MEADS MILL MIDDLE SCHOOL

STUDENT HANDBOOK

2026-2027

PRINCIPAL'S WELCOME

Dear Parents, Guardians, and Students:

As fall and the start of school are coming up fast, I would like to take this opportunity to welcome everybody back to a fun, productive year at Meads Mill. I hope that everyone had a safe, rejuvenating summer full of family and friends and that students are prepared to embrace another year of learning. As always, we have high expectations for our students and we look forward to helping them grow toward them.

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Melissa Provo

Principal of Meads Mill Middle School

Northville Public Schools

Our Purpose

In partnership with students, parents, and all stakeholders, Northville Public Schools will create flexible, learner-centered school communities that advance learning and leadership within every learner while fostering the skills and dispositions necessary for success.

Our Vision

All students will graduate from Northville Public Schools with the skills and dispositions necessary to maximize their potential as contributing members of a global society.

Our Commitment to All

In Northville Public Schools, diversity, equity, and inclusion are foundational to opening a World of Possibilities for and with every student. We commit to developing a community that fosters a sense of belonging, respect, and access for all in order for students across race, ethnicity, socioeconomic factors, abilities, and identities to reach their maximum potential.

2026-2027 Student Handbook

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 students with following its rules and procedures.

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.

Table of Contents

PRINCIPAL'S WELCOME 2
- Our Purpose 3
- Our Vision 3
- Our Commitment to All 3

Important Information 8
- 2026-2027 District Calendar 10
- 2026-2027 Daily Schedule 11
- Hours 11
- Notice of Non-Discrimination 12

Section I: District-Wide Policies and Procedures 13
- Assemblies 13
- Attendance 13
  - How to Report an Absence 14
  - Absence Categories 15
  - NPS Attendance Policy/Procedure 15
  - Early Departure/Dismissal 16
  - Pre-Arranged Absences 16
  - Tardies 16
- Books and Supplies 16
- Bulletin Boards/Showcases 16
- Bullying 17
- Cafeteria/Lunch Period 17
- Cell Phone Use & Other Electronic Devices 17
- Children's Protective Services Investigations 18
- Classroom Behavior 18
- Closed Campus 19
- Communicable Diseases 19
- Concussion Protocol 19
- Damage to School Property 19
- Dress and Grooming 19
- School Resource Officers (SRO) 20
- Emergency Contact Information 20
- Emergency School Closing Procedures 20
  - Communication 20
  - Emergency Evacuation Procedures 20
- Fees 21
- Field Trips 21
- First Aid, Illness, or Injury at School 21
- Guest Teachers 21

Hall Passes 22
Head Lice 22
Homeless Children and Youth 22
I.D. Cards 22
Immunizations 23
Law Enforcement Interviews 23
Limited English Proficiency 23
Locker Use 23
Lost and Found 23
Lunch 24
Lunch and Breakfast 24
Free & Reduced Lunches 24
How do I set up a lunch account for my student? 24
Medication 24
Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers 25
Parent Concerns & Inquiries 25
Parent Involvement in Education 25
Parties 25
PBIS (Positive Behavior Intervention and Support) 25
Recess Rules 26
Protection of Pupil Rights 26
Public Display of Affection 26
Rights of Custodial and Non-Custodial Parents 27
Search and Seizure 27
Student Interviews 27
Technology 27
Threat Assessment and Response 28
Transportation Services 28
School Vehicle Rules 28
School Vehicle Misconduct Consequences 28
Video Surveillance and Photographs 28
Visitor Policy 28
Volunteer at School 29
Withdrawal From School 29
Section II: Academics **29**
Parent Connection 29
How to Update your Contact Information in ParentPortal 29
Schoology 30
Cheating, Plagiarism and Academic Dishonesty 30
Classes Taken at Middle School 30
Grading Practices (Universal Grades 6-12) 30

Grade Appeals 31
Grade Reporting and Viewing 32
International Baccalaureate 32
Multi-Tiered System of Support (MTSS) 32
Parent/Teacher Conferences 33
PTSA/PTA (Parent, Teacher, Student Association) 33
Schedule Change Requests 33
Placement 33
Students with Disabilities 33
Transition Day 33
School Photos- Lifetouch 34
Yearbook Information 34
Section III: Student Clubs, Activities, and Athletics 34
Extracurricular Activities 34
Student-Initiated Non-Curricular Clubs 35
How to Create a Club/Organizations 35
Transportation To/From Extracurricular Activities 35
Kensington Lakes Activities Association (KLAA) 35
Behavior Expectations of the Student Athlete 35
Behavior Expectations of Spectators 36
Physicals 36
Posting of Signs 36
Section IV: Discipline and Code of Conduct 37
General Discipline 37
Discipline Documentation 37
Forms of School Discipline & Applicable Due Process 37
Detention 37
In-School Suspension 38
Snap Suspension - Suspension from Class, Subject, or Activity by Teacher 38
Removal for 10 or Fewer School Days (Board Policy 5206A) 38
Removal for More than 10 and Fewer than 60 School Days or Expulsion 38
Student Code of Conduct (Board Policy 5206-1) 39
Section V: Building-Specific Rules and Procedures 39
Drop-off/Pick-up 39
First Day of School 41
Student Planner & ID Replacement 41
School Supplies 41
Instrumental Music Rental Night 41
Backpacks 41
Lockers 41
Gym Locks 42

Frequently Asked Questions for Meads Mill Middle School 42
Appendix A: Sexual Harassment And Sexual Assault Information Guide 44

Important Information

District Website
https://www.northvilleschools.org/

Meads Mill Website
https://meadsmill.northvilleschools.org/

Board Policies
Available at: NPS Board Policies

Meads Mill Middle School
16700 Franklin Rd
Northville Township 48168

Contact Information
Main Office: (248) 344-3700
Fax: (248) 344-3701

Meads Mill Middle School Administration
Ms. Melissa Provo - Principal
Mr. William Lambdin - Assistant Principal

Attendance Office: (248) 344-3705 or (248)-344-3999 option 2

Transportation: (248) 465-2070

Athletics Office: (248) 344-3960

District Administration
Dr. RJ Webber, Superintendent
Devin Kling, Assistant Superintendent for Finance & Operations
Rebecca Pek, Assistant Superintendent of Human Resources & Development
Emily Pohlonski, Assistant Superintendent of Instructional Services
Jadie Kieft, Executive Director of Special Education
Krystal Muhammad, Director of Instructional Services
Brian Sumner, Director of Human Resources and Employee Relations
Darby Hoppenstedt, Director of Community Partnerships and Wellness

MISSION STATEMENT

“The mission of Meads Mill Middle School is to provide a dynamic, enriching environment where students are empowered, with the help of home and community, to become compassionate life-long learners. Meads Mill students will be prepared as responsible, internationally-minded, global citizens, and effective communicators. Our program encourages the development of the whole child. We recognize and foster the need for our students to grow both socially and academically during their middle school years.”

