal electronic devices (cell-phones, smart devices, smart watches) are not to be used during school hours. Every student is assigned a personal Yondr Pouch. Every student will secure their device(s) in their pouch when they arrive at school. Students will maintain possession of their devices and will not use them until they unlock their pouches at the end of the school day. Students are required to bring their Yondr pouch to and from school each day and are responsible for their pouch at all times. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day and keep it in good working condition.

Daily Process

As students **Arrive to School**, they will:

- 1) Turn their device(s) off.
- 2) Place their device(s) inside their pouch and secure it in front of school staff.
- 3) Store their Pouch in their backpack or locker for the day.

At the end of the day, students will open their pouch, remove their device(s), relock their pouch, and put their pouch in their backpack. Students must bring their pouch to school with them each day. Locking and unlocking stations are located at the student entrances in the offices.

Students arriving late or leaving early will pouch/unpouch their devices in the Main Office.

Pouch damage / Lost pouch

If a student's pouch is damaged or lost there is a \$30 replacement fee made payable to the student's school.

Using device during school

If a student is found with a device during the instructional day, administration will collect the device/pouch and call home for a parent/guardian to pick up the device/pouch from the school. Violations of the personal electronic device policy will be subject to discipline under the code of conduct.

Forgotten Pouch

If a student forgets their pouch, their device will be collected, stored in the office, and picked up by the student at dismissal. If a student consistently forgets their pouch, an administrator will call home to remind the parent/guardian of the policy.

9-12: Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices.

Teachers may also develop classroom rules for use of cell phones and other electronic devices.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means
- Copying another person's work or answers
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade
- Taking or receiving copies of a test
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information
- Using the ideas or work of another person as if they were your own without giving proper credit to the source
- Using artificial intelligence to assist or complete an assignment or test
- Submitting work or any portion of work completed by another person

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

Children's Protective Services Investigations

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow, in alignment with building- and district-level expectations.

Closed Campus

The school campus is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.

Communicable Diseases

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack of documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

Damage to Property

Students who damage property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

Dress and Grooming

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code

Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;

- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains “fighting words”;
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

Driving and Parking Personal Vehicles

Student driving and parking on District property is a privilege, not a right, that may be revoked at any time. Students who drive to school must obey the following rules:

1. Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.
2. Students may not drive carelessly or with excessive speed on school grounds.
3. By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.
4. Please refer to the HS specific procedures for how to receive parking permits, vehicle registration, and parking locations.

Emergency Contact Information

Families must provide emergency information for each student enrolled in the District. The information should include the family physician’s name, contact information for parents/guardians or a responsible adult, and any necessary emergency instructions. Parents/guardians must promptly inform the school if this contact information changes.

Fees

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and non-curricular activities to cover the District’s reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and non-curricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity’s coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

Food Services

Build a Breakfast. Take at least three of the food items to create a breakfast:

1. Select a 1/2 cup of Fruit or Vegetable (or both)
2. Pick a second serving of fruit, or some other foods like Whole Grains, Protein or a serving of Milk
3. Take a minimum of three food items

Create a Lunch. Take at least three of the five food groups to create a meal

1. Select a 1/2 cup of Fruit or Vegetable (or both)
2. Pick at least two other food groups, such as Whole Grains, Protein, or a serving of Milk
3. Take a minimum of three food groups and a maximum of five.

Additional snack offerings are sold at Meadows 6, Novi Middle School, and Novi High School.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent/guardian before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

First Aid, Illness, or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent/guardian or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent/guardian or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law. Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

Head Lice

A student with nits within 1/4 inch of the scalp or live lice may remain at school. The student will be restricted from activities that involve close head-to-head contact or

sharing of personal items. The District will notify the student's parent/guardian and provide educational materials on head lice prevention and treatment.

District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents/guardians, teacher, social workers, or administrators to determine the best approach to resolve the issue.

Homeless Children and Youth

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent/guardian in a homeless situation who requires assistance should contact the District's homeless liaison:

Kayley Dahring, Central Enrollment Administrative Assistant
Novi Community Education
25745 Taft Road, Novi, MI 48374
248-675-3421
kayley.dahring@novik12.org

For detailed information about Homeless Children and Youth, see Policy 5307.

Immunizations

Michigan law requires that all students must be immunized against vaccine preventable diseases to attend Novi Community School District. All Kindergartners, 7th graders and new students are required to be reported for the November 1st and February 1st Immunization Report, regardless if they are attending school in person or virtually. All students being reported need to be current on their immunizations or have an immunization waiver on file. All students in a preschool setting or child care setting in Novi Community School District must also be reported. The District will not permit a student to attend school unless the parent/guardian provides evidence of immunizations or exemptions to comply with Michigan State Law.

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent/guardian notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

Locker Use

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

Students are responsible for any items found in their locker. The District is not responsible for any lost items or any items stored in lockers. To protect student property and safety, it is recommended that students always secure their belongings and do not share locker combinations with others. This also pertains to the locker rooms.

Lost and Found

All lost and found items are to be taken to the school's designated location. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Media Center

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. A fine may be charged for overdue materials. Each student is responsible for any fine that accumulates on materials charged to the student. If materials are lost and not returned by the end of the term, the student must pay for the replacement cost. Students must also pay for any damage they cause to materials.

Medication

Whenever possible, parents/guardians should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent/guardian must annually submit a written request and consent form as required by the District.

- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent/guardian of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see Policy 5703.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent/guardian. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent/guardian. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent/guardian should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

Parties

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

K-6 Playground/Recess Rules

Students must follow these rules during recess or while using the playground:

Play Safely And Respectfully At All Times.

Sports Equipment

Play games with respect for the safety of yourself and others in the game.

- Balls are thrown on the playground only. They may not be thrown in front of school.
- All kickball, soccer, and flag/touch football games need to be played in designated areas at appropriate times.
- Body "contact sports" are NOT ALLOWED.
- Use only school balls or balls which are soft in appropriate areas of the playground, which have been approved by your teacher or supervisor on duty.

