Governance and Policy Committee of the Whole Meeting
Thursday, May 7, 2026 4:00 PM Eastern

Educational Services Building
25425 Taft Road
Novi, MI 48374

I. **CALL TO ORDER**
II. **HANDBOOK REVIEW**
- II.a. NCSD Athletics Handbook Review
- II.b. NCSD Non-Competitive Club Handbook Reivew
- II.c. NCSD Competitive Club Handbook Review
- II.d. NCSD Performing Arts/Concert Handbook Review

III. **POLICIES DISCUSSION**
IV. **COMMENTS FROM THE AUDIENCE**
V. **ADJOURNMENT**

Student-Athlete Handbook

Wildcats Fight Song

We're going to fight for you NOVI
Hail to your might
Fight all you Wildcats
Wave your green and white to all the world
We're gonna fight for a victory
And conquer the foe
FIGHT, FIGHT, FIGHT for NOVI
We're proud of you!

www.novi.k12.mi.us/departments/athletics

DRAFT

Table of Contents

1. Mission
2. Vision
3. Principles- Core Values
4. Parent Expectations
5. Parent/Coach Communication
6. Novi Eligibility
7. MHSAA Requirements
8. Registration
9. Pay to Participate
10. Academic Eligibility- High School
11. Academic Eligibility- Middle School
12. MHSAA Recognized Sports and Club Sports
13. Athletic Code of Conduct
    a. Hazing/Bullying/Intimidation
    b. Responsible Technology Use
    c. School Attendance
    d. Practice Attendance
    e. Multiple Sports per Season
    f. Quitting a Sport
    g. Dress Code
    h. Out of School Suspension- Minor (5 days or less)
    i. Out of School Suspension- Major (more than 5 days)
    j. In School Suspension
    k. Drugs, Alcohol, and Tobacco Policy
    l. Law Violations
    m. Other Inappropriate Behavior
    n. Carry Over Policy
    o. Appeal Process
14. Individual Team Rules and Regulations
15. Transportation Policy
16. Publication of Students Names/Images
17. Equipment Responsibility
18. Health and Safety- Athletic Trainer Expectations
19. Medical Policy and Insurance Program
20. Athletic Awards- High School
21. Varsity Letter Requirements
22. Ticket Prices
23. NCSD Sport Offerings
24. Head Coach Contact Information
25. Appendix
    a. MHSAA Physical

DRAFT

1. **Mission**

   "To provide our student-athletes a comprehensive education through sports"

2. **Vision**

Toughness	"Mental and physical"
Execution	"Show me, do not tell me"
Aggressiveness	"Do not be afraid to fail"
Movement	"Always want to get better, do not settle"
Be	"Unselfish"
Accountable	"For your actions and responsibilities"
Smart	"Learning never stops, classroom or field"
Enthusiastic	"Nothing great was ever accomplished without enthusiasm"
Disciplined	"Work hard, Work smart, Be punctual, Be organized"

3. **Principles/Core Values- The NoVI "6"**

   Commitment
   Discipline
   Grit
   Respect
   Teamwork
   Trust



4. **Parent Expectations**

   Parents play a critical role in the success of our athletic programs. We ask that all parents:

   - Share in your child's positive athletic experience
   - Ensure your child attends all practices and competitions
   - Support your child at games and events
   - Cheer in a positive and respectful manner
   - Allow coaches to coach
   - Respect officials and their decisions

DRAFT

- Encourage and compliment your child
- Communicate appropriately with coaches
- Positively represent and promote Novi Athletics within the community

5. **Parent/Coach Communication**

Critical team information will be shared in preseason meetings. Parent attendance is strongly encouraged. Some general communication expectations for coaches and parents can be found below.

Communication Parents Should Expect from Coaches

- Program philosophy and expectations
- Individual and team expectations
- Practice and competition schedules
- Team requirements (e.g., equipment, offseason expectations)
- Notification of disciplinary actions that may impact participation

Communication Coaches Expect from Parents

- Concerns communicated directly to the coach
- Advance notice of schedule conflicts
- Support for program values such as commitment, responsibility, and effort
- Encouragement of your child's growth and development

Appropriate Topics to Discuss with Coaches

- Your child's physical and emotional well-being
- Ways to support your child's development
- Concerns regarding your child's behavior

Topics Not Appropriate to Discuss with Coaches

- Playing time (questions about how to improve are appropriate)
- Team strategy
- Play-calling
- Other student-athletes

Protocol for resolving issues in an extracurricular activity

- Step One: Athlete and Coach Meeting
- Step Two: Athlete, Coach, and Parent Meeting
- Step Three: Athlete, Coach, Parent and Athletic Director

DRAFT

- Step Four: Athlete, Coach, Parent, Athletic Director, and Principal
- Step Five: Athlete, Coach, Parent, Athletic Director, Principal, and Superintendent

6. **Novi Eligibility**

All Novi students are eligible to participate in our athletic program, subject to specific rules and regulations established by national, state, league, school district, and local organization requirements. After a period of tryouts, a squad may be reduced to an appropriate size based on guidelines established by the program head coach and Athletic Director.