Meads Mill MIDDLE SCHOOL ADMINISTRATION

Ms. Melissa Provo - Principal
Mr. William Lambdini - Assistant Principal

COUNSELORS

Alpha	Assigned Counselor
A-K	Ms. Kristy Bilbie-Bekius
L-Z	Ms. Kathleen Steinbock
Social Worker	Ms. Jill Anderson

2026-2027 District Calendar

DISTRICT CALENDAR
NORTHVILLE PUBLIC SCHOOLS

2026-2027

KEY/LEGEND

- First Day of School
- No School - PD Day
- No School - NPS District
- 1/2 Day Elementary
- 1/2 Day Elementary & Middle Schools
- 1/2 Day Middle Schools
- 1/2 Day Middle & High School
- 1/2 Day High School
- NHS Testing — See NHS AB Schedule
- 1/2 Day NPS District
- 1/2 Day Last Day School

AUGUST 2026

MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER 2026

MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER 2026

MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER 2026

MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER 2026

MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY 2027

MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY 2027

MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH 2027

MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL 2027

MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY 2027

MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JUNE 2027

MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		





BELL SCHEDULE

SCHOOL	ARRIVAL	DISMISSAL	1/2 DAY DISMISSAL
ELEMENTARY	8:41 AM	3:45 PM	12:15 PM
MIDDLE SCHOOL	8:12 AM	3:03 PM	11:35 AM
HIGH SCHOOL	7:20 AM	2:20 PM	10:32 AM

Northville Public Schools - 405 W. Main St. - Northville MI 48167
www.northvilleschools.org

2026-2027 Daily Schedule

Hours

Starting time for our school day is 8:12 a.m. and dismissal is 3:03 p.m. Doors open for students at 7:45 AM, unless they have made prior arrangements to work with a teacher in their classroom.

2026-27 Meads Mill MIDDLE SCHOOL BELL SCHEDULE **Alternating A and B Days**	
8:12 - 9:05 AM	**1st Hour**
9:10 - 9:57 AM	**2nd Hour**
10:02 - 10:50 AM	**3rd Hour**
10:55 - 12:23 PM	**10:50-11:27 6th grade LUNCH** ***10:55- 11:18 4th hr (7th grade Split)*** **11:18-11:56 7th grade LUNCH** ***11:59- 12:23 4th hr (7th grade Split)*** **11:34- 12:23 4th hr (6th Grade)** ***11:44- 12:23 8th grade LUNCH***
12:28 - 1:16 PM	**5th Hour**
1:21 - 2:09 PM	**6th Hour**
2:14 - 3:03 PM	**7th Hour**

All School schedules can be found on our school website under 'Our School', "Daily Bell Schedule https://meadsmill.northvilleschools.org/our-school/daily-bell-schedule

For the full school year AB Schedule Breakdown, see the MMMS AB Schedule 2026-27

Notice of Non-Discrimination

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinators:
Rebecca Pek
Assistant Superintendent, Human Resources & Development
(248) 344-3537
pekre@northvilleschools.org

Jadie Kieft
Executive Director of Special Services
(248) 344-3543
kieftja@northvilleschools.org

Designated Section 504 Coordinator:
Jadie Kieft
Executive Director of Special Services
(248) 344-3543
kieftja@northvilleschools.org

Designated Civil Rights Coordinator/Employment Compliance Officer:
Rebecca Pek
Assistant Superintendent, Human Resources & Development
(248) 344-3537
pekre@northvilleschools.org

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at https://www.northvilleschools.org/about/procedural-notifications

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

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 Grievance Process described by Policy.

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.

The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

Examples of Unlawful Harassment

"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 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. Policy 3115 can be found here: https://meetings.boardbook.org/Public/Organization/1326.

- **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. Policy 3115 can be found here: https://meetings.boardbook.org/Public/Organization/1326.

- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policy 3118 which can be found here: https://meetings.boardbook.org/Public/Organization/1326.

  See Appendix A to review the Sexual Harassment and Assault Information Guide.

Section I: District-Wide Policies and Procedures

Assemblies

Assemblies are planned and scheduled throughout the school year. Students are expected to attend all assemblies as designated by school administration. Unauthorized video and audio recording during assemblies is not permitted.

Attendance

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence through either ParentConnection or by calling the building attendance number.

If a student arrives late, the student must sign in at the office. A student may only leave school early if the student's parent notifies the office. ALL STUDENTS MUST BE SIGNED OUT BY A PARENT/GUARDIAN OR SOMEONE LISTED ON EMERGENCY CARD. WE WILL NOT RELEASE STUDENTS TO ANYONE NOT LISTED ON THE CARD UNLESS WE HAVE PERMISSION IN WRITING WITH PARENT SIGNATURE.

Although absences may be excused, it does not detract from the importance of being in school and participating in the learning process. While both excused and unexcused absences will be considered when addressing excessive absenteeism and truancy, parents and students have the opportunity to explain the reason(s) for the absences and provide documentation.

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

Meads Mill Middle School faculty and staff believe that students must be in class in order to fully maximize educational opportunities. Monitoring student attendance is a shared responsibility between the school and the home. Administration will work closely with families to support consistent classroom attendance for all students at Meads Mill Middle School.

How to Report an Absence

Students will attend all classes on time each day, follow the attendance guidelines and monitor their attendance on Student Connect. Parents will login to ParentConnection to report their child's absence and the reason for the absence by midnight on the day following the absence, or before the student leaves the building. Parents should also regularly monitor student's attendance on Parent Connect.

Faculty will encourage good attendance by shaping classroom strategies that motivate student attendance and punctuality. Counselors will communicate with staff and parents and provide supportive assistance when appropriate. Administrators will communicate concerns, collect data, observe patterns and monitor classroom attendance. Office staff will maintain accurate attendance records and work together with students, parents, and staff.

Each parent has a login to ParentConnection, so either parent can report the absence.

1. Login to ParentConnection
2. In the top banner, click on Report Absence
3. Select the student or students that will be absent by checking the box next to the name.
4. If it is a full day absence, there is a checkbox you can select, otherwise, you uncheck the box and enter the date and time range.
5. Add any notes you wish to provide to the school.
6. Click the submit button to complete the request.
7. The absence will then be reviewed and approved by the school office.

You can review any parent-reported absences by clicking on the "Previously reported" button. For more information about ParentConnection call the Parent Portal Help Desk at 248-349-3400, OPT 3 or email parentportal@northvilleschools.org

Parents may also call the Meads Mill Middle School Attendance number at 248.344.3605.

