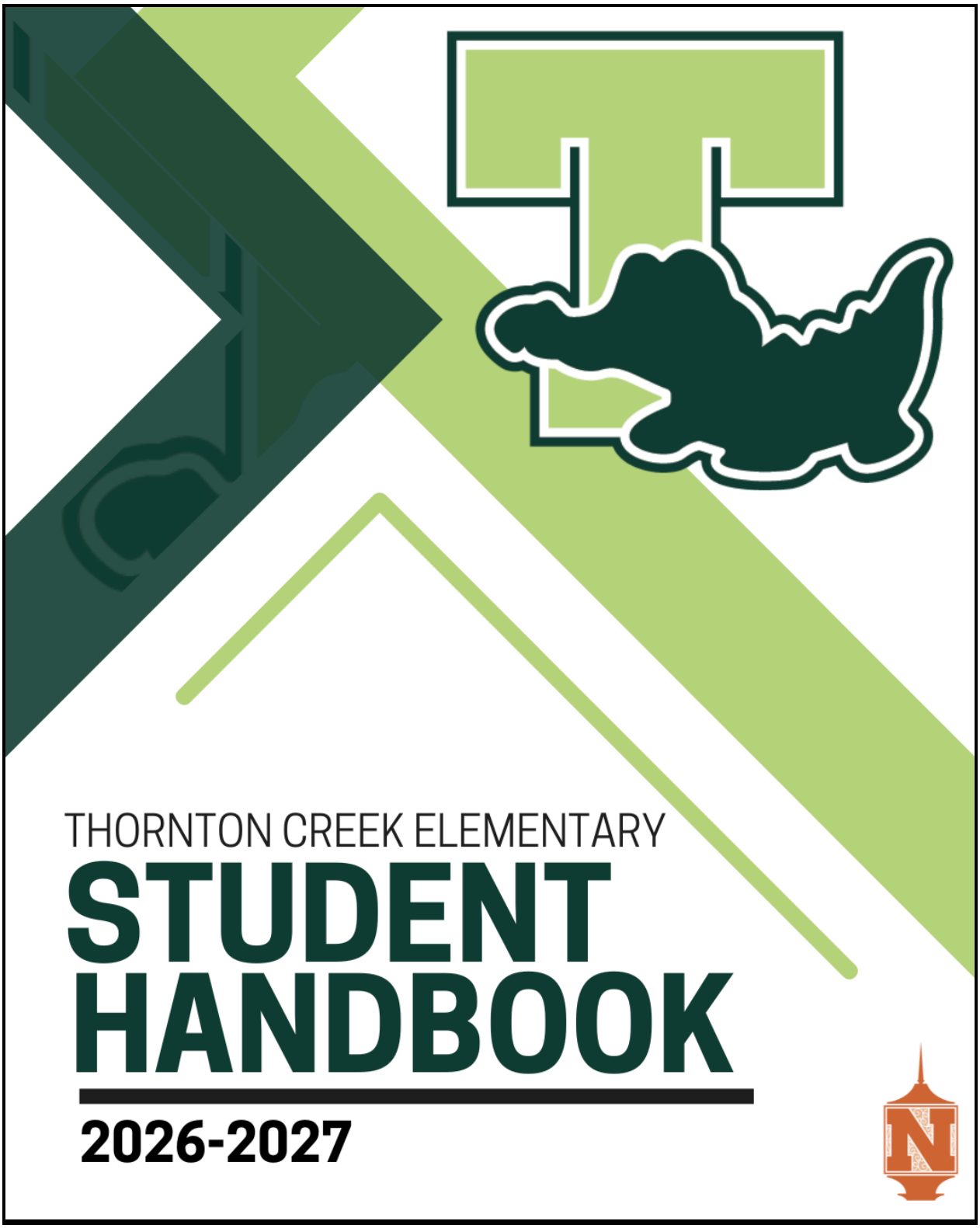


THORNTON CREEK ELEMENTARY

STUDENT HANDBOOK

2026-2027

PRINCIPAL'S WELCOME

Dear Thornton Creek Community,

Welcome to Thornton Creek Elementary School! This handbook will provide you with general information regarding our curriculum, school policies, expectations, and procedures.