7. **Michigan High School Athletic Association Eligibility**

Enrollment

- To be eligible for interscholastic athletics during the first semester of the school year, a student must be enrolled in a high school not later than the fourth Friday after Labor Day (MHSAA Regulation I, Section 1A).
- To be eligible for interscholastic athletics during the second semester of the school year, a student must be enrolled in a high school not later than the fourth Friday of February (MHSAA Regulation I, Section 1A).

Age

- A student who competes in any interscholastic athletic contests must be under the age of nineteen years of age, except a student whose nineteenth birthday occurs on or after September 1 (MHSAA Regulation I, Section 2A).

Physical Examinations

- No student shall be allowed to represent a high school/middle school for whom there is not on file in the Athletic Director's office/Final Forms, statements for the current school year certifying that the student has (1) passed a physical examination and is physically able to compete in athletic tryouts, contests, and practices and (2) there has been consent for disclosure to the MHSAA of information otherwise protected.
- A physical for the current school year is interpreted as any physical examination given on or after **April 15 of the previous school year.**

Maximum Enrollment

- A student shall not compete in any branch of athletics that has been enrolled in grades 9-12, inclusive, for more than eight semesters. The seventh and eighth semester must be consecutive.

DRAFT

Semesters of Competition

- An athlete, once enrolled in grade nine shall be allowed to compete in only four first semesters and four second semesters. A student shall be limited to participation in only one sports season when that sport is sponsored twice during the school year (ie. Tennis, Soccer, etc).

Transfers

- Sport-Specific Transfer Regulation: Unless a high school student meets one of the 15 stated exceptions – (most exceptions involve a defined residential change) - a student will not be eligible for the next season in a sport he or she participated in at his or her former high school (any level) during the most recent previous school year. A student would be eligible in sports he or she did not participate in during the previous or current school year. Ineligibility is for the next school year in the sport played previously. A student who transfers during a season will not be eligible that season in a sport played that season, and ineligible in that sport the next season.
- All transfer students need to check with the Athletic Director, prior to trying out.

Amateur Status

- A student may accept, for participation in athletics, a symbolic or merchandise award, which does not have a value or cost in excess of $40. Awards for the athletic participation in the form of cash, merchandise certificates, loans, or any other type of negotiable documents are never allowed.
- Students must not have accepted money, merchandise, membership privileges, or other valuable consideration for participating in any form of athletics, sports, games, or have signed a professional contract.

Limited Team Membership

- A student who, after practicing with (including tryouts) or participating in an athletic contest or scrimmage as a member of a high school athletic team, participates in any athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the next three days of competition and maximum of the remainder of the season (exceptions do apply).

Other Regulations

DRAFT

- All regulations, policies, and rules provided by the MHSAA Handbook must be followed in order to maintain eligibility

8. **Registration**

To register for Novi Athletics:

- Visit www.novi-mi.finalforms.com
- **Important: Parent/guardian & student accounts are saved year-to-year. If you already have an account with Final Forms, please log in or reset your password.**
- You must be a parent/guardian to create this account and start the process.
- Register as a **Parent/Guardian**.
- Click on "New Account".
- Enter all information.
- Check the email you entered for further instructions.
- You will receive an email within 3 minutes prompting you to confirm and complete your registration. You will then find yourself logged in and able to register your child/children.
- You will then find yourself logged in and able to register your child/children.
- Please enter your child's Novi Community School district email.
- Have your child visit the email account that you entered.
- They will be asked to create their own password.
- Once they do so, they can log-in to their student account, then visit the "forms" section and sign where applicable.

Athletic Physical

- Remember, athletic physicals must be signed and dated on or after April 15 of the previous school year. You can upload it to Final Forms or have your child hand it into their coach the 1st day of practice/tryouts. Coaches and Administration will communicate with student-athletes and their families via the Final Forms platform. Please provide your cell phone (student-athlete and parent/guardian) numbers when registering to ensure communications are received.

9. **Pay to Participate**

Visit the NCSD Athletics Website for specific details regarding our Pay to Participate fee structure for both middle school and high school.

DRAFT

Refund Policy

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

10. **Academic Eligibility - High School**

Novi/MHSAA academic eligibility is based upon the following:

- **PREVIOUS ACADEMIC CREDIT RECORD (MHSAA)**
  At least 66 percent (4 out of 6 classes) of full credit load potential for a full-time student for the last semester during which he or she shall have been enrolled in grades 9 to 12, inclusive. A student entering the 9th grade for the first time may compete without reference to his/her record in the 8th grade. Period of ineligibility under this rule (the next trimester or 60 scheduled school days in a non-trimester school).

- **CURRENT ACADEMIC CREDIT RECORD (MHSAA)**
  Academic eligibility checks of not more than 10 weeks (semesters) are required. If a student is not passing at least 66 percent (4 out of 6 classes) of full credit load potential for a full-time student when checked, that student is ineligible for interscholastic scrimmages and contests until the next check but not less than for the next Monday through Sunday. If the next eligibility check reveals the student is still not passing at least 66 percent of full credit load potential for a full-time student, that student is ineligible for interscholastic scrimmages and contests for not less than the next Monday through Sunday, and so on until the student is passing 66 percent (4 out of 6 classes) of full-credit load potential for a full-time student in courses enrolled in from the start of the current semester or trimester through the most recent eligibility check.