Absence Categories

Excused - an absence in which a parent/legal guardian notifies the school by midnight of the following school day. The following absences will be considered excused if they are confirmed by communication to the school from the student's parent:

a. the student's physical or mental illness (verification from a physician, physician assistant, or nurse practitioner is required after 4 consecutive days of absence for illness);
b. medical appointments for the student;
c. death or serious illness of the student's family member;
d. attendance at a funeral;
e. appearance at court;
f. professional appointments;
g. school-related absences: field trips, athletics, guidance counselor or other special circumstances;
h. observance of religious holidays of the student's own faith;
i. college planning visits; and
j. other circumstances acceptable to the school administration.

Unexcused - an unexcused absence is not an excused absence as defined above, an absence without a parent/guardian call, at the latest, or leaving the building without **prior** permission from a parent/legal guardian as well as signing out at the attendance office. Assignments/assessments missed due to unexcused absences may not be given credit. Parents will receive an automated phone call each evening for absences that are not excused.

NPS Attendance Policy/Procedure

Extenuating Circumstances:
We recognize there may be unexpected, serious circumstances which arise during the course of the school year. Families are encouraged to contact building administrators immediately to report such events so we may work together to insure the child's success.

After 4-6 absences within a semester:
A letter will be sent home raising the concern about the number of absences from school and stressing the importance of attending school. Parents are encouraged to contact the building should additional information and/or extenuating circumstances need to be shared about student absences.

After 7-10 absences within a semester:
An additional letter will be sent home raising the concern about the number of absences from school and stressing the importance of attending school. Parents will be contacted.

After 11-14 absences within a semester:
An administrator will meet with the student and parent/guardian. Further interventions will be considered such as: a referral to the Northville Youth Network, MTSS Committee, School Resource Officer and/or the county Prosecutor's Office for truancy.

At or after 14 absences within a semester:
Unless documented extenuating circumstances exist that have been approved by an administrator, if a student exceeds 14 absences (excused or unexcused) in a class, they will be referred to Northville Youth Network, MTSS, and our School Resource officer and/or the county Prosecutor's Office for truancy.

After 20 consecutive absences within a semester:

Students will be disenrolled from Northville Public Schools.

Early Departure/Dismissal

Students who must leave the building prior to the end of the school day should bring a note from a parent to the office including the time of departure; all notes should be delivered before the start of the school day. The office will stamp the note and the student will present it to the teacher during the hour of departure. The parent should come to the office to sign the student out and the student will meet the parent in the office.

All students must be signed out by a parent or guardian or someone listed on the emergency card. We will not release students to anyone not listed on the card unless we have permission in writing with parent signature.

Pre-Arranged Absences

Northville Public Schools asks for your cooperation in arranging vacation plans that coincide with the district's vacation schedule, as assignments, labs, and discussions may not be possible to replicate/make-up at a later date. To facilitate proactive communication with teachers, students who know they will be missing extended classes should reach out to their teachers prior to the absence.

Tardies

Tardies (T) are recorded for students not arriving on time to class. Administration tracks tardies and facilitates detentions several times a semester for students who develop a pattern of tardiness. **Continued tardiness and consistent arrival to class after ten minutes may result in additional consequences, such as morning detention, and/or Administrative intervention.**

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 parents 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 parents 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. A student's participation in the school activities may be withheld if any such fees remain unpaid.

Bulletin Boards/Showcases

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 5207 can be found here: https://meetings.boardbook.org/Public/Organization/1326.

Cafeteria/Lunch Period

Students are expected to be in the cafeteria during the lunch period and to dispose of their own lunch items. Students should remain in the designated recess areas during recess. Student-initiated food deliveries are not permitted. Parent call-outs during the lunch period are strongly discouraged.

A computerized cash system in the cafeteria allows students to deposit money in their account. The account is then accessed when the student scans his/her school I.D. card at the register. Money is automatically deducted for items purchased. Please log in to Parent Connect to deposit money into student accounts.

Cell Phone Use & Other Electronic Devices

Students may not use Wireless Communications Devices on school grounds during instructional time, except as otherwise provided in Board Policy 5209.

"Wireless Communications Device" is an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email.

"Instructional time" **for students in grades K-8** is defined as the start of the school day when instruction begins until dismissal at the end of the school day.

"School grounds" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school. School grounds does not include a building used primarily for adult education or college extension courses.

Students may use Wireless Communications Devices on school grounds during school hours, including during instructional time, if the Wireless Communications Device is:

a. medically necessary for a student to monitor a health issue;

a. required by a student's Section 504 Plan or IEP;

b. a District-owned device;

c. designated by the District to be used for instructional purposes;

d. permitted by a classroom teacher for lesson-specific academic assignments; or

e. used during an emergency situation in accordance with the District's emergency operations plan under Policy 3402, so long as it does not interfere with school emergency protocols or first responders or endanger students or staff.

Wireless Communications Devices must be stored in the student's locker or other designated storage area during school hours if a student chooses to bring them to school, except as otherwise provided in this Policy. Students are personally and solely responsible for the security of their Wireless Communications Devices. The District is not responsible for theft, loss, or damage of any Wireless Communications Device.

Students may not use Wireless Communications Devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy unless medically necessary or required by the student's Section 504 Plan or IEP.

Such devices shall not be used to capture images, video or audio at school without the consent of the individuals being recorded. The use of such devices at school may not negatively impact or compromise another student's educational opportunity. The administration may confiscate such devices in cases that the student(s) are not complying with the criteria above.

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 pursuant to this Policy and the student code of conduct. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt the school environment.

The Superintendent, building principals, and teachers are authorized to develop building-level and classroom rules for students' use of Wireless Communications Devices. Those rules must be clearly communicated to students. A student who violates the rules or this Policy is subject to corrective or disciplinary action, consistent with Policy and the student code of conduct.

School administrators and teachers may confiscate a student's Wireless Communications Device if the student's use or possession of the Wireless Communications Device violates this 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 Wireless Communications Device.

Students who violate this Policy are subject to corrective or disciplinary action, consistent with Policy and the student code of conduct.

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.

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 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.

Concussion Protocol

Before allowing a student to participate in any athletic activity, including physical education, the District will annually:

A. Provide MHSA educational materials on concussion awareness to each student and to the student's Parent; and

B. Obtain a statement signed by each student and respective Parent acknowledging receipt of MHSAAconcussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer.

The District's complete concussion protocol is in Policy 5712 including information on student removal from activity for possible concussion and return-to-play requirements and can be found here: https://meetings.boardbook.org/Public/Organization/1326.

Damage to School Property

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

Dress and Grooming

It is recognized that student dress and grooming are the responsibility of the parent and the student. School administration respects the right of individual expression relative to one's appearance, but when one's appearance begins to adversely affect the educational process, or disrupt the educational environment, it is the staff's responsibility to intervene. Clothing and accessories, including but not limited

to, purses, backpacks, jewelry and electronic device covers or decals, may not display racial or ethnic slurs, historical symbols of oppression (i.e. confederate flag), gang affiliation, vulgar, obscene or sexually suggestive language or images, nor may they promote items or products that students may not legally purchase or possess (i.e. alcohol, tobacco, vapes or illegal drugs.)