- Snow play is encouraged, but snowball throwing is NOT ALLOWED on school property OR on the way to or from school. Ice patches can be dangerous, so running and sliding on ice is not permitted.

Playground Equipment

Playground equipment is intended for enjoyment with safety in mind.

Swings

- One person at a time should use a swing.
- Children must sit in an upright position and may not twirl, swing side-to-side, or jump off while a swing is in motion.
- Students are not permitted to run in front of, or behind swings.

Slides

- Children must go down slides one at a time, sitting in an upright position, without loitering at the top or bottom.
- When in line, wait for the person ahead of you to move down the slide before you start up the steps.
- Climbing up or down the slide is NOT allowed.

When playing on ANY of the large metal pieces of equipment (horizontal ladder, monkey bars, etc.) both hands should always be on the bars. Move across the horizontal ladder using hands only. Children are NOT allowed to sit on, hang by their legs, or move across the top of these hanging bars. Children are NOT allowed to jump off the top of this equipment.

Play away from equipment when not using it. Tag may be played in designated areas only. Jump ropes may be used only for jumping and not for playing tug-of-war or other games, and may never be taken onto equipment.

Fair Play

Play fair, share what is yours, and leave that which does not belong to you alone. Refrain from activities that may hurt others or harm property. Keep hands to yourself on the playground and in line. Do not pick up sand, gravel, wood chips, or rocks. Play respectfully without interfering with the play of others. If necessary, use your problem-solving skills before reporting them. Share unresolved problems with the teacher or playground supervisor. Don't exclude others from your play. The whistle means STOP, LOOK, AND LISTEN. When the bell rings, line up right away.

Boundaries

Stay within the Playground Boundaries, showing respect for classrooms in session and neighboring property. Once on the playground, students may not re-enter the building without receiving permission from an adult. The buddy-system will be used when permission is given. Students are not permitted to retrieve balls that are off the playground without permission from an adult.

Students who violate these rules may be disciplined.

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

Protection of Pupil Rights

The District respects the rights of parents/guardians and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents/guardians may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents/guardians may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents/guardians regarding the Protection of Pupil Rights Amendment is attached as Appendix C.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others.

Rights of Custodial and Non-Custodial Parents

Unless a parent/guardian has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement.

Student Education Records

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records.

Parents/guardians may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

Right to Request Explanation or Interpretation

A parent/guardian or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

Right to Request Amendment of Education Records

A parent/guardian or eligible student may request that a student's education record be amended if the parent/guardian eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

Directory Information

The District designates the following information as directory information:

1. "Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information

- a. student names, addresses, and telephone numbers;
- b. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
- c. date and place of birth;
- d. major field of study;
- e. grade level;
- f. enrollment status (e.g., full-time or part-time);
- g. dates of attendance (e.g., 2013-2017);
- h. participation in officially recognized activities and sports;
- i. weight and height of athletic team members;
- j. degrees, honors, and awards received; and
- k. the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent/guardian or eligible student specifically notifies the District that the parent/guardian or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix D. This form allows the parent/guardian or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

Technology

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents/guardians are required to sign and return the Acceptable Use Agreement attached as Appendix E before they may use or access District technology resources. Students who violate the District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

Transportation Services

School Vehicle Rules

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Anything a student brings on the bus must fit on their lap.
12. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
13. Students must respect the rights and safety of others at all times.
14. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
15. Students may not vandalize or intentionally cause damage to the vehicle.

16. Students may not leave or board the vehicle at locations other than the assigned stops at home or school.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

School Vehicle Misconduct Consequences

Students who violate the school vehicle rules will be referred to the building principal in conjunction with the Director of Transportation for discipline. Disciplinary consequences may include parent/guardian notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

Video Surveillance and Photographs

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

Withdrawal From School

Students who are transferring from the District are asked to submit written notice to the building principal at least 1 week before the withdrawal. Families will then be emailed an exit form that needs to be completed within a week of receiving.

SECTION II: ACADEMICS

To encourage students and parents/guardians to stay apprised of student academic information, grades, attendance, and other information can be accessed via PowerSchool and Schoology.

To register for PowerSchool, contact central enrollment: 248-675-3400.

Alternative Education Program

For more information about our District-offered alternative education program, please contact Sarah Kraemer at Novi Career Preparation High School at 248-449-171.

Commencement

The District may conduct a commencement ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. Students may be prohibited from participating in the ceremony as a consequence for misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied.

Credits and Graduation Requirements

A student must successfully complete all graduation requirements to earn a high school diploma.

Dual Enrollment

Students in grades 9 and above may be eligible to dually enroll in college classes to obtain high school and college credit. Please contact your assigned counselor for information about enrollment eligibility, charges paid by the District, eligible institutions, and other matters related to dual enrollment.

Grades

Report cards will be issued at least once each semester.

As per Board Policy 5418: Grades, the Superintendent or designee will develop and implement student grading guidelines to be used by teachers. The objective of grades is to quantify and report each student's academic achievement.

Homework

Classroom teachers may assign homework. Parents/guardians who have questions about homework or concerns about class work should contact their student's teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

Personal Curriculum

For some students, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All students who have completed 9th grade are entitled to a personal curriculum, and the District will implement a personal curriculum for a student if requested by a parent/guardian or by the student if the student is age 18 or older. Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum, please contact the student's designated school counselor.

For additional information about the Michigan Merit Curriculum and Personal Curriculum, see Policy 5409.

Placement

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent/guardian requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

Students with Disabilities

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent/guardian who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact the Co-Directors of Special Education Programs and Services: 248-449-1413

Summer School

Summer school is offered through Community Education: Contact 248-675-3431 or refer to the District website.

Testing Out

A student may test out of high school classes and earn credit. Students interested in testing out of a class should review Policy 5409 and make arrangements with their assigned counselor.

Work Permits

Information about work permits is available at the middle and high school main offices.

SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

For more information about our athletic code of conduct, please refer to Appendix F.