At Thornton Creek, we are dedicated to promoting each child's academic, physical, emotional, and social development. Our school opens a world of possibilities to students in kindergarten to 5th Grade through innovative 21st Century learning. The vegetation and wildlife unique to our school provide young scientists authentic learning right outside their doors. Student ownership is evident as students create goals, action plans and work collaboratively with peers and teachers to meet their personal best. Students offer feedback to students and adults in our democratic classrooms that value student voices to drive the path of instruction. Leadership opportunities are abundant at our school. Students learn leadership through intentional and integrated lessons as well as real-world application. All students take the lead in community service learning projects at every grade level as well as leadership roles in the school and classroom.

Since it is our desire to be responsive to our students' needs, we encourage your participation and input as our educational program unfolds each year. We will keep you informed and knowledgeable about school, and we depend upon your cooperation and support. We hope that you consider becoming actively involved in your child's education by participating in the Thornton Creek Parent/Teacher Association.

We hope this booklet will answer some questions you may have about us. If at any time you have any questions or concerns regarding Thornton Creek School, please feel free to contact me.

Sincerely,
Deagon Jewett
Thornton Creek Principal

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.

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Important Information

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

Board Policies
Available at: NPS Board Policies

Thornton Creek Elementary School
46180 W 9 Mile Road
Northville, MI 48374

Contact Information
Main Office: (248) 465-2350
Fax: (248) 465-2351
Transportation: (248) 465-2070

Thornton Creek Administration - Principal
Mr. Deagon Jewett

Thornton Creek Front Office Staff
Mrs. Karen Kehoe, Administrative Assistant
Mrs. Laura Lavoie, Administrative Assistant

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

We, the students, staff, and families of Thornton Creek share the responsibility of creating a safe and positive environment that promotes self-esteem, mutual respect, and optimum student learning.

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

BELL SCHEDULE

Arrival - Please note: There is no adult supervision of students prior to the start of school.

A.M.	8:41	Arrival Bell	**P.M.**	3:45	Dismissal Bell **K-5**
	8:46	K-5 Instruction begins			

Please note: The dismissal time for all half-days of school is 12:15 P.M.

See Section IV for building-specific arrival and dismissal times and procedures.

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 second bell and stay until the scheduled end of their school day. If a student is unable to attend school, the parent must report that absence through either ParentConnection or by calling the building attendance number. Please do not exclusively report absences to the teacher. You must report absences to the office as well.

If a student arrives late, the parent must sign in at the office.

Please note: due to the busy end of the day procedures, early pick-up ends at 3:15pm.

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.

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

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:

- 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);
- medical appointments for the student;
- death or serious illness of the student’s family member;
- attendance at a funeral;
- appearance at court;
- professional appointments;
- school-related absences: field trips, athletics, guidance counselor or other special circumstances;
- observance of religious holidays of the student’s own faith;
- college planning visits; and
- 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, by midnight the day following the absence, 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. **Parents are encouraged to discuss their child’s attendance, address concerns and provide** documentation**.**

After 11-14 absences within a semester:

A parent/school staff meeting will be initiated. Parents will again be provided a letter warning of the concern about the number of absences from school. Parents will be notified that failure to improve student attendance will result in a referral to the Northville Youth Assistance Program.

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.

Tardiness and Early Dismissals

Students are expected to be on time for school each day. A letter will be sent home raising the concern about the number of tardies to school and stressing the importance of being on time after six tardies. Parents are encouraged to contact the building should additional information needs to be shared about student tardies. **If your child is late for school, a parent must accompany him/her to the office to sign-in.**

Northville Public Schools tracks early dismissals.

If you choose to sign out your child prior to dismissal, this absence will be documented as left early. **Please note: due to the busy end of the day procedures, early pick-up ends at 3:15pm.**

Pre-Arranged Absences

Northville Public Schools asks for your cooperation in arranging vacation plans that coincide with the district's vacation schedule, as assignments, projects, and discussions may not be possible to replicate/make-up at a later date. Student work will not be provided in advance.