Administrators will determine when attire or accessories are inappropriate. Students who fail to adhere to dress code policy will be asked to change their attire or remove an accessory or remain in the office, or be sent home until acceptable attire is delivered to them or parent contact is made. Multiple infractions and/or failure to comply may lead to discipline.

Board Policy 5206-1 Student Code of Conduct - Dress: A student shall not dress or groom in a manner which, in the judgment of a building administrator, is unsafe to the student or others or causes a disruption to the educational process. Penalty - administrative intervention to permanent expulsion.

School Resource Officers (SRO)

Northville Public School partners with the City of Northville, Northville Township and Novi Township. School Resource Officers from each of these entities are assigned to support all of our school buildings. NPS benefits from the presence of an SRO during school days, whenever possible. The SRO is not an employee of the District. Although not employed by the District, the SRO may be granted access to student educational records (including video footage) when a legitimate interest exists, at the direction and supervision of a school administrator.

Emergency Contact Information

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

Emergency School Closing Procedures

Communication

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:

- ParentSquare Rapid Notification System (Email, Text, Voice)
- District Social Media
- District Website Alert
- Local school news alert notifications via media outlets

Emergency Evacuation Procedures

Northville Public Schools utilizes the ALICE(SRP) protocol, a proactive approach for responding to potential threats. Each teacher will review the emergency evacuation procedure with his or her respective

classes. It is expected that students will comply with the directions given by the teacher during any emergency situations.

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 noncurricular 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 noncurricular 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.

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 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 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 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.

Guest Teachers

Guest teachers are utilized by the school district to carry on the educational program during the absence of the regular classroom teacher. Guest Teachers are the teacher of record during the school day. It is the expectation of the administration and faculty that students will be cooperative and supportive of the Guest Teacher.

Hall Passes

Students are required to have staff permission and a hall pass when they are moving from location to location during school hours. All secondary buildings utilize SmartPass as our digital pass system.

Head Lice

A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. 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 and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the Parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within ¼ inch of the student's scalp, the student may return to class, but the District must inform the student's Parent about the need to remove the nits.

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, 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 in a homeless situation who requires assistance should contact the District's homeless liaison:

Ms. Jadie Kieft
405 W. Main Street
Northville, MI 48167
(248) 344-3543
kieftja@northvilleschools.org

For detailed information about Homeless Children and Youth, see Policy 5307 which can be found here: https://meetings.boardbook.org/Public/Organization/1326.

I.D. Cards

Students that are provided with identification cards at the beginning of the school year must carry it with them each school day. Students must also present their I.D. for standardized testing, dances, extracurricular and athletic events and to purchase items in the cafeteria.

Immunizations

For a student entering the District for the first time and entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade.

The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and 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 which can be found here: https://meetings.boardbook.org/Public/Organization/1326.

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.

Lost and Found

All lost and found items are to be taken to the Main Office for placement in the Lost & Found. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of throughout the school year.

Lunch

Lunch and Breakfast

While there is no cost for breakfast or lunch, secondary students will not be able to access their lunch/breakfast account without knowing their ID number. An easy way to remember is to keep their ID card in a safe place or take a picture of it on the first day so they can access it with an electronic device. Should they lose their ID, a replacement may be purchased for $3.00 in the main office.

We ask that parents who take their children out for lunch make sure they return for the start of class so as not to disrupt the learning process. Students are not allowed to have lunch delivered during the school day.

Free & Reduced Lunches

Online applications for free and reduced lunches can be accessed here. Any questions should be directed to the Food Services Department at 248-344-3690.

How do I set up a lunch account for my student?

Students are each assigned an ID card with their picture. Parents can open a lunch account for their student by having the student bring in a check made payable to Northville Public Schools that they will give to the lunchroom cashier. The cashiers will deposit the money into their account.

Parents also have the ability to electronically add a payment to their child's cafeteria (food services) account. To access this feature, log in to the Parent Connect system, click on the "Cafeteria" module and then click on the "Online Food Services Payments" link in the upper right hand corner of the screen. Once completed and processed, the payment will be applied to the child's cafeteria account. These transactions are processed through PayPal which charges a processing fee of $0.30 plus 2.9% of the transaction total. A PayPal account is not needed to complete the transaction. Payments can be made with Visa, MasterCard, American Express, and Discover.

The student can then use their ID card or ID number as a debit lunch card. We recommend parents give their students emergency lunch money to keep in their locker in the event that they forget/lose their ID card. Lost ID cards can be purchased in the front office.

Medication

Whenever possible, parents 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 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 of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see Policy 5703, which can be found here: https://meetings.boardbook.org/Public/Organization/1326.

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. 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. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

Parent Concerns & Inquiries

The NPS school administration and staff welcomes parent communication. When a question or concern materializes directly involving their student, parents should first contact their student's teacher to discuss the matter. In the event that discussion does not provide for a satisfactory resolution, the matter should next be directed to the student's counselor, followed by their Grade Level Principal/Assistant Principal. If still no satisfactory resolution is reached, parents should next contact the Building Principal.

If after the Building Principal has become involved, and an unresolved concern still exists, the matter should next be directed to the District's central office level, beginning with the appropriate Assistant Superintendent, and then the Superintendent. Any unresolved concern after the Superintendent's involvement is then best directed to the Board of Education.

Please allow for a 24-hour window prior to receiving a response to your email or phone call.

Parent Involvement in Education

A copy of the District's Parent Involvement in Education, Policy 5401, can be found here: https://meetings.boardbook.org/Public/Organization/1326.

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.

PBIS (Positive Behavior Intervention and Support)

PBIS is a framework that provides faculty and staff with information to help prevent behavior problems and help make school a safe and positive learning environment. It is a research-based program which

can result in increased time for instruction, an increase in positive behaviors school-wide and a decrease in disruptive behaviors.

A grant from Wayne RESA allows us to implement this program in our school.

- All students and staff are taught the school-wide expectations
- Students will receive frequent reviews of the expectations
- Raider Pride Cards are utilized to acknowledge positive student behaviors
- Most of the contact that students have with adults in the building is positive and prevents problem behavior from occurring.
- Staff will use data to help identify students who need additional support
- A PBIS school provides consistent, predictable, and fair use of consequences for all students.

Each fall interested students can apply to be part of the PBIS School Improvement Committee.

Recess Rules

Students must follow these rules during outdoor or indoor recess.

- Once a student is in the designated recess area; plateau for outdoor or gyms for indoor, they need to remain there.
- Patriots are to be kind and respectful to one another when playing.
- Patriots are to keep their hands to themselves.
- When the whistle blows, the playing stops, and students will follow directions given by the staff.
- Patriots are responsible for returning borrowed recess equipment.

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 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 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 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 Protection of Pupil Rights, Policy 5308, can be found here: https://meetings.boardbook.org/Public/Organization/1326.