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

Extracurricular Activities

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (see Appendix F) and any applicable team rules.

For more information, see Policy 5507.

Student-Initiated Non-Curricular Clubs

Students may voluntarily form clubs that are not directly related to the school curriculum to promote activities unrelated to curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 5510.

Transportation To/From Extracurricular Activities

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor. In addition, students must be picked up from school/event in a timely manner after the conclusion of an activity.

SECTION IV: DISCIPLINE AND CODE OF CONDUCT

Discipline Generally

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

Forms of School Discipline & Applicable Due Process

Detention

Teachers and administrators may require students to stay after school, during lunch/recess, or during a school activity to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of an after-school detention so that parents/guardians may make transportation arrangements for the student the following day.

In-School Suspension

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the seven factors provided in the Student Code of Conduct before suspending a student. The parent/guardian will be notified directly by the school.

Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent/guardian or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent/guardian or student at least 3 calendar days' notice before the hearing. The parent/guardian and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the seven factors noted in the Student Code of Conduct before suspending a student.

Removal for 60 or More School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent/guardian or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent/guardian or student at least 3 calendar days' notice before the hearing. The parent/guardian and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate

consequence.

The Board will consider the seven factors noted in the Student Code of Conduct before suspending or expelling a student. The Board’s decision is final.

Student Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District’s ability to impose more or less severe disciplinary consequences depending on the situation’s unique circumstances and the following factors:

1. the student’s age;
2. the student’s disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in this handbook limits the District’s authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules. District personnel will communicate with parents/guardians to ensure they are informed about any incident or behavior that violates the Student Code of Conduct and the school and/or district response to such incident or behavior if it results in formal discipline.

Prohibited Conduct	Potential Response
1. Possession	
Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs.	<ul style="list-style-type: none">• Administrative Intervention• Restorative Practices• Suspension or Expulsion• Police Referral

<p>Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.</p>	<ul style="list-style-type: none"> ● Administrative Intervention ● Restorative Practices ● Suspension or Expulsion ● Police Referral
<p>Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.</p>	<ul style="list-style-type: none"> ● Administrative Intervention ● Restorative Practices ● Suspension or Expulsion ● Police Referral
<p>Other Weapons and Look-Alike Weapons Possession: an object that is not a “dangerous weapon,” including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.</p>	<ul style="list-style-type: none"> ● Administrative Intervention ● Restorative Practices ● Suspension or Expulsion ● Police Referral
<p>Use of an Object as a Weapon: any object used to harm or to attempt to harm another, regardless of whether injury results</p>	<ul style="list-style-type: none"> ● Administrative Intervention ● Restorative Practices ● Suspension or Expulsion ● Police Referral
<p>2. Disruptive Behavior</p>	
<p>Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.</p>	<ul style="list-style-type: none"> ● Classroom Intervention ● Administrative Intervention ● Restorative Practices ● Suspension or Expulsion ● Police Referral
<p>Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.</p>	<ul style="list-style-type: none"> ● Administrative Intervention ● Restorative Practices ● Suspension or Expulsion ● Police Referral
<p>Physical Aggression: Physical contact by pushing, shoving, biting, spitting, kicking or hitting or other conduct that causes or may cause injury and does</p>	<ul style="list-style-type: none"> ● Classroom Intervention ● Administrative Intervention ● Restorative Practices

not meet the threshold of physical assault.	<ul style="list-style-type: none"> • Suspension or Expulsion • Police Referral
Fighting: Mutual, intentional participation in a physical altercation between two or more persons with shared participation. Fighting does not include verbal confrontation.	<ul style="list-style-type: none"> • Administrative Intervention • Restorative Practices • Suspension or Expulsion • Police Referral
Personal Electronic Device Recording: Use of personal electronic devices to record a violent act or fight and/or post or share a violent act or fight.	<ul style="list-style-type: none"> • Administrative Intervention • Restorative Practices • Suspension or Expulsion • Police Referral
Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> • Administrative Intervention • Restorative Practices • Suspension or Expulsion • Police Referral
Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> • Administrative Intervention • Restorative Practices • Suspension or Expulsion • Police Referral
Disruptive Student Expression: Students may be disciplined for speech or expressive conduct that: is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption; is obscene, sexually explicit, indecent, or lewd; promotes the use of or advertises illegal substances; incites violence; contains “fighting words” or constitutes a true threat of violence; involves a student walkout; urges a violation of law, Board Policy, or rule; or is not constitutionally protected.	<ul style="list-style-type: none"> • Classroom Intervention • Administrative Intervention • Restorative Practices • Suspension or Expulsion • Police Referral
Arson: purposefully, intentionally, or maliciously setting a fire on school property.	<ul style="list-style-type: none"> • Administrative Intervention • Restorative Practices • Suspension or Expulsion

	<ul style="list-style-type: none"> • Police Referral
3. Academic Integrity	
<p>Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work.</p>	<ul style="list-style-type: none"> • Classroom Intervention • Administrative Intervention • Restorative Practices • Suspension or Expulsion • Police Referral
<p>Misuse of District Technology: violating the District's acceptable use policies and agreement.</p>	<ul style="list-style-type: none"> • Classroom Intervention • Administrative Intervention • Restorative Practices • Suspension or Expulsion • Police Referral
4. Discrimination, Harassment (including Sexual Harassment), and Bullying	
<p>Harassment: is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person's membership in a Protected Class because of the person's race, color, religion, sex (including pregnancy, gender identity, or sexual orientation), national origin, disability, or any other legally protected class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person's ability to benefit from the District's educational programs or activities. See Board Policy 3118 and/or 5202.</p>	<ul style="list-style-type: none"> • Administrative Intervention • Restorative Practices • Suspension or Expulsion • Police Referral
<p>Sex-based harassment: is prohibited by Title IX of the Education Amendments of 1972 and the Michigan Elliott-Larsen Civil Rights Act. For the definition of sexual harassment under Title IX, see policy 3118. Sex-based harassment prohibited by this Policy includes harassment based on gender identity or sexual orientation. This Policy also prohibits harassment of a sexual nature that does not rise to the level of Title IX sexual harassment, as defined in Policy 3118.</p>	<ul style="list-style-type: none"> • Administrative Intervention • Restorative Practices • Suspension or Expulsion • Police Referral