Work Completion During Absences

Make-up privileges are allowed for **absences that are excused.** Grades can be earned if students make up their work within a reasonable time after the absence. A reasonable time is defined as generally no more than twice the number of days of the absence, subject to health or other extenuating circumstances.

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 commencement ceremony 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 designated areas during the lunch period and to dispose of their own lunch items. Students are not permitted off school grounds during the lunch period. Aside from a Birthday Lunch, **food deliveries for students are not permitted**. Parent call-outs during the lunch period are strongly discouraged.

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.

"Instructional time" **for students in grades 9-12** is defined as the start of the school day when instruction begins until dismissal at the end of the school day excluding lunch, passing time and non-mandatory seminar times.

"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:

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

- required by a student's Section 504 Plan or IEP;
- a District-owned device;
- designated by the District to be used for instructional purposes;
- permitted by a classroom teacher for lesson-specific academic assignments; or
- 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 backpack 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 of documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

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

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 Procedure

Northville Public Schools utilizes the ALICE 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 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.

Students need to stay home for at least 24 hours following any instance of illness, fever, or communicable disease. Parents are advised to establish back-up plans for unexpected situations or illnesses in advance.

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.

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.

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/Student Use Storage Areas

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers, including student use storage areas, 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. **One way to minimize losses is by marking or labeling all articles of clothing, tote bags, lunch boxes, etc. which your child brings to school.**

Lunch and Breakfast

While there is no cost for breakfast or lunch, families of preschool and elementary students must preorder meals using Nutrislice. Orders must be placed by 7:00 a.m. for same-day service, and the system will not accept orders after this time. Meals can be preordered up to 30 days in advance. To ensure your student receives their meal, we recommend ordering the night before.

For more information or updates, please check the district website or the Nutrislice app.

- Order Online at Nutrislice
- Download the App (Apple Store)
- Download the App (Google Play)

Students choosing to purchase an extra slice of pizza, an extra lunch, milk ONLY, or snack items from the a la carte will be charged to the student lunch account.

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?

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.

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.
- Students MAY NOT have medication in their possession, unless a written physician's note is submitted to the principal stating that it is medically necessary for the student to carry the medication on his/her person.
- Unused medication will be discarded by the end of June unless it has been picked up by a parent.

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.

Birthday celebrations can be noted with a ***small***, *non-food token*. In an effort to support healthy life choices, the district is requesting your support in this matter. Please clear these tokens with your child's teacher.

Playground/Recess Rules

Physical activity is an important part of our school day. Recess takes place outdoors, weather permitting. Please make sure students are dressed appropriately for outdoor play each day. Students go outside as long as the wind chill is above 0ºF, with a shortened recess possible depending on conditions. All children are expected to participate in our recess and physical education activities as scheduled. If a child is well enough to come to school, s/he is well enough to benefit from outside activity. A doctor's note is required to keep children indoors for health reasons.

Students must play safely and respectfully at all times during recess or while using the playground.

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.

See Section IV for building specific playground and recess procedures and rules.

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.

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

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.

If you would like your child to ride on a different bus or go home with another student in a private vehicle, both parents or guardians must send a note to the office staff stating your permission. This notice should be sent to school the morning of the request.

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.

Alternative Ways for Elementary Students to Get to School

BICYCLES/ROLLER SKATES/SKATEBOARDS/SCOOTERS

To keep our students safe, we require a bicycle contract to be completed by each family that will have a child riding his/her bike to school. A new contract must be completed each school year. Please review the following with your child:

1. Learn about and follow all of the safety rules of the road.

2. Understand that sidewalks are shared with other bicycles and pedestrians, and their eyes will be open for signs of danger at all times.

3. Bikes will be walked on school property.

4. We encourage bicycles to be locked.

5. Use backpacks to carry items safely.

The contract can be completed online at https://forms.gle/FzJpzS7fuQHEWN386. Completing this contract ensures your child understands and will comply with the above rules to keep them safe as well as other students/staff. Failure to follow the safety rules listed in the permission form may result in the loss of bike riding privileges. **Please note that students are required to wear bike helmets. Upon reaching the school sidewalk, all students must walk their bikes to the rack.** Bike riding, roller-skating, scootering, and use of shoes with wheels are prohibited on school property from 8:30 a.m. – 4:00 p.m. Skateboarding is prohibited on school property at all times.