Public Display of Affection

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

Rights of Custodial and Non-Custodial Parents

Unless a parent 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 or stored in a secure place at school until a disciplinary hearing.

Student Interviews

Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

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 are required to sign and return the Acceptable Use Agreement provided in the Annual Notifications packet 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.

Threat Assessment and Response

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by e-mail, or by telephone. Students may also report threats through the OK2SAY program.

Transportation Services

School Vehicle Rules

Riding in school vehicles is a privilege, not a right. Students must comply with the Student Code of Conduct while in school vehicles.

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 for discipline. Disciplinary consequences may include parent 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.

Visitor Policy

All visitors must sign in upon entering the building and obtain a visitor tag. Visitor tags must be visible at

all times. Upon exiting the building visitors should sign out. Students are not permitted to bring friends, relatives and/or other visitors to school with them. Unauthorized persons in the school building or on school grounds will be asked to leave the campus.

Volunteer at School

Northville Public School District requires that a criminal background check via the Internet Criminal History Access Tool (ICHAT) with the Michigan State Police be conducted for individuals who school officials reasonably expect may have regular and continuous contact with students, or may at times be with students absent the presence of a school staff member. This may include but is not limited to: pre-student teachers, field trip chaperones, regular volunteers, extra-curricular group leaders and anyone handling cash or district funds.

Please complete the ICHAT form below to submit your request if you are planning to volunteer. This is required to be completed annually. If you have any questions, please contact the school office.

See District Website for authorizing and ICHAT: ICHAT Form

Withdrawal From School

Students who are transferring from the District must submit written notice to the building principal or designated grade level principal at least 1 week before the withdrawal. It is expected that all materials and textbooks are returned before student records will be sent to any educational institution, military institution, or employer.

Section II: Academics

Parent Connection

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information, Parent Connection is an online resource for parents to stay current on what is happening in the daily lives of their student. Each parent or guardian listed on the student's registration will be given login instructions, a PIN number and password. Because some parents live at different addresses, an account has been established for each parent individually. Parent Connection is available 24 hours a day, 7 days a week.

How to Update your Contact Information in ParentPortal

Parents/Guardians can update contact information for themselves and their students directly by logging in to the MISTAR ParentPortal. This ability for parents to more easily update contact information will help ensure timely and relevant communication to and from home and school for students, parents and staff.

This feature allows parents and guardians to:

1. Update parent phone numbers and email addresses in the MISTAR database
2. Change their student's primary phone number, used by the district's parent notification system, Edulink, to alert parents of snow days, attendance issues, building updates and other important

messages. (Note: Parents can also opt NOT to receive other important school and district-wide news and information)

Click on “My Information” at the top right of the page. Update the fields you would like changed and hit “Submit”. The change will be flagged as pending until approved by school personnel. Please allow up to 5 days for changes to be approved.

Schoology

For parents/guardians, Schoology provides a one-stop place to keep track of a child’s calendar, projects, assignments, and day-to-day activities. Parents are able to see what their children are working on as well as view their children’s grades and learning activities within the platform through their own Schoology parent account. **Schoology Information**

Cheating, Plagiarism and Academic Dishonesty

Academic integrity means honesty and responsibility in scholarship. Students and faculty alike must obey rules of honest scholarship, which means that all academic work should result from an individual’s own efforts. Therefore, a student shall not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, idea, and/or thought of another and represent it as one's own original work. Violations of academic integrity go beyond plagiarism (using a person’s work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source) to also include lying, cheating, using or providing unauthorized materials in preparation for an assignment / project / exam / test/ quiz, or using or providing unauthorized materials during an exam/test/quiz, and other acts, such as the theft or falsification of records and files.

Violations of academic integrity are treated seriously and will impact student status in athletics, activities, clubs and National Honor Society. Consequences range from zero credit on an assignment to loss of credit in a class to expulsion. Student records/transcript may indicate a pattern of academic dishonesty violations. Please refer to the Board Policy 5206-1 - Student Code of Conduct for the full academic dishonesty policy.

Classes Taken at Middle School

Beginning with the Class of 2024, grades earned by middle school students taking high school level courses at the middle school location (off NHS’ campus) will appear on the transcript but will not be calculated into the student’s GPA. If a middle school student-athlete’s schedule consists of 50% high school courses they are considered a high school student; per MHSAA rules this semester will be the first semester of the eight they are permitted to participate in athletics.

Grading Practices (Universal Grades 6-12)

As part of district continuous improvement, Northville Public Schools' district goals include a goal that states "develop consistent grading practices among and between teachers across the secondary levels that convey meaningful and accurate information to students and parents." For the complete outline of NPS 6-12 Universal Grading Practices, please click here: Universal Secondary Grading Practices.

Grade Appeals

A student, parent, guardian or another person (referred to as the student) wanting to have a grade changed may follow the guidelines set forth in this procedure only for grades on final exams or grades at the end of a marking period or semester.

STEP 1: INFORMING THE TEACHER
If a student is dissatisfied with a grade received the teacher is informed by the student within ten (10) calendar days of the reason(s) for wanting the grade changed.

STEP 2: TEACHER RESPONDS
Within ten (10) calendar days (when school is in session) the teacher who gave the original grade agrees with the student's grade appeal and the procedure ends, **OR** the teacher who gave the grade does not agree, or does not respond to the student's request within ten (10) calendar days (when school is in session), and the student proceeds to the next step.

STEP 3: PRINCIPAL NOTIFIED/COMMITTEE CONVENED/DECISION RENDERED
PRINCIPAL RECEIVES REQUEST: Within thirty (30) calendar days after the student receives the grade and the teacher does not agree to change the grade, the principal, or person designated by the principal, must receive a written request from the student stating the reasons for wanting the grade change.

> COMMITTEE IS CONVENED: After receiving a written request from the student the principal will alert the Superintendent or designee who will convene a review committee within twenty (20) calendar days.
>
> This committee will be comprised of two teachers from different school buildings, two district administrators from different school buildings and one central office administrator, who will chair the proceedings.The committee shall, meet with the teacher who assigned the grade and the student who has appealed the grade received. The parent or guardian may attend this meeting or make a presentation, oral or in writing, to the committee.
>
> RATIONAL BASIS GUIDELINE
>
> The committee cannot change the grade unless they find that the student requesting the change has established that there was not a "rational basis" for the challenged grade under the teacher's established grading procedures. The committee may change the grade only if it is established that the grade in question is not justified under the teacher's established grading procedure.
>
> COMMITTEE'S DECISION
>
> The committee shall make their decision within twenty (20) calendar days after the meeting with the teacher and student.

STEP 4: TIMELY APPEALS
Either the teacher or the student may appeal the committee's decision to the Superintendent within twenty

(20) calendar days after receiving the committee's decision. Failure to make a timely appeal means the committee's decision is final.