<p>Bullying, including cyberbullying, is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly. See Board Policy 5207.</p>	<ul style="list-style-type: none"> ● Administrative Intervention ● Restorative Practices ● Suspension or Expulsion ● Police Referral
<p>Retaliation: including false accusations, against the target of bullying, harassment, or discrimination, a witness, or another person with reliable information about an act of bullying, harassment, or discrimination.</p>	<ul style="list-style-type: none"> ● Administrative Intervention ● Restorative Practices ● Suspension or Expulsion ● Police Referral
<p>Sexually Explicit Materials: Taking, dissemination, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state and federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, maybe be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.</p>	<ul style="list-style-type: none"> ● Administrative Intervention ● Restorative Practices ● Suspension or Expulsion ● Police Referral
<p>Criminal Sexual Conduct: Commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.</p>	<ul style="list-style-type: none"> ● Administrative Intervention ● Restorative Practices ● Suspension or Expulsion ● Police Referral
<p>Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p>	<ul style="list-style-type: none"> ● Administrative Intervention ● Restorative Practices ● Suspension or Expulsion or ● Police Referral

<p>Misuse of District Technology: violating the District's acceptable use policies and agreement.</p>	<ul style="list-style-type: none">● Classroom Intervention● Administrative Intervention● Restorative Practices● Suspension or Expulsion● Police Referral
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APPENDIX A: TITLE IX SEXUAL HARASSMENT

3100 General Operations

3118 Title IX Sexual Harassment

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of unlawful discrimination and harassment (e.g., race, age, disability) that cannot be reasonably separated into two distinct complaints should be investigated under this Policy. Investigating other forms of discrimination, including harassment and retaliation, through this Policy will fulfill the District's investigation requirements under Policies 4104 or 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, Decision-Maker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met.

The Investigator, Decision-Maker, Appeals Officer, and any person designated to facilitate an informal resolution process cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process must meet the training requirements in Section M of this Policy.

Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

Definitions

For purposes of this Policy, the below terms are defined as follows:

“Sexual Harassment” means conduct on the basis of sex that satisfies one or more of the following:

- a. A District employee conditioning the provision of a District aid, benefit, or service on a person’s participation in unwelcome sexual conduct;
- b. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or
- c. “Sexual assault” as defined in in 20 USC 1092(f)(6)(A)(v), “dating violence” as defined in 34 USC 12291(a)(10), “domestic violence” as defined in 34 USC 12291(a)(8), or “stalking” as defined in 34 USC 12291(a)(30).
 - i. “Sexual assault” is an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. It includes unlawful sexual intercourse (including incest and statutory rape) and any sexual act, including rape, sodomy, sexual assault with an object, or fondling, directed against another person without the consent of that person, including when that person is incapable of giving consent.”
 - . Rape: (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - B. Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - C. Sexual Assault With An Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of

his/her age or because of his/her temporary or permanent mental or physical incapacity.

D. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

E. Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

F. Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

- ii. "Dating violence" means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- iii. "Domestic violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.
- iv. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

"Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This

standard is not met when the only District employee with actual knowledge is the Respondent.

“Appeals Officer” is the person designated by the District to handle appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter.

“Complainant” is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.

“Consent” means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.

“Day,” unless otherwise indicated, means a day that the District’s central office is open for business.

“Decision-Maker” is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker’s conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.

“Education Program or Activity” means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.

“Formal Complaint” means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.

“Grievance Process” is the process by which the District handles Formal Complaints.

“Investigator” is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

“Report” means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).

“Respondent” is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.

“Supportive Measures” are non-disciplinary, non-punitive, individualized services offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment.

“Title IX Coordinator” is the person(s) designated by the District to coordinate the District’s Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on a specific matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

Posting Requirement

The Title IX Coordinator’s contact information (name or title, office address, electronic mail address, and telephone number), along with the District’s Title IX nondiscrimination statement, must be prominently posted on the District’s website and in any catalogs or handbooks provided to applicants for admission or employment, students, parents/guardians, and unions or professional organizations with a collective bargaining or professional agreement with the District.

The District will provide notice of this Policy to all applicants, students, parents/guardians, employees, and unions or professional organizations with a collective bargaining or professional agreement with the District by prominently

posting this Policy on its website and referencing this Policy in its handbooks, which will include the Title IX Coordinator's name or title, office address, electronic mail address, and telephone number.

Designation of Title IX Coordinator

The District designates the following person(s) as the Title IX Coordinator(s):

Dr. Laura Carino, Assistant Superintendent, Talent Management and Development

25345 Taft Road, Novi Michigan 48374-2423

248-449-1203

laura.carino@novik12.org

Mr. Michael Giromini, Assistant Superintendent, Teaching and Learning

25345 Taft Road, Novi Michigan 48374-2423

248-449-1202

michael.giromini@novik12.org

Reporting Title IX Sexual Harassment:

A person may make a report of sexual harassment or retaliation at any time. Reports may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

Any other person who witnesses an act of sexual harassment is encouraged to report it to a District employee and may do so anonymously. No person will be retaliated against based on any report of suspected sexual harassment or retaliation.

General Response to Sexual Harassment

District's Obligation to Respond without Deliberate Indifference

Upon actual knowledge of Title IX sexual harassment, the Title IX Coordinator must respond promptly in a manner that is not deliberately indifferent. The District will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

If the Title IX Coordinator receives a report of sexual harassment and the Complainant does not file a Formal Complaint, the Title IX Coordinator must evaluate the information and determine whether to sign and file a Formal Complaint. If the Title IX Coordinator determines not to sign and file a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

Response to Report of Title IX Sexual Harassment

Upon receipt of a report of sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

Formal Complaint Filed

Upon the receipt of a Formal Complaint, the District must follow the Grievance Process in Section F of this Policy. A Formal Complaint may be submitted using the Title IX Sexual Harassment Formal Complaint Form.