WALKERS

Children should be careful when walking to and from school, and walk with a buddy whenever possible. They should not cut across lawns or accept rides from strangers. In areas without sidewalks, children should walk as close to the curb as possible. In all cases, students should walk directly to and from school, act as good citizens, be alert to traffic, follow the directions of safety squad members and obey all school rules. Cross at the crosswalks and follow the direction of the crossing guard when present.

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

Elementary Curriculum

ENGLISH LANGUAGE ARTS (ELA)

The Northville Public Schools ELA curriculum is in alignment with the state standards. Further information may be found **on** the state website: Michigan State Standards.

These are the areas of study in ELA:

- Phonological Awareness
- Phonics
- Fluency
- Vocabulary
- Language Comprehension
- Reading Comprehension
- Writing

MATHEMATICS

The Northville Public Schools Math curriculum is in alignment with the state standards. Further information may be found on the state website: Michigan State Standards.

The instructional focus will include the following:

- Counting and Cardinality (Kindergarten)
- Operations and Algebraic Thinking
- Number and Operations in Base Ten
- Measurement and Data
- Geometry

SCIENCE

The Northville science curriculum emphasizes the interrelationships between the life, earth, and physical sciences. It is a “hands-on, minds-on” program that encourages investigations and research. Further information may be found on the state website: Michigan State Standards.

The instructional focus will include the following:

- Science and engineering practices
- Cross cutting concepts
- Disciplinary core ideas of science and engineering.

SOCIAL STUDIES

Social Studies is the integrated study of the social sciences to prepare young people to become responsible citizens. Our curriculum, which is aligned with the State of Michigan Curriculum Framework, focuses on the following content strands:

- History
- Geography
- Civics/Government
- Economics
- Public Discourse, Decision Making, and Citizen Involvement

PHYSICAL EDUCATION

The Northville Young 5s - 5th grade physical education program is multifaceted in nature. Students are given the opportunity to demonstrate their knowledge of technique as well as particular physical skills. Additionally, the development of social skills is fostered with every unit taught. The overall goal of the program is to provide students with the information and skills necessary to effectively define and maintain a “healthy, active lifestyle

Throughout the K-12 educational process, students are given the knowledge to organize, implement, and participate in both individual and group physical activities. Through participation in a variety of experiences, students demonstrate a competency in many movement forms. In a physical activity setting, they exhibit good sportsmanship and respect the individual differences of other students while they assess, achieve, and maintain fitness goals.

Physical Education classes are taught two times per week in grades Young 5s - 5. Children are encouraged to wear white-soled gym shoes when using the gym/multi-purpose room. Students should wear shorts or slacks during regularly scheduled gym classes. If a child is unable to participate in this class due to health reasons, please submit a note from the doctor stating the reason and length of time.

HEALTH

Health instruction includes a lesson in HIV/Aids in fifth grade, as required by law. Advance notice will be sent to parents, who have the opportunity to withdraw their student from this lesson. Girls in grades 4 and 5 and boys in grade 5 receive instruction in reproductive health, also required by law. Parents will have the opportunity to view curriculum and materials prior to lessons being taught and will be sent a permission slip to authorize their child’s participation.

ART

Our art teachers incorporate the Discipline Based Art Education (D.B.A.E.) model into the curriculum. The D.B.A.E. model focuses on art history, appreciation, aesthetics, and production. Students attend art classes once each week. Each year, several students donate one of their works to be framed and hung

in the school and in the NPS Board of Education Art Gallery. Art work is displayed throughout the year in the building and through a variety of special shows. The Art teachers highly recommend that your child not wear his/her best clothing on Art Day...paint spills and splashes do happen!

MUSIC

Music classes meet once each week. Emphasis is placed upon self-expression, the enjoyment of music in our lives, and teaching reading through music. The students are exposed to a wide variety of musical experiences including singing, moving, playing, listening, creating, and performing. Materials used in class are chosen for their cultural and historical significance.