STEP 5: **APPEAL DECISION**
The Superintendent or designee shall review the appeal within (30) calendar days. The Superintendent or designee will not interview the parties nor hear oral presentations. The Superintendent or designee shall either approve or disapprove the committee's decision. The Superintendent or designee shall not modify the committee's decision. The Superintendent or designee's decision is final.

Grade Reporting and Viewing

Marking period and semester grades are available on MiStar. Parents and students can access grade reports via Parent and Student Connect throughout the school year.

Parents are now able to print report cards from the ParentPortal using the instructions below:

1. After logging into the ParentPortal, scroll down to the “MARKS” section.
2. For high school and middle school students: Click on the link in the blue bar at the top of the Marks section that is titled “Student Progress Report” or ”Student Report Card.”
3. A separate window will open with a PDF of the document that you can view, save and print the report card.

International Baccalaureate

The International Baccalaureate® (IB) aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

All Northville Public Schools students in grades 6—10 will experience the IB Middle Years Programme (MYP). The MYP emphasizes eight academic areas surrounding six global contexts. The global contexts provide the common themes which interconnect academic areas. The MYP emphasis is the interrelatedness of the academic content areas within the existing Northville curriculum.

Each of the IB’s programmes is committed to the development of students according to the IB learner profile. The profile aims to develop learners who are: inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced and reflective.

Click here for Additional Information about IB

Multi-Tiered System of Support (MTSS)

Improving student academic and behavior outcomes is about ensuring ALL students have access to the most effective and accurately implemented instructional, social emotional and behavioral practices and interventions possible. A Multi-Tiered System of Supports (MTSS) is a framework that uses an integrated data collection and assessment system to provide targeted supports and interventions so that ALL students have the opportunity to succeed academically, behaviorally and social-emotionally in school.

MTSS is a preventative, tiered system of supports that vary in intensity and frequency. This three-tiered approach ensures best practice instruction and the implementation of interventions matched to student needs. Progress is monitored frequently to make decisions about changes in instruction or goals. Data are used to allocate resources to improve students’ learning and support staff implementation of effective practices.

Parent/Teacher Conferences

Parent/Teacher Conferences are held twice a year with five minute time slots available for parents to meet teachers. Fall semester conferences are held during the month of November and spring semester conferences are held during the month of March. The exact dates and times will be available on the school's website as well as in Meads Mill Highlights. Individual parent conferences with teachers may be arranged as needed throughout the school year.

PTSA/PTA (Parent, Teacher, Student Association)

The PTSA/PTA meets monthly to discuss pertinent Michigan and National PTSA/PTA issues as related to Northville. The principal attends each meeting to give a report and to hear any concerns not requiring a private meeting. Our PTSA/PTA has several committee chairpersons working on various projects to keep our school exemplary. Memberships are available at all times. Contact the office for a referral to an officer. Meetings are open to all. Please refer to your school calendar.

Schedule Change Requests

Scheduling for each school year begins the year before. Once students are placed into classes, those classes run for the full academic year and changes are not possible. If a student is struggling in a class, please follow the Parent Concerns & Inquiries guidance above. **Requests for specific teachers will not be granted**.

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 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 who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact their assigned counselor. The Counseling Office can be reached at (248) 344-3600.

Transition Day

The Transition Day for the new school year will take place in August before school starts. The date, schedule, and locations are provided via QCommunications and our school website.

Because time is limited, we ask that you adhere to the schedule set for transition day.

Prior to arrival, parents should complete all required digital forms as part of Annual Registration; that process is outlined here. Students will receive their schedules, locker assignments, and have their photo taken to receive their school ID. Students will also have the opportunity to walk their schedules, set up their lockers, and practice a few "dry runs" of their schedule at their own pace. Parents are welcome to accompany their children.

Students who miss Transition Day and the Make-up Day can print their schedule using MiStar, which also has the locker number and combination. Picture Make-Up Day will be the first week of school at which time students will be able to get their school ID.

School Photos- Lifetouch

School photos will be taken on Transition Day. A Lifetouch photo form is available on the Transition Day page of our website. Photo packages can be paid for online. **Students not present for Transition Day will have their pictures taken the first week of school.**

Yearbook Information

Order your Meads Mill Middle School Yearbook Today!
jostensyearbooks.com (1-877-767-5217)

Section III: Student Clubs, Activities, and Athletics

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

Meads Mill Middle School Clubs and Organizations

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 Board Policy 5206-3, Athletic Code of Conduct and any applicable team rules.

See Policy 5507, which can be found at https://meetings.boardbook.org/Public/Organization/1326.

Student-Initiated Non-Curricular Clubs

Students may voluntarily form clubs that are not directly related to the school 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, which can be found at https://meetings.boardbook.org/Public/Organization/1326.

How to Create a Club/Organizations

Students wishing to form a new organization must obtain a faculty sponsor, complete a Meads Mill Middle School proposed club, and submit the form to an administrator. The administration will review the request and make the final decision.

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.

For additional information regarding Athletics and Activities please refer to Policy 5206-3, Extra Curricular, Co-Curricular and Athletic Student Code of Conduct, which can be found here: https://meetings.boardbook.org/Public/Organization/1326.

Kensington Lakes Activities Association (KLAA)

The Michigan High School Athletic Association and the Kensington Lakes Activities Association have taken a proactive position on the issue of sportsmanship. Good sportsmanship involves everyone associated with the athletic contest - the athletes, coaches, spectators, administration and officials.

The Kensington Lakes Activities Association has provided many activities to give students from the respective schools the opportunity to meet with each other outside of the competitive arena. Examples of this are the Annual Leadership Conference, Student Exchanges, Student Leader Dance and Sportsmanship Rally, to name a few. Good sportsmanship is everyone's responsibility. Please read the following information carefully so both parents and students understand the specific expectations.

Behavior Expectations of the Student Athlete

The student athlete is subject to the Extra Curricular, Co-Curricular and Athletic Student Code of Conduct Athletic Code of Conduct, Policy 5206-3, as adopted by the Northville School's Board of Education. In general, all student athletes shall:

- Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students, and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the game.
- Treat opponents the way you would like to be treated, as a guest or friend.
- Respect the integrity and judgment of game officials. Never argue or make non-verbal gestures which indicate disagreement. This type of immature activity may incite undesirable behavior in the stands and by teammates.

Behavior Expectations of Spectators

- Remember that school athletics are learning experiences for students and that mistakes will be made. You would not jeer a student who makes a mistake in the classroom; why is an athlete an exception?
- A ticket is a privilege to observe the contest, not a license to verbally assault another and be generally obnoxious.
- Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
- Show respect for the opposing players, coaches, spectators, and support groups. Treat them as you would treat a guest in your own home.
- Respect the integrity and judgment of game officials. Do not question an official's call.
- Recognize and show appreciation for an outstanding play by either team.
- Refrain from the use of any controlled substances (alcohol, drugs, etc.) before, and during the games, and afterwards on or near the site of the event (i.e. tailgating).
- Refrain from cheers which downplay the opponent or which use profane or abusive language.