Equitable Treatment

The District will treat the Complainant and Respondent equitably throughout the Grievance Process, which may include offering supportive measures as described in Subsection E(6) of this Policy.

Documentation and Recordkeeping

The Title IX Coordinator will document all sexual harassment reports and all incidents of sexual harassment that the Title IX Coordinator receives or personally observes.

The District will retain this documentation in accordance with applicable record retention requirements in Section N of this Policy.

Supportive Measures

After receiving a report of Title IX sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed.

Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party.

Supportive measures are offered without charge to all parties and are designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to:

- a. District-provided counseling;
- b. Course-related adjustments, such as deadline extensions;
- c. Modifications to class or work schedules;
- d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and
- e. No-contact orders.

All supportive measures must be kept confidential, to the extent that maintaining such confidentiality would not impair the District's ability to provide the supportive measures.

Respondent Removal

- a. **Emergency Removal (Student)**The District may only remove a student Respondent from a District program or activity if, following an individualized safety and risk analysis, the District determines that there is an immediate threat to the physical health or safety of any student or other person arising from the sexual harassment allegations. The District must provide the Respondent with notice and an opportunity to immediately challenge the removal decision. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.
- b. **Administrative Leave (Employee)**

The District may place an employee Respondent on non-disciplinary administrative leave during the pendency of the Grievance Process.

This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

Law Enforcement

In appropriate circumstances, a District employee will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701.

The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will notify the parties in writing of the delay and the reasons for the delay.

If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within 10 days that the District's investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

Grievance Process Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint and concludes the date the parties receive the Appeals Officer's written decision or the date on which an appeal is no longer timely. The District will endeavor to complete the Grievance Process within 90-120 days, absent extenuating circumstances or delays as described below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process.

Neither the Title IX Coordinator, the Decision-Maker, the Investigator, Appeals Officer, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or

Respondents generally or for or against an individual Complainant or Respondent.

The Grievance Process requires an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

Throughout the Grievance Process, there is a presumption that the Respondent is not responsible for the alleged conduct unless, in the determination of responsibility, the Decision-Maker finds the Respondent responsible for the alleged conduct.

At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include absence of a party, party's advisor, or witness; concurrent law enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action.

Any disciplinary action resulting from the Grievance Process will be issued in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue a determination of responsibility within 30 days, absent extenuating circumstances.

Notice of Allegations

Upon receipt of a Formal Complaint, the District must provide written notice to the parties who are known at the time that includes:

- a. A copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;
- b. The sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;
- c. A statement that the Respondent is presumed not responsible for the alleged conduct;
- d. A statement that a determination of responsibility is made at the Grievance Process's conclusion;
- e. A statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;

- f. A statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and
- g. If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during the disciplinary process, a citation to that portion of the Code of Conduct. If the Code of Conduct does not address false statements by students, the notice is not required to include any reference.

If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in this notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

Informal Resolution

During the Grievance Process, *after* a Formal Complaint has been filed but before a determination of responsibility has been made, the District may offer to facilitate an informal resolution process, or either party may request the informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. The Title IX Coordinator will determine the informal resolution process that will be used, including the person who will facilitate that process.

Informal resolution is not available for a Formal Complaint alleging that an employee sexually harassed a student.

A party is not required to participate in an informal resolution process.

When offering informal resolution, the Title IX Coordinator must (1) provide both parties written notice of their rights in an informal resolution; and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

- a. Allegations;
- b. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;
- c. Right to withdraw from informal resolution and resume the Grievance Process at any time prior to agreeing to a resolution; and

- d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared

Investigation

The District has the burden of proof and the burden to gather evidence sufficient to reach a determination of responsibility.

- a. Investigation Process

The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege in writing.

The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment unless the District obtains that party's voluntary, written consent to do so for the Grievance Process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence.

Parties may be accompanied by an advisor of their choice, including an attorney, in any meeting or Grievance Process proceeding. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Superintendent or designee may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties (e.g., abusive, disruptive behavior or language will not be tolerated; advisor will not interrupt the investigator to ask questions of witnesses).

The Investigator must provide the date, time, location, participants, and purpose of all hearings (if any), investigative interviews, and meetings, to a party whose participation is invited or expected. Written notice must be provided a sufficient time in advance so that a party may prepare to participate.

As described in Section L of this Policy, retaliation against a person for making a complaint or participating in an investigation is prohibited.

The Investigator must ensure that the Complainant and Respondent have an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party has the opportunity to meaningfully

respond to the evidence before the investigation's conclusion. This evidence includes (1) evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and (2) inculpatory or exculpatory evidence obtained from any source.

Before the investigation's completion, the Investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response to the Investigator. The party's response must be considered by the Investigator before completing the final investigation report.

b. Investigation Report

The Investigator must create an investigation report that fairly summarizes relevant evidence and submit the investigation report to the Decision- Maker.

At least 10 calendar days before a determination of responsibility is issued, the Investigator must send the investigation report to each party for review and written response. Written responses to the investigation report must be submitted directly to the Decision-Maker.

The Investigator will endeavor to complete the investigation and finalize the report within 60 days.

Determination of Responsibility

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, Appeals Officer, or person designated to facilitate an informal resolution process.

Before the Decision-Maker reaches a determination of responsibility, and after the Investigator has sent the investigation report to the parties, the Decision- Maker must:

- a. Afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and

- b. Provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the Respondent committed the alleged misconduct, or the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If the Decision-Maker decides to exclude questions from either party as not relevant, the Decision-Maker must explain the decision to the party proposing the questions.