DRAFT

An ineligible athlete, in coordination with the MHSAA, is defined as an athlete that may continue to practice with the team: however, they may not participate in competition, i.e. games or scrimmages. Furthermore, an ineligible NHS/NMS student-athlete may travel and sit on the "bench" with the team, yet they may not dress for home or away events.

An academic grade check calendar will be determined annually, mirroring the example below:

Grade Check Type	*Warning Week Date*	*Grade Check Date*	*Ineligible Phase*	*Return Date (School Year)*
Fall Previous Academic Record	N/A	1st/2nd week in August	60 days or until credits are recovered	60 scheduled school days from 1st day of tryouts
Fall Current Academic Record	1st MP end date	1st/2nd week in November	One week and/or until grades meet the standard	One week (M- Sun) and/or until grades meet the standard
Winter Previous Academic Record Tryouts	N/A	Head Coach Review (Athletic Office)	60 days or until credits are recovered	60 scheduled school days from final grade submission
Winter Previous Academic Record	1st Semester End Date	3rd/4th week in January (W, TH, or F)	60 days or until credits are recovered	60 scheduled school days from final grade submission
Spring Previous Academic Record Tryout	N/A	Spring Tryout Week (M, T, or W)	60 days or until credits are recovered	60 scheduled school days from 1st semester end date
Spring Current Academic Record Testing Week	1st/2nd week in April	1st/2nd week in April (M, T, or W)	One week and/or until grades meet the standard	One week and/or until grades meet the standard

11. **Academic Eligibility- Middle School**

Novi/MHSAA academic eligibility is based upon the following:

- **PREVIOUS ACADEMIC CREDIT RECORD (MHSAA)**
  No student shall compete in any junior high/middle school interscholastic scrimmage or contest during the current semester who does not have in the official records of the school represented for the last semester credit in at least 50 percent (3 out of 6 classes) of the total periods of work carried.

- **CURRENT ACADEMIC CREDIT RECORD (MHSAA)**
  Academic eligibility checks of not more than 10 weeks are required. If, when checked, a student is not passing at least 50 percent (3 out of 6 classes) of a full class load for a regularly

DRAFT

enrolled full-time student, that student is ineligible for interscholastic scrimmages and contests until the next check but not less than for the next Monday through Sunday. If the next eligibility check reveals the student is still not passing at least 50 percent (3 out of 6 classes) of a full class load of a regularly enrolled full-time student, that student is ineligible for interscholastic scrimmages and contests for not less than the next Monday through Sunday, and so on until the student is passing 50 percent of the credit hours from the start of the semester or trimester through the most recent eligibility check.

An ineligible athlete, in coordination with the MHSAA, is defined as an athlete that may continue to practice with the team: however, they may not participate in competition, i.e. games or scrimmages. Furthermore, an ineligible NHS/NMS student-athlete may travel and sit on the "bench" with the team, yet they may not dress for home or away events.

An academic grade check calendar will be determined annually, mirroring the example below:

Grade Check Type	*Warning Week Date*	*Grade Check Date*	*Ineligible Phase*	*Return Date (School Year)*
Fall Previous Academic Record	N/A	1st/2nd week in August	60 days or until credits are recovered	60 scheduled school days from 1st day of tryouts
Fall Current Academic Record	1st MP end date	1st/2nd week in November	One week and/or until grades meet the standard	One week (M- Sun) and/or until grades meet the standard
Winter Previous Academic Record Tryouts	N/A	Head Coach Review (Athletic Office)	60 days or until credits are recovered	60 scheduled school days from final grade submission
Winter Previous Academic Record	1st Semester End Date	3rd/4th week in January (W, TH, or F)	60 days or until credits are recovered	60 scheduled school days from final grade submission
Spring Previous Academic Record Tryout	N/A	Spring Tryout Week (M, T, or W)	60 days or until credits are recovered	60 scheduled school days from 1st semester end date

12. **MHSAA Sanctioned Sports/Club Sports**

Regardless of the designation, if a sport or club works under the umbrella of Novi High School or Middle School, they will be expected to abide by the Athletic Code of Conduct and expectations.