Physicals

Physical examinations are required for participants in athletic competition and must be dated after April 15 for the following school year. Northville Public Schools strongly recommend that all incoming sixth grade students have a complete physical prior to the beginning of school in the fall. Physical forms are available in the general office.

Posting of Signs

Posters and signs must be approved and signed by the middle school administration. There are designated spaces for posting. Do not post on exterior doors or windows. Cellophane tape is not to be used on walls, windows, and other painted surfaces. Masking tape only is to be used to post, as it will not permanently bind to or remove paint from those surfaces.

Section IV: Discipline and Code of Conduct

General Discipline

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.

Discipline Documentation

If it is determined that a student violated the Code of Conduct, teachers/staff will communicate with parents regarding the infraction. Students will meet with Administration to discuss the incident reported, possible restorative actions, and possible consequences. Discipline documentation remains in the student's file until graduation.

Forms of School Discipline & Applicable Due Process

Detention

Administrators may require students to come to school before the start of day, stay after school and/or during lunchtime 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.

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 academic and restorative assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

Snap Suspension - Suspension from Class, Subject, or Activity by Teacher

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- Intentionally disrupted the class, subject, or activity;
- Jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- Was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

Removal for 10 or Fewer School Days (Board Policy 5206A)

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 7 factors provided in the Student Code of Conduct before suspending a student.

Removal for More than 10 and Fewer than 60 School Days or Expulsion

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 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 or student at least 3 calendar days' notice before the hearing. The parent 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 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

Student Code of Conduct (Board Policy 5206-1)

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:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices will be used to address the behavior; and
- Whether a lesser intervention would properly address the behavior.
- The District will also comply with Policy 5206 Section I for victims of an alleged sexual assault.

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.

Section V: Building-Specific Rules and Procedures

Drop-off/Pick-up

Parking Lot Flow

In order to ensure safe arrival and departure of our students we ask that all parents cooperate with the drop off and pick up procedure identified below.

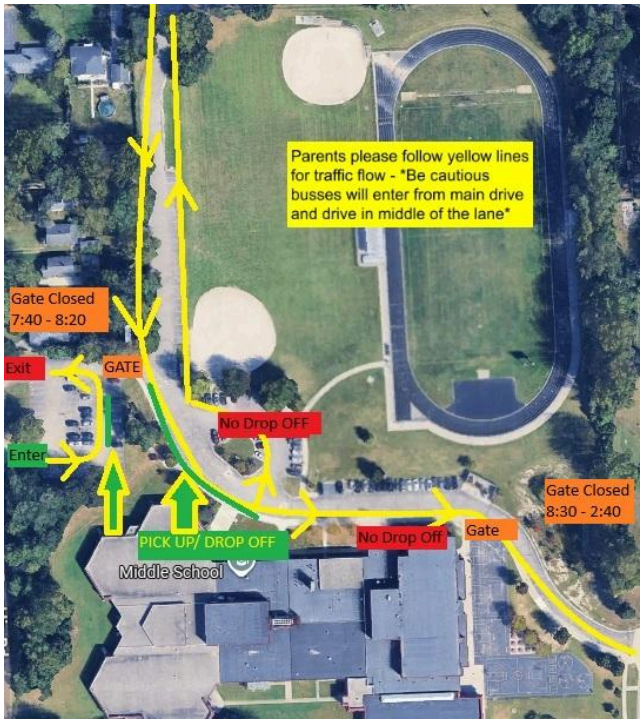
Dropoff Students

- Carpool: Students will enter through the **Main Entrance**
- **DO NOT park in circle drive spots** to drop students off, as this causes students to have to cross traffic and is unsafe
- **Do NOT drop off at the athletic entrance**, as buses will park

Busing Students

- Bus: Students may enter through either the **Main Entrance or Athletic Entrance Doors**

Parents - Please take note of the direction for traffic flow.



Transition Day

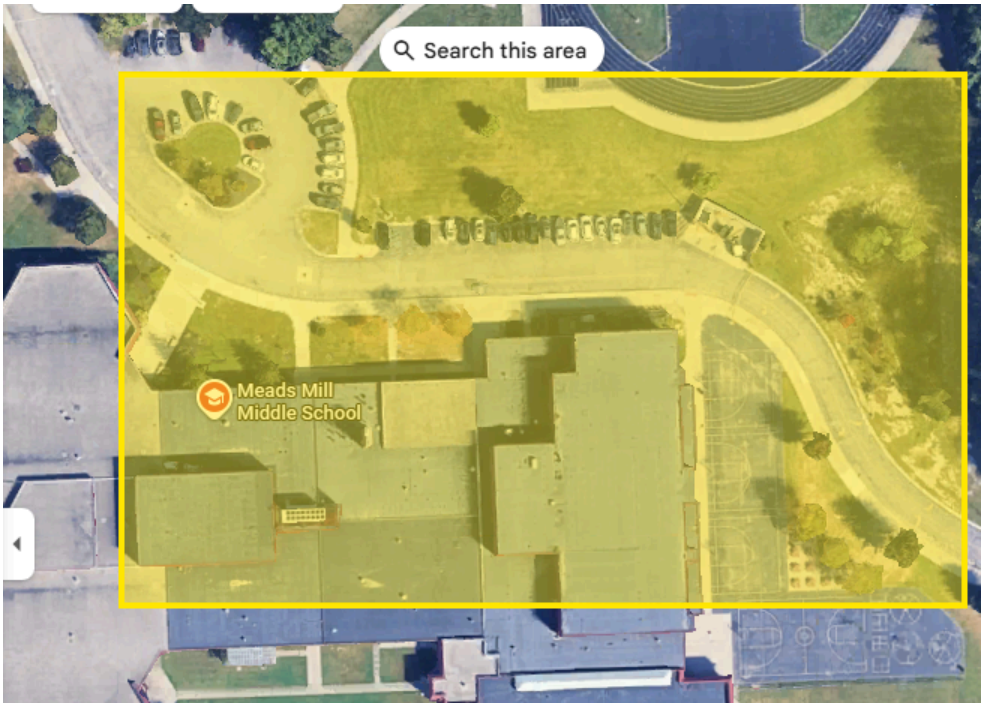
The Transition Day for the new school year will take place in August before school starts. The date, schedule, and locations are provided via QCommunications and our school website.

Walkers

Those students who walk to and from school are expected to use sidewalks and should cross the street at the stop sign on Bradner.

Scooters, Bikes, and E-Bikes

Students must walk Scooters, Bikes, and E-Bikes on the sidewalks near the building. Please refer to photo below, shade areas are where they should be walked.



Buses

All Transportation information will be communicated to parents by Q Communications. Student transportation information can also be found in Parent Connect. Please remind your student to take note of the letter in their bus window so they know which bus to get on in the afternoon. Buses will drop off students near the Athletic entrance.