STEAM

STEAM class integrates Science, Technology, Engineering, Arts, and Mathematics to foster holistic learning. Students engage in hands-on projects that encourage critical thinking, creativity, and problem-solving. Through building structures, coding activities, artistic exploration, and scientific experiments, they develop a multidisciplinary skill set. Students develop teamwork, analytical thinking, and a deeper understanding of real-world applications.

LIBRARY/MEDIA

Students, staff and parents are welcome to use our school library and media facilities. The media center is always a bright, comfortable place where students gather to share stories and become information literate.

Each week, Young 5s through fifth grade classes are scheduled in the Media Center for book check out. Our collection is automated. Each child has his/her own library number, which is kept in the library media center. This number is the student's ID number, and is assigned when s/he enters Northville Public Schools and is retained until graduation from high school.

Young 5s, Kindergarten, and first graders are permitted to check out one item (magazine/book) at a time. Second through fifth graders may check out two items.

Please reinforce the importance of taking good care of library media center items and returning them when due. All efforts are made to repair damaged items. However, replacement costs are billed to the student when items are lost or damaged beyond repair. Fines are **not** charged for overdue items.

Students choose materials based on personal interests and research needs without restrictions. You are encouraged to participate in your child's education by taking time to enjoy reading and talking about the selections your child brings home.

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.

Homework

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

Kindergarten Readiness

Children are encouraged to start kindergarten when they are age eligible. In Michigan, this means five years of age on or before September 1st. The Northville Public Schools curriculum provides for differentiation and learning experiences to accommodate the individual learning styles and levels of all students in the classroom.

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 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.

Parent/Teacher Conferences

Arrangements for a conference or visit with your child's teacher can be made by emailing the teacher or telephoning the school office. The District also provides for two formally scheduled conferences each school year. The first conference period is in the fall while the second is in the spring.

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.

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.

Restorative Practices

Restorative practices means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct. Except in cases involving a firearm at school, restorative practices shall be considered as an alternative or in addition to long-term suspension, expulsion or permanent expulsion of a student. The District will first consider restorative practices to remediate offenses such as: interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, minor class disruption and harassment and cyberbullying as part of the discipline process.

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. Please check with your classroom teacher to determine if your child's classroom is utilizing Schoology. **Schoology Information**

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 NHS counselor. The NHS Counseling Office can be reached at (248) 344-3810.

Title I

Title I is a federally funded program created to help students who for a variety of reasons find one or more of the core subjects challenging. It is designed to help the lowest students at each grade level progress more quickly and make continuous gains on grade level assessments.

At the beginning of every school year, students are assessed in reading, math and writing. These assessments, along with teacher recommendations, determine who is entitled to the extra support provided by the Title I program. Assessments will monitor each student's progress throughout the year. Our goal is to ensure every child develops the foundational skills needed to achieve success at school. The Title I Program provides your children with extra instructional time either one on one or in small groups. During this time, the Title I teacher will work on lessons created to address individualized needs. A variety of activities will be utilized to accommodate different learning styles. Please see our school website for more information about our Title I Program at http://silversprings.northvilleschools.org/ TITLE I PARENT COMPACT Parents, students and teachers sign the compact annually at our Parent-Teacher or Student-Led conferences. A copy of our compact may be found on our school website at http://silversprings.northvilleschools.org/

Section III: Discipline and Code of Conduct

Discipline Generally

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

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

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

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

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

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

Discipline Documentation

If it is determined that a student violated the Code of Conduct. Teachers and 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.

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

In-School Suspension

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

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 IV: Building-Specific Rules and Procedures

Arrival and Dismissal

Morning Arrival & Drop-Off Procedures

To ensure a safe, smooth, and efficient morning drop-off for all students, please follow these guidelines:

- **Arrival Time:** Drop-off begins at **8:30 AM**. Please do not drop off students prior to 8:30 AM, as adult supervision begins at this time. The first bell rings at **8:41 AM**.
- **Kindergarten Drop-Off: ALL Kindergarten students not riding the bus are to be walked to their designated area by a parent/guardian.** This parent/guardian may park in our parking lot or walk/bike to school. This parent/guardian is to remain with the Kindergarten student until the first bell rings at **8:41 AM.**
- **Carloop Flow:** Please drop off **all children (grades 1st-5th) in your vehicle at the same time** in the drop-off zone so traffic continues to flow smoothly and safely. Stay in the right-hand lane and pull your vehicle all the way forward in the drop-off zone. Avoid maneuvering between lanes.

- **Be Prepared to Exit:** When cars have pulled forward and fully stopped, ensure all children (grades 1st-5th) are ready to exit the vehicle promptly with their belongings.
- **Say Goodbyes Early:** Quick farewells and hugs are best shared at home so the drop-off line keeps moving.
- **Stay in Your Vehicle:** Drivers should remain inside the car at all times while in the drop-off zone.
- **Use Sidewalks:** Students should walk directly to their designated arrival locations using the front sidewalk.
- **Front Island Parking**: There is no parking permitted on the sides of our front island nearest 9 Mile Rd, nor is parking permitted anywhere on our grounds not designated as such. Failure to comply may result in a traffic violation from our Novi Police Department.
- **Bus Transportation:** For eligible families, riding a district bus remains the most safe and convenient transportation option.

Dismissal & Pick-Up Procedures

To ensure a safe, smooth, and efficient afternoon dismissal for all students, please follow these guidelines:

- **Dismissal Time:** Dismissal begins promptly at **3:45 PM**.
- **Carpool Flow:** Stay in the right-hand lane and pull your vehicle all the way forward in the pick-up lane.
- **Kindergarten Pick-Up:** Kindergarten parents are asked to park in the main lot and walk up to the building to pick up their child from the teacher, unless prior arrangements have been made.
- **Parking Lot Safety:** If you are leaving your vehicle for any reason, you must park in a designated space in the parking lot. Please reserve handicapped spots for those who need them.
- **Front Island Parking**: There is no parking permitted on the sides of our front island nearest 9 Mile Rd, nor is parking permitted anywhere on our grounds not designated as such. Failure to comply may result in a traffic violation from our Novi Police Department.
- **Parent/Guardian Pick-Up (Grades 1st-5th ONLY)**: Students being picked up by a parent/guardian will exit from the West side of the building on our “Big Playground” blacktop area. Students who are not met by an adult by 3:50 PM will be brought back to the office to wait for a parent/guardian.
- **Authorized Pick-Up Only:** Students may be picked up from school only by an individual listed on their emergency contact card.

For Everyone’s Safety in the Carpool Zone:

- **Focus on Driving:** Please refrain from using your cell phone during drop-off and pick-up times.
- **Speeding**: Please understand that the use of excessive speed in our parking lot may result in a traffic violation from the Novi Police Department.
- **Use Crosswalks:** Always use the main entrance crosswalk when crossing traffic lanes.
- **Traffic Flow:** Turn left out of the parking lot onto Sunnydale Lane, then right onto Winchester Drive.

Costumes and Toys

Special Dress Up Days

We love celebrating school spirit and special events! To keep our learning environment safe, focused, and fun for everyone, please follow these costume guidelines:

- **Safety First:** Costumes must be safe for regular school activities and recess. Please leave all toy weapons (swords, guns, blasters, etc.) and sharp accessories safely at home.
- **Focused Learning:** Costumes and masks should allow students to see clearly, participate fully in class, and move comfortably throughout the day. If a mask or accessory interferes with learning or safety, your child may be asked to save it for home.
- **Inclusive & Kind:** Choose costumes that are welcoming, respectful, and appropriate for an elementary school environment.

Personal Belongings & Toys

To help students stay focused on learning and keep personal treasures safe, **all toys and personal items should remain at home**.

- **School Equipment Provided:** Thornton Creek provides all necessary recess equipment (balls, jump ropes, and lawn games) so everyone can play fairly and safely together.
- **Keep Personal Items Safe:** Please leave personal toys, trading cards, action figures, electronics, and personal sports equipment at home, as the school cannot be responsible for lost, broken, or traded items.
- **Special Exceptions:** If a teacher requests items for a specific classroom activity or show-and-tell, your teacher will send home instructions beforehand.

Note: Unapproved toys or personal items brought to school will be held in the main office for a parent or guardian to pick up.

Playground/Recess Procedures and Rules

Recess is an important time for students to move, play, and build friendships. To ensure our playground is a safe, inclusive, and enjoyable space for everyone, students are expected to follow these general expectations and equipment guidelines: Recess equipment is provided at Thornton Creek for students. Students should not bring any playground equipment to school. Play safely and respectfully at all times.

Safe Play & Game Expectations

- **Respectful Play:** Play all ball games with care and respect for the safety of everyone in the game.
- **Designated Play Areas:** Enjoy throwing and kicking balls in open playground spaces, keeping games away from equipment areas and the exterior walls of the school.

- **Hands-Off Play:** Focus on non-contact games so everyone can participate safely without physical contact. (Specifically, there will be no games that involve tackling/wrestling)
- **School Equipment:** Use school-provided equipment during recess to ensure everyone has access to fair play.
- **Winter Play:** Enjoy building and playing in the snow safely; keep snow, ice, and rocks on the ground so everyone stays safe on the playground and on the way to and from school.

Equipment Use

- **General Safety:** Use all playground equipment carefully and as intended so everyone can have fun safely.
- **Swings:** Sit upright in the center of the seat, swing forward and back, and stay seated until the swing comes to a full stop. Please give the person swinging plenty of space by walking around the swing area.
- **Slides:** Enjoy the slide by sliding down one at a time in a seated position. Wait until the person ahead of you reaches the bottom and steps away before starting your slide down.
- **Bars & Climbing Structures:** Keep hands firmly on the bars at all times while climbing or traversing overhead equipment.
- **Equipment Area Space:** Keep play games like tag out of the equipment zone to ensure everyone using the structures has plenty of room to play safely.
- **Jump Ropes:** Use jump ropes specifically for jumping on open pavement, and return them to the storage bin when you are finished.

Playing Together & Staying Safe

- **Play Fair & Care for Others:** Share equipment, include anyone who wants to join, and treat everyone's property with care.
- **Keep Space Safe:** Keep hands, feet, and objects to yourself. Leave sand, gravel, and rocks on the ground where they belong.
- **Play Respectfully:** Enjoy your games while allowing room for others to enjoy theirs.
- **Solve Problems Together:** Try using your problem-solving skills first, and ask a teacher or supervisor for help whenever you need support.
- **Listen for Signals:** When you hear the whistle, **STOP, LOOK, AND LISTEN**, then walk directly to your line.

Respecting Our Playground Limits

- **Stay in Designated Play Areas:** Remain within the marked playground boundaries to help ensure supervisors can always see and support you.
- **Respect Nearby Spaces:** Be mindful of classes in session by keeping noise at a considerate level near school building windows, and respect neighboring property.
- **Stay Outdoors:** Enjoy your recess time outside on the playground; if you need to go back inside, get permission from an adult supervisor and use the buddy system.
- **Ask Before Retrieving Sports Balls:** If a ball goes beyond the playground boundaries or past designated areas, ask an adult supervisor for permission before retrieving it.
- **Protect Natural & Safe Zones:** Enjoy playing on open fields and blacktop spaces, leaving trees, areas past the backstop, and habitat areas clear and unharmed.

After-Hours & Community Play

- **School Program Priority:** School-sponsored programs (such as summer school, Early Childhood, Kids' Club, and Community Education) have priority use of all playground areas during before/after-school hours and throughout the summer.
- **Community Access:** The playground is open for community and neighborhood use anytime school-sponsored programs are not in session.
- **Shared Spaces & Flexibility:** When school programs are active on the playground, community members and neighborhood children may be asked to play in a different area to give scheduled programs the space they need.
- **Safe Activity Guidelines:** To ensure everyone's safety, program supervisors may ask community participants to pause or adjust activities that pose safety risks in shared spaces (such as sledding, roller blade hockey, or games with flying objects).

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).