The Decision-Maker must issue a written determination of responsibility based on a preponderance of the evidence standard (i.e., more likely than not) simultaneously to both parties. The written determination of responsibility must include:

- a. Identification of the sexual harassment allegations;
- b. Description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:
 - i. Notification to the parties;
 - ii. Party and witness interviews;
 - iii. Site visits;
 - iv. Methods used to collect evidence; and
 - v. Hearings held.
- c. Factual findings that support the determination;
- d. Conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;
- e. A statement of, and rationale for, the result as to each allegation, including:
 - i. A determination of responsibility;
 - ii. Any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and

any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and

iii. Whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.

f. Appeal rights

Appeals

Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights.

Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

- a. A procedural irregularity that affected the outcome.
- b. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.
- c. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.

An appeal must be filed with the Title IX Coordinator within 5 calendar days of the date of the determination of responsibility or dismissal decision.

Upon receipt of an appeal, the Title IX Coordinator will assign an Appeals Officer who will provide both parties written notice of the appeal and an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal decision.

The Appeals Officer must provide a written decision describing the result of the appeal and the rationale for the result to both parties simultaneously. The Appeals Officer will endeavor to decide an appeal within 30 days.

The Appeals Officer cannot be the same person who acts as the Title IX Coordinator, Investigator, Decision-Maker, or person designated to facilitate an informal resolution process on the same matter. The Appeals Officer also cannot have a conflict of interest or bias against Complainants and Respondents generally or individually.

The determination of responsibility is final upon the date the parties receive the Appeals Officer's written decision or on the date on which an appeal is no longer timely.

Dismissal

Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

- a. The Formal Complaint's allegations, even if proven, would not constitute sexual harassment as defined in this Policy;
- b. The Formal Complaint's allegations did not occur in the District's programs or activities; or
- c. The Formal Complaint's allegations did not occur in the United States.

The Title IX Coordinator may dismiss a Formal Complaint if:

- a. The Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;
- b. The Respondent's enrollment or employment ends; or
- c. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with Grievance Process).

The Title IX Coordinator will promptly and simultaneously notify both parties when a Formal Complaint is dismissed. The notice must include the reasons for mandatory or discretionary dismissal and the right to appeal. Appeal rights are discussed above in Subsection F(6) of this Policy.

Dismissal of a Formal Complaint under this Policy does not excuse or preclude the District from investigating alleged violations of other policy, rule, or law, or from issuing appropriate discipline based on the results of the investigation.

Consolidation of Complaints

The Title IX Coordinator or Investigator may consolidate Formal Complaints where the allegations arise out of the same facts or circumstances. Where a Grievance Process involves more than one Complainant or more than one

Respondent, references in this Policy to the singular “party,” “Complainant,” or “Respondent” include the plural, as applicable.

Remedies and Disciplinary Sanctions

The District will take appropriate and effective measures to promptly remedy the effects of sexual harassment. The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appropriate remedies will be based on the circumstances and may include, but are not limited to:

- Providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;

- Offering the parties school-based counseling services, as necessary;

- Providing the parties with academic support services, such as tutoring, as necessary;

- Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;

- Moving the Complainant’s or the Respondent’s locker or work space;

- Issuing a “no contact” directive between the Complainant and Respondent;

- Providing counseling memoranda with directives or recommendations;

These remedies may also be available to any other student or person who is or was affected by the sexual harassment.

The District will impose disciplinary sanctions consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts. Discipline may range from warning or reprimand to termination of employment, or student suspension or expulsion.

After a determination of responsibility, the Title IX Coordinator should consider whether broader remedies are required, which may include, but are not limited to:

- Assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;

Additional staff
training; A climate
survey; or

Letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

If the Complainant or Respondent is a student with a disability, the District will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the Complainant or Respondent continues to receive a free appropriate public education. Any disciplinary action taken against a Respondent who is a student with a disability must be made in accordance with Policy 5206B and the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

False Statements

Any person who knowingly makes a materially false statement in bad faith in a Title IX investigation will be subject to discipline, up to and including discharge or permanent expulsion. A dismissal or determination that the Respondent did not violate this Policy is not sufficient, on its own, to conclude that a person made a materially false statement in bad faith.

Confidentiality

The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except as permitted or required by law or to carry out any provision of this Policy, applicable regulations, or laws.

Retaliation

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation

against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with District Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this Section.

When processing a report or Formal Complaint of sexual harassment, pursuing discipline for other conduct arising out of the same facts or circumstances constitutes retaliation if done for the purpose of interfering with that person's rights under Title IX.

Any person who engages in retaliation will be disciplined in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

Training

All District employees must be trained on how to identify and report sexual harassment.

Any person designated as a Title IX Coordinator, Investigator, Decision-Maker, Appeals Officer, or any person who facilitates an informal resolution process must be trained on the following:

- The definition of sexual harassment;

- The scope of the District's education programs or activities;

- How to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and

- How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Investigators must receive training on how to prepare an investigation report as outlined in Subsection F(4)(b) above, including, but not limited to, issues of relevance.

Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including, but not limited to, when questions about a Complainant's prior sexual history or disposition are not relevant.

Any materials used to train District employees who act as Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, or who facilitate an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints. These training materials must be posted on the District's website.

Record Keeping

The District will maintain records related to reports of alleged Title IX sexual harassment for a minimum of seven years. This retention requirement applies to investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, such as supportive measures.

The District will also retain any materials used to train Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, and any person designated to facilitate an informal resolution process.

Office for Civil Rights

Any person who believes that he or she was the victim of sexual harassment may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education Office for Civil Rights
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
Phone: (216) 522-4970
E-mail: OCR.Cleveland@ed.gov

An OCR complaint may be filed before, during, or after filing a Formal Complaint with the District. A person may forego filing a Formal Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to sexual harassment also file a Formal Complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions under this Policy. An investigation by OCR will occur separately from any District investigation.

Legal authority: Education Amendments Act of 1972, 20 USC §§1681 - 1688; 34 CFR Part 106

Date adopted: 06/15/2023

APPENDIX B: ANTI-BULLYING

5200 Student Conduct and Discipline

5207 Anti-Bullying Policy

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

A. Prohibited Conduct

1. Bullying, including cyberbullying, by a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

- a. substantially interfering with a student's educational opportunities, benefits, or programs;
- b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- c. having an actual and substantial detrimental effect on a student's physical or mental health; or
- d. causing substantial disruption in, or substantial interference with, the District's orderly operations.

2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

B. Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create,

publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

Training. The Responsible School Official will provide and require annual training opportunities for District personnel who have significant contact with students on preventing, identifying, responding to, and reporting incidents of bullying.

H. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.
2. "Telecommunications access device" means any of the following:
 - a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
 - b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. “Telecommunications service provider” means any of the following:
- a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;
 - b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
 - c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

Date adopted: 7/13/2023

APPENDIX C: PROTECTION OF PUPIL RIGHTS

5308 Protection of Pupil Rights

A. Surveys, Analyses, and Evaluations

Parents/guardians may inspect any survey created by a third party before that survey is administered or distributed to their student. All survey inspection requests must be made in writing to the building principal before the survey's scheduled administration date.

The District must obtain written consent from a student's parent/guardian before the student is required to participate in a survey, analysis, or evaluation funded, in whole or in part, by the U.S. Department of Education that would reveal sensitive information. For all other surveys, analyses, or evaluations that would reveal sensitive information about a student, the District will provide prior notice to the student's parent/guardian and an opportunity for the parent/guardian to opt their student out.

Employees may not request or disclose the identity of a student who completes a survey, evaluation, or analysis containing sensitive information.

"Sensitive information" includes:

- political affiliations or beliefs of the student or the student's parent/guardian;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other persons with whom the student has close family relationships;
- legally recognized privileges or analogous relationships, such as those with lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
- income (other than that required by law to determine eligibility for participating in a program or for receiving financial assistance under that program).

B. Invasive Physical Examinations

Parents/guardians may refuse to allow their students to participate in any non-emergency, invasive physical examination or screening that is: (1) required as a condition of attendance, (2) administered and scheduled by the District, and (3) not necessary to protect the immediate health and safety of a student.

“Invasive physical examination” means:

1. any medical examination that involves the exposure of private body parts;
or
2. any act during an examination that includes incision, insertion, or injection into the body that does not include a hearing, vision, or scoliosis screening.

C. Collection of Student Personal Information for Marketing

No employee will administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or selling that information.

“Personal information” means individually identifiable information that includes:

1. student’s and parents’/guardians’ first and last name;
2. home or other physical address;
3. telephone number; or
4. Social Security Number.

This Policy does not apply to the collection, disclosure, or use of personal information for the purpose of providing educational services to students, such as:

1. post-secondary education recruitment;
2. military recruitment;
3. tests and assessments to provide cognitive, evaluative, diagnostic, or achievement information about students; or
4. student recognition programs.

D. Inspection of Instructional Material

Parents/guardians may inspect instructional material consistent with Policy 5401.

E. Notification of Rights and Procedures

The Superintendent or designee will notify parents/guardians of:

1. this Policy and its availability upon request;
2. how to opt their child out of participation in activities as provided for in this Policy;
3. the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;

4. the approximate date(s) when the District or its agents intend to administer a non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings);and
5. how to inspect any survey or other material described in this Policy.

This notification will be given to parents/guardians at least annually at the beginning of the school year and within a reasonable period after any substantive change to this Policy.

Parents/guardians who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Legal authority: 20 USC 1232h

Date adopted: 06/15/2023

Date revised:

APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM

Our students engage in many learning activities and opportunities throughout the school year. We capture this excitement and enthusiasm for learning through photos and videos that are shared on social media, the district website, and occasionally through press releases.

If, however, you would prefer not to have your child featured, please contact your child's school and they will be happy to give you an Opt-Out form. Please be aware that in filling out this form, your child will not be included in any photos, videos, articles, or student directories.

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;
- student's date and place of birth;
- student's class designation (i.e. 1st grade, 10th grade, etc.);
- 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 the 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 administrator is notified to the contrary in writing. Each building administrator maintains a list of student names wherein disclosure has been refused. These lists are reviewed and students will be excluded from Directory Information disclosures.

APPENDIX E: ACCEPTABLE USE AGREEMENT

The Board will provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law is expressly prohibited.

Children's Internet Protection Act

The Board complies with the Children's Internet Protection Act ("CIPA") and directs its administration to:

1. Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, constitute child pornography, or are harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - a. taken as a whole and as to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - b. depicts, describes, or represents, in a patently offensive way as to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
2. Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by authorized personnel during adult use to enable access to bonafide research or for other lawful purposes. The Superintendent or designee will determine which District personnel are authorized to disable the protection measures.
3. Educate minors about appropriate online behavior, including interacting with other people on social networking websites and chat rooms, as well as cyberbullying awareness and response.
4. Prohibit access by minors to inappropriate matter on the internet.
5. Prohibit unauthorized access, including hacking and other unlawful online activity by minors.

6. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information about minors.
7. Restrict minors' access to materials that are inappropriate for minors. The Board defines materials that are "inappropriate for minors" to include obscene depictions, child pornography, use of violence, use of drugs, and any other material harmful to minors.
8. Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee will take steps necessary to implement this Policy and to otherwise comply with CIPA.

B. Acceptable Use Agreement

The Superintendent or designee will develop, review, and revise as necessary an acceptable use agreement that must be signed before a user is provided access to the District's technology resources. Different acceptable use agreements may be developed based on the user's status. At a minimum, the Superintendent or designee will develop an acceptable use agreement to be signed by each of the following groups:

- adult users, including employees, volunteers, and Board members;
- students in grades 7 and above and their parent/guardian; and
- students in grades 6 and below and their parent/guardian.

The acceptable use agreement must be consistent with this Policy and must include, at a minimum, all of the following:

1. A statement that:
 - a. use of District technology resources is a privilege that may be revoked at any time;
 - b. a user has no expectation of privacy when using District technology resources;
 - c. District technology resources use may be monitored by the District and that the use may be subject to FOIA or disclosure in litigation;
 - d. District technology resources may not be used to bully, harass, or intimidate others;

- e. misuse of District technology resources may result in loss of access to the resources and potential disciplinary action; and
 - f. the District does not guarantee that the District's technology resources will be error free or uninterrupted.
2. Provisions to protect the integrity of District technology resources, including a requirement that each user only access the resources by using that user's assigned user name and password.
 3. A list of what constitutes misuse of District technology resources.
 4. A prohibition against:
 - a. accessing other user accounts or files without authorization;
 - b. conducting personal business or activities;
 - c. accessing pornography;
 - d. communicating inappropriately with students;
 - e. accessing or downloading confidential student information which the employee has no legitimate educational need to know; and
 - f. accessing or downloading unauthorized software or programs.
 5. A requirement that users report any material that is threatening, harassing, or bullying.
 6. A release of all claims and liability against the District technology resources.

C. District Personnel Use

District personnel must comply with Policies 4215 and 4216.

D. Public Access to Technology

1. Pursuant to the Michigan Library Privacy Act, each school library offering public access to the internet or a computer, computer program, computer network, or computer system (a "Qualifying School Library") will limit minors to only use or view those terminals that do not receive material that is obscene, sexually explicit, or harmful to minors. Persons age 18 or older, or a minor accompanied by the minor's parent/guardian, may access a school library terminal that is not restricted from receiving such material, if any.
2. Only when a Qualifying School Library offers public access as described in subsection D.1., the District must designate at least 1 terminal that is not restricted from receiving such material and at least 1 terminal that is restricted from receiving such material. Library staff must take steps to ensure that minors not accompanied by a parent or guardian do not access

the unrestricted terminal. The Superintendent or designee will determine which employees will implement subsection D in each Qualifying School Library.

<https://www.novi.k12.mi.us/departments/technology-information/acceptable-use-agreement/student-acceptable-use-agreement>

APPENDIX F: ATHLETIC CODE OF CONDUCT

Participation in Novi Community School District (the “District”) athletics is a privilege, not a right. Student-athletes are students first. When participating in District athletics, student-athletes are District representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year. Student-athletes and parents should be familiar with this Athletic Code of Conduct. By participating on any school-sponsored athletic team both student-athletes and parents agree to abide by these terms.

Athletic Director: Don Watchowski

248-449-1506

donald.watchowski@novik12.org

Available Sports

Novi High School		
*Many sports have JV and Freshman team offerings as well		
FALL	WINTER	SPRING
Cheerleading	Basketball (B)	Baseball
Cross Country (B)	Basketball (G)	Golf (B)
Cross Country (G)	Bowling	Lacrosse (B)
Equestrian	Comp. Cheer	Lacrosse (G)
Field Hockey	Figure Skating	Soccer (G)
Football	Gymnastics	Softball
Golf (G)	Hockey	Tennis (G)
Pom	Pom	Track (G)
Soccer (B)	Ski	Track (B)
Swim & Dive (G)	Swim & Dive (B)	
Tennis (B)	Wrestling	
Volleyball		

Novi Middle School			
*Many sports have 7th & 8th grade teams			
FALL	WINTER 1	WINTER 2	SPRING

Cheerleading	Basketball (B)	Basketball (G)	Lacrosse (B)
Cross Country (B)	Comp. Cheer	Swim & Dive (B&G)	Lacrosse (G)
Cross Country (G)		Wrestling	Soccer (G)
Field Hockey			Softball
Football			Tennis (B)
Pom			Track (G)
Soccer (B)			Track (B)
Tennis (G)			
Volleyball			

Participation Fees

High School Pay-to-Participate fee is \$175.00, with the exception of Equestrian, Field Hockey, Figure Skating & Gymnastics. The administrative fee to participate in these activities is \$30.00. Additional fees may apply.

Middle School Pay-to-Participate fee is \$75.00.

For cut sports, fees are due three days after tryouts. For non-cut sports, fees are due at registration.

- Students will not be able to participate in any practices or games until the Pay-to-Participate fee is paid

High School Individual Annual Maximum: \$350.00 (3rd sport free)
 Middle School Individual Annual Maximum: \$225.00 (4th sport free)
 Family Annual Maximum: \$700.00

If you receive free or reduced lunch, please contact the High School Athletic Office.

You can make payments online through FinalForms, or pay by cash or check in the High School Athletic Office.

Refund Policy

Voluntary withdrawal, quitting, lack of playing time, disciplinary suspension or canceled contests due to inclement weather are not a basis for refunding fees. Should a season-ending injury occur, please contact the athletic office. In order to process a refund, you must forward a letter from the doctor stating that it's a season ending injury.

Communication Protocol

The District has full faith in its coaches to make decisions that are in the best interest of their teams. If parents have questions or concerns about their student-athletes' sports participation, use the following protocol:

1. Wait 24 hours before contacting the coach.
2. Schedule a time to speak with the coach, either via phone or in-person, at the coach's discretion.
3. If the issue is unresolved, schedule a time to speak with the Athletic Director, either via phone or in-person, at the Athletic Director's discretion.

Concussion Protocol

The District will comply with the concussion protocol in Policy 5712.

Athletic Code of Conduct

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.
2. Unless otherwise approved by your coach, if school is in session, attend school for the full day to be eligible to practice or play in an event on the same day.
3. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.
4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).
5. Not engage in conduct that is unbecoming of student-athletes.
6. Maintain academic eligibility as required by the Michigan High School Athletic Association. Our expectation aligns with the MHSAA requirement. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

If a student-athlete violates any provision of the Athletic Code of Conduct, practice, game, team, or complete athletic suspension may result. Any disciplinary consequences will be at the sole discretion of the Athletic Director or designee.

If a student-athlete is suspended or expelled from school, the student-athlete is prohibited from participating in any practice or game during the suspension or expulsion.

The complete Athletics Code of Conduct is available at the link below:
<https://www.novi.k12.mi.us/departments/athletics/athletics-code-of-conduct>