Neighborhood Courtesy

As a courtesy, please remind your child not to cut through neighbors' yards on the way to and from school.

First Day of School

The first official day of school is a FULL day of school. Students should be in the building by 8:05am and class begins at 8:12am. Dismissal for the day is at 3:03 pm.

Student Planner & ID Replacement

All students will receive a Student Planner on the first or second day of school, compliments of the Meads Mill PTSA. If a planner is lost, a new one may be purchased in the Meads Mill Office for $5.00. Students use their planner to help keep track of assignments, tests, projects, etc.

All students will receive a student ID after having their photo taken on Transition Day. Students will need their ID or ID number to purchase lunch in the cafeteria. If a student loses their ID, they may purchase a new one for $3.00 in the main office.

School Supplies

School supply lists are available on the Meads Mill website. Teachers may recommend additional school supplies once school is in session.

Students should plan on always coming to class with pencils, pens, and paper. Additionally, all students will be provided with a school-issued device which will serve as the only permitted electronic device in classrooms barring explicit teacher direction to the contrary.

Instrumental Music Rental Night

Vendors will be at Meads Mill to present their programs for those interested in renting an instrument. Band and Orchestra instructors will also be available to answer any individual questions and assist parents with the rental process. Date and times will be available from the music instructors once school begins.

Backpacks

As a reminder, **students are not allowed to carry backpacks during the school day.** Backpacks should remain in lockers throughout the day, and should not be left in hallways or stairwells. Also, please be aware that backpacks with wheels and handles do not fit in our lockers.

Lockers

As you make your back-to-school purchases, please be aware that students who decide to purchase additional shelving for their lockers should not purchase shelves that expand when placed in the locker. This type of shelf causes problems for locker neighbors.

The locker assignments and combinations will be printed on the student's schedule that they receive on Transition Day. Only the built-in locks can be used on the school hall lockers. Students are required to keep their combination confidential; there is no locker combination change. Sharing or abuse of lockers may result in the loss of locker privileges.

Please discuss with your student that leaving food and open food containers in their lockers may bring ants and unpleasant smells to their lockers.

Gym Locks

In order to increase security in the gym area, we are encouraging students to use locks. Students who do not supply locks may risk loss of personal property, so please encourage your student to lock the locker and keep the combination confidential. In addition, document the combination in another area in case the student forgets the combination.

Frequently Asked Questions for Meads Mill Middle School

How do I contact a teacher?

E-mail is the best way to contact a teacher. Teacher emails can be accessed through the "Staff" tab on the Meads Mill website. Please allow 24-48 hours for a response.

How do I get forgotten items to my student?

There is a drop off table in the lobby of Meads Mill 's main entrance. Place items to be picked up on the table, labeling it with your student's name. Students may stop by during their lunch or during passing times to retrieve these items. *The office will not interrupt instructional time to call a student down for forgotten items or notes.*

How does my student get their forgotten Student Connection password?

Students who have forgotten/lost their Student Connection information should come to the office to request the information. Student Connection information is confidential and will only be given to the student upon student verification. *The office will not give this information over the phone to anyone!*

How do I get my MISTAR ParentPortal Help Desk information?

MISTAR ParentPortal is a web application that provides parents with direct access to student data via the Internet. Using a confidential PIN (personal identification number) and password, parents can connect to the school district's student database using a web browser and view their child's data, such as progress reports, attendance records, report cards, transcripts, and more. Go to the Meads Mill website and click on the circle at the top of the page that has a star with a P inside of it. In the ParentPortal Login box, click on "Need your Login Information" and your login information will be emailed to you if your email address is associated with a student in our system.

Have questions? Please visit the FAQs page. To access the FAQs, please click on the MISTAR ParentPortal link. On the right hand side at the top, there is a link to our FAQs. If the answer is not there, parents can email the help desk at: helpdesk@northvilleschools.org

How do I find out about daily Meads Mill activities?

The morning announcements are posted under the Parents tab, Overview (Morning Announcements), on the Meads Mill website. This includes meetings, sports, and any special announcements. Activities are also posted in the weekly newsletter, The Meads Mill Peek of the Week, emailed each Friday afternoon.

How do I know if it is an A Day or a B Day?

It is posted on our website under Student Resources, AB Schedule. The schedule also indicates half days, conference days and times, holiday breaks and end of quarters for report cards.

Please note: Classes adhere to the A/B schedule regardless of unscheduled days off (i.e.: snow day/cold day).

How can I get homework for my sick child?

Students are expected to make up missing assignments for every day that they are absent. Students generally have the same number of days to complete their assignments as their days missed. All teachers maintain a presence on Schoology, so this should be the first stop when accessing class work. If the absence will last for an extended period of time, direct outreach to teachers is advisable.

Who do I contact if I want to report a complaint of bullying, discrimination or harassment?

Students and parents are encouraged to report evidence of violation of the District's Bullying, Harassment or Discrimination Policies to a school Principal, Assistant Principal, teacher, counselor or social worker. The District's Policies regarding Bullying, Harassment and Discrimination can be found online at the Northville Public Schools Board Policies page.

Appendix A: Sexual Harassment And Sexual Assault Information Guide

What Is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment:

Verbal

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love

Physical:

- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose

Visual

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos ("nudes")

Sexual harassment can make someone feel many emotions.

You may feel scared, uncomfortable, upset, embarrassed or angry.
When it comes to sexual harassment, what matters is how the action makes a person think or feel--not the intention of the person who did it.

Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never okay. It is wrong and it is against the law.

What Is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).
Here are a few examples of sexual assault:

- Touching someone's genitals, breast, or butt without their permission (consent) over or under clothes
- Unwanted kissing
- Physically forcing someone to perform a sexual act
- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

Sexually assaulting another person is wrong and it is against the law.
In Michigan statute, this is called "Criminal Sexual Conduct."

About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said "yes" before, does not mean "yes" now.
- It is not okay to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

If someone doesn't consent to sexual acts, it is sexual assault.

What if This is Happening to Me?

It is not your fault. You are not alone.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you won't be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you ("I have a friend who…").
- If the first person isn't helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust.
- Resources listed on the next page are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However YOU respond to trauma is okay and is normal.

What if This is Happening to Someone I Know?

Believe. Listen. Support.

- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.

Resources

There is Help.

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. **You don't have to tell them your name.** They can connect you with people and organizations nearby who can help you with questions or needs.

Michigan's Hotline for Sexual Assault, Domestic Violence, and Human Trafficking (Voices4)

Text or Call: 855-864-2374 **Chat:** https://mcedsv.org/hotline/

Youth Resources Web Page: https://mcedsv.org/resources

School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you.

See Policy 3118 (https://meetings.boardbook.org/Public/Organization/1326) for our school's Title IX information and other related policies.

This resource was developed in response to Public Act 57 of 2023 by the Michigan Department of Education in partnership with the Michigan Domestic and Sexual Violence Prevention and Treatment Board and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV).