

Governance and Policy Committee of the  
Whole Meeting  
Wednesday, June 18, 2025 4:15 PM Eastern

Educational Services Building  
25345 Taft Road  
Novi, MI 48374

**I. CALL TO ORDER**

**II. NEW BUSINESS**

II.a. Wellness Center Policy

II.b. Compulsory Attendance, Absenteeism, & Truancy Policy

II.c. Administrative Guidelines

II.d. Preview of New Policy Revisions

**III. FUTURE BUSINESS**

**IV. COMMENTS FROM THE AUDIENCE**

**V. ADJOURNMENT**

## Series 3000: Operations, Finance, and Property

### 3300 Facilities, Real, and Personal Property

#### 3304.01 Novi Wellness Center Draft Policy

##### Novi Wellness Center Draft Policy

The safety, health, and enjoyment of all users of the Novi Wellness Center is the District's top priority. Users are entitled to a safe and enjoyable atmosphere, with an emphasis on accident prevention. The services provided by the Novi Community School District Wellness Center are not intended to replace care provided by a primary care physician/provider. To the extent the Wellness Center services cannot be provided or require immediate attention, we advise you meet with your primary care physician.

The Novi Wellness Center is never a replacement for emergency care. If you are experiencing a life-threatening emergency, call 911 or go to the nearest emergency room.

##### Access and Eligibility

###### 1. Eligibility Criteria

- **Students:** All students currently enrolled in the Novi Community School District are eligible to access and receive services provided by the Wellness Center.
- **Staff:** All faculty and staff members of the Novi Community School District are eligible to access and receive services provided by the Wellness Center.
- **Families:** Family members of enrolled students may access certain limited services provided by the Wellness Center, such as counseling and educational workshops.

###### 2. Limited Area Access

- **Fitness Area:** To ensure a comfortable and effective environment access to the fitness area is exclusively reserved for staff members. Students and families are not permitted to access the Fitness Area of the Novi Wellness Center.

###### 3. Consent

- **Minor Students:** Students under the age of 18 may not access or use the Novi Wellness Center unless a parent or guardian has completed, signed, and returned

the required consent form. Students under the age of 14 must be accompanied by an adult at all times when present at the Novi Wellness Center.

#### 4. Implementation and Enforcement

- **Registration and Orientation:** All eligible students, staff, and families of students must complete the necessary registration and orientation processes before accessing the services of the Novi Wellness Center. This includes understanding and adhering to all District policies and all policies and guidelines set forth by the center.
- **Confidentiality and Privacy:** All personal and health information shared within the Novi Wellness Center will be kept confidential and used solely for the purpose of providing appropriate wellness services. The Novi Wellness Center staff will adhere to all applicable privacy laws and regulations, including the Health Insurance Portability and Accountability Act (“HIPPA”) Privacy Rule, 45 CFR § 160.101 et seq., and the Family Educational Privacy Act (“FERPA”), 20 USC § 1232g.
- **Service Availability:** The District does not guarantee the availability of any specific services. Services will be made available subject to scheduling and resource limitations. Priority determinations will be made based on the needs and urgency of the individuals seeking services.
- **Oversight:** The Novi Wellness Committee shall be responsible for establishing goals for, overseeing the operations of the Wellness Center, and periodically reviewing and updating these policies as needed. Parents/guardians, students, school employees, school health professionals, Board Members, and community members may provide input to the District during the Wellness Center Policy review process.

#### 5. Code of Conduct

To maintain a safe, respectful and welcoming environment for all, the following behavioral guidelines apply to every individual accessing the Wellness Center:

- **Respectful Conduct:** All individuals are expected to treat Wellness Center staff, visitors, and facilities with respect and consideration. Harassment, verbal abuse, or disrespectful behavior of any kind will not be tolerated.
- **Safe Practices:** Individuals must adhere to posted safety guidelines, directives from Wellness Center staff, and proper usage of equipment or resources.
- **Shared Space:** The Wellness Center is a space shared and utilized by many, and users are expected to be mindful of others. Disruptive behavior such as excessive noise or monopolizing equipment or services is prohibited.
- **Prohibited Items and Behaviors:**

The following items and behaviors are strictly prohibited during the use or attendance at the Wellness Center:

- I. Possession or use of alcohol, tobacco, vape products, drugs, or illegal

substances.

- II. Weapons of any kind.
- III. Engaging in horseplay, physical altercations, or other unsafe actions.

- **Violations:** Failure to adhere to these behavioral expectations may result in:
  - I. A verbal warning from Wellness Center staff;
  - II. Temporary or permanent suspension of access to the Wellness Center and its services; and
  - III. Additional disciplinary action as deemed necessary by the District.

Students and staff who violate Wellness Center policies may be subject to discipline, up to and including permanent expulsion from school or termination of employment. Family members who violate Wellness Center policies may be banned from District property. The Wellness Center may involve law enforcement as needed to maintain a respectful, safe, and welcoming environment.

#### A. **Confidentiality and Privacy**

##### 1. **Data Collection and Consent**

- **Personal Information Collected:** The Wellness Center may collect personal information including but not limited to health records, contact information, and counseling notes to provide effective services.
- **Consent Forms:** All individuals will complete consent forms before their personal information is collected. These forms will reasonably explain the scope of information collected, how the information will be used, and with whom the information may potentially be shared.
- **Parental/Guardian Consent:** For students under the age of 18, parental or guardian consent is required for the collection and use of personal information.

##### 2. **Data Storage and Access Control**

- **Secure Storage:** The District will take all reasonable measures to ensure that personal information will be stored securely.
- **Access Control:** The District will create and implement a system whereby access to personal information will be restricted to authorized personnel, as solely determined by the District.

### 3. Data Sharing and Confidentiality

- **Data Sharing:** Personal information will only be shared with the individual's consent and for legitimate purposes, such as referrals to other health services. The wellness center will obtain written consent before sharing any individual's personal information.
- **Confidential Discussions:** All consultations and treatments will be conducted in private rooms to ensure confidentiality.
- **Secure Communication:** Personal information will be communicated using secure methods, including but not limited to encrypted email, secure messaging platforms with end-to-end encryption, and virtual private networks ("VPNs") when accessing sensitive information remotely. All Wellness Center staff will be adequately trained on secure communication practices as to ensure compliance with this policy.

### 5. Ethical Standards

- Services provided by the Novi Wellness Center will align with professional ethical standards for healthcare and counseling services. Additionally, Novi Wellness Center staff will adhere to Novi Community School District Board Policy 4201 concerning staff ethics. Novi Community School District remains steadfastly committed to the health and safety of its constituents, therefore, best practices and legal requirements will be followed and regularly reviewed.

## **NCSD Draft Revisions to Board Policy 5031 Compulsory Attendance, Absenteeism, and Truancy**

### **A. Required Attendance**

Every person residing in the District who has legal or actual charge or control of a child who is of mandatory attendance age must ensure that the child regularly attends a public or private school or is receiving a home-school education unless the child has satisfied District graduation requirements or is otherwise exempt from Michigan's compulsory attendance requirements.

### **B. Mandatory Attendance Age**

A child who is or will turn 6 years old before December 1 of the current school year and who has not turned 18 years old is of mandatory attendance age.

### **C. Exceptions**

A Parent of a child who is at least 16 years old may provide the District with written notice that the child has permission to stop attending school. Upon receipt of the written notice, the child will be exempt from this Policy.

### **D. Absence Designations**

Absences will be categorized as follows:

- Documented Absences: Excused with proper verification (student's physical or mental illness with verification from a medical provider, medical appointments for the student with documentation from a medical provider, death/funeral of the student's family member (up to 3 days), appearance at court or for other legal matters with legal documentation provided to the school, observance of religious holidays of the student's own faith, or college planning visits with documentation provided to the school ).
- Verified Absences: Excused with proper verification within 24 hours by the student's parent/guardian.
- Unexcused Absences: Any absence in which a parent/guardian has NOT communicated or provided documentation within 24 hours of the absence.

### **E. Excessive Absenteeism and Truancy**

When a student has 10 absences and/or displays a concerning pattern of poor attendance in any term or semester, their building principal or their designee will contact the parent/guardian encouraging the students' regular daily attendance and explain the truancy process. This communication will be documented in the Student Information System.

When a student has 15 absences, their building principal or designee will provide written notice to the student's parent/guardian requiring to meet with school administration and/or their designee to discuss the matter.

When a student has 20 absences their building principal or designee will contact the parent/guardian and a Novi Youth Assistance referral will be made.

When a student continues to miss school, reaching 25 absences and the family does not follow through with Novi Youth Assistance, the building principal or designee will notify the attendance officer who has jurisdiction in the District. Once notified, the attendance officer will investigate each case of nonattendance and will take all other steps permitted and required by law.