DRAFT

13. **Athletic Code of Conduct**

24/7/365 - Novi Athletes are athletes 24 hours, 7 days per week, 365 days per year

a. Hazing/Bullying/Intimidation

- We take a zero tolerance approach regarding any behavior that involves hazing, bullying, and intimidation.
    - 1st offense: After confirmation of involvement, the student/team may be immediately suspended from all athletic activity. The Athletic Director, based on the nature and severity of the violation and in consultation with Novi HS administration, will make a final decision regarding the length of suspension. This could range from 1 game to 25%, 50%, or 100% of the current season.
    - 2nd offense: Any subsequent violation may result in the student- athlete/team being suspended from all future Novi athletic participation.

b. Responsible Technology Use

- It is expected that athletes will utilize technology responsibly. No threats, trash-talking, and/or inappropriate posts will be tolerated. Any misuse, including but not limited to SnapChat, Instagram, Twitter/X, Facebook, or any other social media platform, will result in formal discipline.
    - 1st offense: The Athletic Director, based on the nature and severity of the violation and in consultation with Novi HS administration, may make a final decision regarding the length of suspension. This could range from .5 game, 1 game to 25%, 50%, or 100% of the current season.
    - 2nd offense: Any subsequent violation may result in progressive discipline including up to a full season suspension and possibly all future Novi athletic participation.

c. School Attendance

- Athletes are expected to be in school the entire day in order to participate in contests and practices
- Random attendance checks will be completed throughout the Fall, Winter, and Spring seasons.
- Exceptions to this rule and special arrangements for absences must be approved in advance or ASAP by the building administration (i.e. funerals, prearranged dental and doctor appointments, college visits, emergency situations).
    - 1st Offense: No participation in that day's practice/competition
    - 2nd Offense: No participation in that day's practice/competition
    - 3rd Offense: Current day and (plus 1) may apply

DRAFT

d. Practice Attendance

- Athletes must attend practices and games, except when receiving prior approval of the Head Coach.
    - 1st Offense (unexcused): Full game/day suspension
    - 2nd Offense (unexcused): Removal from the team

e. Multiple Sports same Season

- Athletes may participate in more than one sport per season, subject to the following:
    - Both head coaches, parents, and Athletic Director are in agreement with completion of dual-sport contract (link).
    - An athlete must declare, prior to participating in the second sport, a primary sport.
    - The athlete must attend all practices and contests of the primary sport before being allowed to participate in the secondary sport unless the coach of the primary sport gives approval.
    - Contests for the secondary sport may take priority over practices of the primary sport upon approval by both Head Coaches.

f. Quitting a Sport

- Unless mutually agreed upon by both team's head coaches, athlete, and administration, a student who quits a sport may not be able to be involved in any other sport or sport training for the remainder of that season.

g. Dress Code

- Athletes are expected to follow the dress code policy at all times. There may be times when athletes are asked to dress in common attire (e.g. jerseys, dress-up, etc.). They must oblige. Any athlete not participating in an event, due to injury/ineligibility, must wear the team's warm-up or jersey, etc. No jeans are allowed on the sidelines. If an athlete does not have access to any of the attire above, please see the Athletic Director for support.
    - 1st Offense: No participation in that day's competition
    - 2nd Offense: No participation in that day's competition
    - 3rd Offense: Current day and (plus 1) may apply

h. Out of School Suspension - Minor (5 days or less)

- In Season
    - 1st Offense: Minimum of one game date/suspension

DRAFT

- 2nd Offense: Removal from team

- Out of Season
  - 1st Offense: Minimum of one future game date/suspension
  - 2nd Offense: Minimum of two future game date/suspension

i. Out of School Suspension- Major (more than 5 days)

- In Season
  - 1st Offense: Ineligible for 25% of current season
  - 2nd Offense: Removal from team
- Out of Season
  - 1st Offense: Ineligible for 25% of upcoming season
  - 2nd Offense: Not eligible for upcoming season

j. In School Suspension

- In-Season Only
  - 1st Offense: ½ game suspension
  - 2nd Offense: Full game/day suspension
  - 3rd Offense: Removal from Team

k. Drugs, Alcohol, and Tobacco Policy (Includes E-cigarettes, Vaporizers & E-Hooka)

- Novi athletes shall not use, possess, buy, sell, or give away any illicit substance, including but not limited to, illegal drugs, inhalants, alcohol, tobacco/nicotine products (Ex: e-cigarettes, vapes, & e-hooka), steroids, paraphernalia, pills, and medication (unless prescribed).
- Violation
  - 1st Offense: The athlete will be suspended for 25% of their current or upcoming season.
  - 2nd Offense: The athlete will be suspended for 50% of their current and/or upcoming season. If the remainder of the season is less than 50%, the violation will carry over into their next season of participation. The upcoming season will be determined based on prior-sport participation. In addition, the student athlete must complete a school-approved drug and alcohol program through completion. Failure to do so will result in a full season calendar year suspension.
  - 3rd Offense: The athlete will be suspended from all future Novi athletic participation.

- Self/Parent Reporting Violation
  - 1st Offense: If an athlete or parent approaches a school official to seek help for a "Problem" with the use or abuse of an illicit substance, the following procedure will be utilized: (A) The athlete must agree to participate in a school approved drug and

DRAFT

alcohol program through completion. Upon completion of the program or evidence of progress, the student-athlete will be allowed to return to full participation. ***This exception is in place to assist a student who is struggling with the use and/or abuse of a substance. The Novi Community School District will work cooperatively with the student's parents, the student, the counselor and others to help them in the recovery process.

- 2nd Offense: The athlete will be suspended for 50% of their current and/or upcoming season. If the remainder of the season is less than 50%, the violation will carry over into their next season of participation. The upcoming season will be determined based on prior-sport participation. In addition, the student athlete must complete a school-approved Drug and Alcohol program through completion. Failure to do so will result in a full season calendar year suspension.
- 3rd Offense: The athlete will be suspended from all future Novi athletic participation.

l. Law Violations

- 1st offense: After confirmation of involvement in larceny, assault, vandalism or other inappropriate behavior unbecoming of an athlete, the student will be immediately suspended from all athletic activity. The Athletic Director, based on the nature and severity of the violation and in consultation with law enforcement officials, will make a final decision regarding the length of suspension. (The 25%, 50%, 100% determination will be followed)
- 2nd offense: Any subsequent violation may result in the athlete being suspended from all future Novi athletic participation.

m. Other Inappropriate Behaviors

- Understanding that this code cannot exhaust all possible behavioral infractions, please note that appropriate discipline may be administered as needed to maintain the high standards for student behavior expected for Novi athletes. While the nature and severity of such violations could vary significantly, the athletic department is committed to fairness and consistency in the application of discipline.

14. Carry Over Policy

- If an athlete receives discipline in a current season and cannot carry-out the full suspension, the suspension will carry-over into the athlete's next season. This does carry-over from year to year.

15. Appeal Process

DRAFT

- The consequences and/or disciplinary action that an athlete is subject to, under the guidelines of the Athletic Code of Conduct, may or may not be appealed. The decision to grant the request for an appeal is at the discretion of the Athletic Director.
    - The athlete or parent/guardians must initiate appeals of disciplinary actions. Appeals shall be directed to the Athletic Director.
    - A request for an appeal must be made within 3 days of the date of disciplinary action taken. The appeal must be made in writing clearly stating the concern and an explanation of the events.
    - The Athletic Review Committee will review the appeal
    - The committee shall consist of: HS Principal/Designee, Athletic Director, and a minimum of three Novi coaches
    - The student/parent will be notified in writing the results of the appeal
    - The committee's action is final

14. **Individual Team Rules and Regulations**

Each team is allowed their own specific team rules. The rules may increase expectations, but may not lower expectations from our current Athletic Code of Conduct.

15. **Transportation Policy**

The Novi Community School District provides two-way transportation. When transportation is not provided, it is the responsibility of the parent/guardian to either provide or arrange transportation for their child. When two-way transportation is provided, athletes must travel to and from the game on the team bus unless the head coach or Athletic Director grants prior approval. Requests should be made in writing (via email) 24 hours prior to the trip.

16. **Publication of Students Names/Images**

The Novi Community School District/Athletic Department is proud to highlight the accomplishments, daily work, and achievements of our students in various internal and external publications. Sharing athletic news benefits the students, staff, school, district and community immensely. As a result, your child's name and/or picture may appear in various publications including newspapers, websites, calendars, twitter/x, instagram, etc. If you request exclusion, please notify the Athletic office as soon as possible.

17. **Equipment Responsibility**

Athletes are responsible for the use and care of assigned equipment. Equipment must be turned in before any awards can be presented. If an athlete has outstanding equipment, he/she will not be allowed to participate in another sport and will be held financially responsible for any lost or

DRAFT

damaged equipment. Failure to pay any overdue fines may result in the student not being able to receive their diploma.

18. **Health and Safety/Trainer Expectations (Primarily at Novi HS)**

Head Trainer:

- Contact Information (click here)

Injury/Illness

- In the event an athlete is removed from athletic participation due to injury or illness, the athlete must be evaluated and returned (full, as tolerated, or limited) by the covering athletic trainer. If there is no Athletic Trainer on-site, good judgment must be used by the coach, athlete, parent, or a combination.

Return to Participation

- If an athlete seeks medical treatment or is directed to be evaluated by a Doctor (MD or DO), Physicians Assistant (PA), or Nurse Practitioner (NP), the athlete must have written clearance on a script pad, office letter head, or Novi School District Return-to-Participate form in order to return to participation. Clearance can be emailed or dropped off to the Novi Athletic Office. Athletic Administration and staff hold the right to withhold any athlete from participation for precautionary reasons.

Concussion

- If an athlete is withheld from competition due to a suspected concussion, he or she may not return at all on that day and only on a subsequent day with the clearance of an **MD, DO, PA or NP**. The Concussion Return –to-Participate form can be downloaded via our Athletic website or received from the Athletic Director or Trainers Office.
    - In addition to the MD, DO, PA or NP clearance, athletes may be required to follow the 5-step progression detailed below. If there is any additional reason for concern, the athlete will need to be re-evaluated by the MD/DO/PA/NP.
        - Step 1: Light Exercise (5 min walk or Bike, no weight training)
        - Step 2: Running with no equipment (15-30 Minutes)
        - Step 3: Non-contact training drills, full equipment
        - Step 4: Full practice, contact, or training
        - Step 5: Full game play

DRAFT

Communicable Diseases

- In the event an athlete is suspected of a communicable disease, the athlete will be removed from person to person and/or person to equipment contact. Medical treatment and clearance is required by an MD or DO. Written clearance must be on NF/MHSAA Communicable Disease-Physician Evaluation and returned to the Novi Athletic Trainer.

Heat Illness

- In the event an athlete is suspected of heat illness, they will be removed from all activity. In addition, they must be evaluated by the NCSD Athletic Trainer, Coach, and/or Doctor. The athlete must pass a specific gravity test before returning to play.

19. **Medical Expenses and Insurance Program**

The Novi Community School District does NOT assume responsibility relative to medical expenses. Athletic participation is voluntary, and the athlete and his/her parent/guardian participate with the knowledge that athletic training and competition, though rare, involve the risk of minor to major injury, catastrophic injury, and even death. The school district does NOT provide insurance, hospitalization, nor ambulance service coverage for its athletes. This is the sole responsibility of the parent(s)/guardians.
All injuries must be reported immediately by the athlete to the coach and subsequently to the athletic trainer, and when injuries are serious in nature, to the athletic director.

DRAFT

20. **Athletic Awards - High School**

Award	**Type**	**Qualifications**
Freshman Award	Certificate	Athlete successfully finished a season on a sport's Freshman Team in good standing.
JV Award	Certificate	Athlete successfully finished a season on a sport's Junior Varsity Team in good standing.
Varsity Award*	Certificate	Athlete successfully finished a season on a sport's Varsity Team in good standing.
Varsity Letter*	Patch	Athlete successfully finished their FIRST season on a sport's Varsity Team in good standing. (one time recipient)
Special Awards:* Commitment Discipline Grit Respect Teamwork Trust	Certificate and medal	Per Head Coach's discretion at the end of the season.
KLAA Scholar Athlete Award*	Certificate	Athlete finished the season with a cumulative weighted GPA of 3.25 or higher.
KLAA Scholar Athlete Patch*	Patch	Received with athlete's FIRST time earning the Scholar Athlete award.
KLAA All Conference*	Certificate	Athlete earned All Conference 1st, 2nd, 3rd team, or an Honorable Mention.
KLAA All Conference*	Medal	Determined at the end of the season KLAA sport meetings.
KLAA Three-Sport Athlete*	Patch	Athlete must participate in at least three school-sponsored sports in one academic school year, finish the sports in good standing, and must earn a Varsity letter in at least one of those sports. The athlete is not required to earn a Varsity letter in all three sports. The student must be academically eligible for the entire sports season.

*Indicates Varsity-only award

DRAFT

21. **Varsity Letter Requirements**

- The Varsity Letter award is a six-inch Novi Block N. An athlete will only receive one Varsity letter, upon approval of their Varsity Head Coach.
    - Varsity Letter requirements:
        - **Cut Sports** (Baseball, Basketball, Bowling, Competitive Cheer, Golf, Hockey, Lacrosse, Pom Pon, Soccer, Softball, Tennis, Volleyball)
            - An athlete must attend practices, competitions and complete the season in good standing. If injured during the season, the athlete must continue to support the team.

        - **Non-Cut Sports** (Cross Country, Football, Downhill Ski, Swim & Dive, Track & Field, Wrestling)*
          *Subject to become a cut sport based on participation numbers.
            - An athlete must attend practices, competitions, and complete the season in good standing. If injured during the season, the athlete must continue to support the team.
            - Individual sport expectations for earning a Varsity letter will be communicated by the sport's Head Coach prior to each season.

- Varsity Jackets - Varsity jackets may be purchased and worn only by Varsity Letter winners.

22. **Ticket Prices**

High School Admission-visit the NCSD Athletics Website for specific details regarding our admission fees

- GoFan/Cashless entry, ages K – 62 required to purchase tickets
- No cash accepted.
- Tickets may be purchased online via the Novi GoFan Webpage (includes phone compatibility)- click here or copy and paste the following link into your web browser, https://gofan.co/app/school/MI10044.
- Credit card payments are accepted onsite at the ticket booth.
- Photos or screenshots of tickets will not be accepted.
- There is a no refund policy.

DRAFT

23. **Novi High Sport Offerings**

Varsity Sport **Pay to Participate: Yes** **Varsity Letter: Yes**	**Varsity Sport** **(Partial Funding,** **20% "facility fee")** **Pay to Participate: $0** **Varsity Letter: Yes**
<u>Fall</u> Cheerleading- Sideline Cross- Country (Boys) Cross-Country (Girls) Field Hockey Football Golf (Girls) Pom- Sideline Soccer (Boys) Swim (Girls) Tennis (Boys) Volleyball (Girls)	<u>Fall</u> *Equestrian (no pay of facility fee)
<u>Winter</u> Basketball (Boys) Basketball (Girls) Bowling (Boys) Bowling (Girls) Competitive Cheer Pom- Competitive Swim (Boys) Wrestling	<u>Winter</u> Gymnastics Hockey Figure Skating Ski Snowboard Cross
<u>Spring</u> Baseball Golf (Boys) Lacrosse (Boys) Lacrosse (Girls) Soccer (Girls) Softball Tennis (Girls) Track and Field (Boys) Track and Field (Girls) Volleyball (Boys)	

**All sports listed above, based on student involvement, may have Freshman and JV team offerings.*

DRAFT

24. **NMS & NHS Head Coach Contact Information (**click here**)**

25. **Appendix**

    MHSAA Physical (click here)

DRAFT

Non-Competitive Clubs Handbook



Wildcats Fight Song

We're going to fight for you NOVI
Hail to your might
Fight all you Wildcats
Wave your green and white to all the world
We're gonna fight for a victory
And conquer the foe
FIGHT, FIGHT, FIGHT for NOVI
We're proud of you!

DRAFT

Table of Contents

1. **M**ission
2. **V**ision
3. **P**urpose
4. Parent Expectations
5. Parent/Coach Communication
6. Novi Eligibility
7. Club Code of Conduct
    a. Hazing/Bullying/Intimidation
    b. Responsible Technology Use
    c. School Attendance
    d. Dress Code
    e. Drugs, Alcohol, and Tobacco Policy
    f. Law Violations
    g. Other Inappropriate Behavior
    h. Appeal Process
8. Individual Club Rules and Regulations
9. Transportation Policy
10. Publication of Students Names/Images
11. Equipment Responsibility
12. Health and Safety- Athletic Trainer Expectations

DRAFT

1. **Mission**

   Novi Clubs and Activities strive to provide dynamic and inclusive offerings of extracurricular experiences that students are passionate about. We are dedicated to providing an experience that promotes leadership, intellectual growth, and skill development all while ensuring a sense of belonging in Novi Schools.

2. **Vision**

   In Novi Clubs and Activities, we envision a cohesive and interconnected community that spans the entire K-12 spectrum, fostering a culture of commitment, discipline, and trust. Our vision is to align and synchronize activities across the district, creating a seamless journey for students from kindergarten through twelfth grade, where each stage builds upon the other to cultivate well-rounded Wildcats.

3. **Purpose**

   As we envision the future of Novi Clubs and Activities, we see a district where every student, regardless of age or background, has access to a rich tapestry of activities that inspire a lifelong love for learning and engagement. Together, we strive to unlock the potential within each student, creating a unified, district-wide culture that celebrates diversity, fosters excellence, and prepares individuals for success in the ever-evolving landscape of the future.

4. **Parent Expectations**

   - Share in your child's positive extracurricular experience
   - Have your child at meetings and events
   - Support your child at events
   - Cheer positively
   - Allow the coach to coach and the sponsor to sponsor
   - Let the officials officiate, judges judge, and performers perform
   - Compliment your child
   - Communicate with the coach or sponsor
   - Positively promote Novi Clubs and Activities within our community

DRAFT

5. Parent/Sponsor Communication

- Communication parents should expect from sponsors
  - Sponsor's and club's philosophy
  - Individual and club expectations
  - Locations and times of all meetings and events
  - Club requirements, i.e., meetings, special equipment, travel expectations
  - Any discipline that may result in the denial of your child's participation

- Communication sponsors can expect from parents
  - Concerns expressed directly to the sponsor
  - Notification of schedule conflicts well in advance
  - Support for the program and attributes of dedication, commitment, and responsibility as ingredients for success and excellence
  - Encourage your child to excel
- Appropriate concerns to discuss with sponsor
  - The treatment of your child, mentally and physically
  - Ways to help your child improve and develop
  - Concerns about your child's behavior
- Protocol for resolving issues in an extracurricular activity
  - Step One: Student and Sponsor Meeting
  - Step Two: Student, Sponsor, and Parent Meeting
  - Step Three:Student, Sponsor, Parent and Dean of Activities
  - Step Four:Student, Sponsor, Parent, Dean of Activities, and Principal
  - Step Five:Student, Sponsor, Parent, Dean of Activities, Principal, and Superintendent

6. Novi Eligibility

All Novi students are eligible to participate in our Clubs, subject to specific rules and regulations established by national, state, league, school district, and local organization requirements.

DRAFT

7. Club Student Code of Conduct

24/7/365Novi club students are students 24 hours, 7 days per week, 365 days per year

a. Hazing/Bullying/Intimidation

- We take a zero tolerance approach regarding any behavior that involves hazing, bullying, and intimidation.
    - 1st offense: After confirmation of involvement, the student/club may be immediately suspended from all club activity. The Dean of Activities (or designee)s, based on the nature and severity of the violation and in consultation with Novi administration, will make a final decision regarding the length of suspension. This could range from 1 meeting/event to 25%, 50%, or 100% of the current school year.
    - 2nd offense: Any subsequent violation may result in the student/club being suspended from all future Novi club participation.

b. Responsible Technology Use

- It is expected that students will utilize technology responsibly. No threats, trash-talking, and/or inappropriate posts will be tolerated. Any misuse, including but not limited to SnapChat, Instagram, Twitter/X, Facebook, or any other social media platform, will result in formal discipline.
    - 1st offense: The Dean of Activities (or designee), based on the nature and severity of the violation and in consultation with Novi administration, may make a final decision regarding the length of suspension.
    - 2nd offense: Any subsequent violation may result in progressive discipline including up to a full year suspension and possibly all future Novi club participation.

c. School Attendance

- Students are expected to be in school the entire day in order to participate in contests and meetings.
- Random attendance checks will be completed throughout the year.
- Exceptions to this rule and special arrangements for absences must be approved in advance or ASAP by the building administration (i.e., Funerals, prearranged dental and doctor appointments, college visits, emergency situations)

DRAFT

d. Dress Code

- Students are expected to follow the dress code policy at all times. There may be times when students are asked to dress in common attire (i.e., uniforms, dress-up, etc.). They must comply. If a student does not have access to any of the attire above, please see the Dean of Activities (or designee) for support.

e. Drugs, Alcohol, and Tobacco Policy (Includes e-cigarettes, vaporizers & e-hooka)

- Novi club students shall not use, possess, buy, sell or give away any illicit substance, including but not limited to, illegal drugs, inhalants, alcohol, tobacco/nicotine products (Ex: e-cigarettes, vapes, & e-hooka), steroids, paraphernalia, pills, medication (unless prescribed).

- Violation
    - 1st Offense: The club student will be suspended for 25% of their current or upcoming season.
    - 2nd Offense: The club student will be suspended for 50% of their current and/or upcoming season. If the remainder of the season is less than 50%, the violation will carry over into their next season of participation. The upcoming season will be determined based on prior-sport participation. In addition, the club student must complete a school-approved Drug and Alcohol program through completion. Failure to do so will result in a full season calendar year suspension.
    - 3rd Offense: The club student will be suspended from all future Novi club participation.

- Self/Parent Reporting Violation
    - 1st Offense: If a club student or parent approaches a school official to seek help for a "Problem" with the use or abuse of an illicit substance, the following procedure will be utilized: (A) The student must agree to participate in a school approved Drug and Alcohol program through completion. Upon completion of the program or evidence of progress, the club student will be allowed to return to full participation. ***This exception is in place to assist a student who is struggling with the use and/or abuse of a substance. The Novi Community School District will work cooperatively with the student's parents, the student, the counselor and others to help them in the recovery process.

DRAFT

- 2nd Offense: The club student will be suspended for 50% of their current and/or upcoming season. If the remainder of the season is less than 50%, the violation will carry over into their next season of participation. The upcoming season will be determined based on prior-sport participation. In addition, the club student must complete a school-approved Drug and Alcohol program through completion. Failure to do so will result in a full season calendar year suspension.
- 3rd Offense: The club student will be suspended from all future Novi club participation.

f. Law Violations

- 1st offense: After confirmation of involvement in larceny, assault, vandalism or other inappropriate behavior unbecoming of a club student, the student will be immediately suspended from all club activity. The Dean of Activities (or designee), based on the nature and severity of the violation and in consultation with law enforcement officials, will make a final decision regarding the length of suspension. (The 25%, 50%, 100% determination will be followed)

- 2nd offense: Any subsequent violation may result in the student being suspended from all future Novi club participation.

g. Other Inappropriate Behaviors: Understanding that this code cannot exhaust all possible behavioral infractions, please note that appropriate discipline may be administered as needed to maintain the high standards for student behavior expected for Novi club students. While the nature and severity of such violations could vary significantly, the athletic and activities department is committed to fairness and consistency in the application of discipline.

h. Appeal Process

- The consequences and/or disciplinary action that a student is subject to, under the guidelines of the Club Code of Conduct, may or may not be appealed. The decision to grant the request for an appeal is at the discretion of the Dean of Activities (or designee).
  - The club student or parent/guardians must initiate appeals of disciplinary actions. Appeals shall be directed to the Dean of Activities (or designee).

DRAFT

- A request for an appeal must be made within 3 days of the date of disciplinary action taken. The appeal must be made in writing clearly stating the concern and an explanation of the events.
- The Club Review Committee will review the appeal
- The committee shall consist of: Principal/Designee, Dean of Activities (or designee), and a minimum of three Novi club Sponsors
- The student/parent will be notified in writing the results of the appeal
- The committee's action is final

8. Individual Club Rules and Regulations

Each club is allowed their own specific club rules. The rules may increase expectations, but may not lower expectations from our current Club Code of Conduct.

9. Transportation Policy

The Novi Community School District may provide two-way transportation. When transportation is not provided, it is the responsibility of the parent/guardian to either provide or arrange transportation for their child. When two-way transportation is provided, students must travel to and from the event on the club bus unless the Sponsor or Dean of Activities (or designee) grants prior approval. Requests should be made in writing (via email) 24 hours prior to the trip.

10. Publication of Students' Names/Images

The Novi Community School District/Athletic & Activity Department is proud to highlight the accomplishments, daily work, and achievements of our students in various internal and external publications. Sharing club news benefits the students, staff, school, district and community immensely. As a result, your student's name and/or picture may appear in various publications including newspapers, websites, calendars, Twitter/X, Instagram, etc. If you request exclusion, please notify the Athletic & Activity office as soon as possible.

11. Equipment Responsibility

Club students are responsible for the use and care of assigned equipment. Equipment must be turned in before any awards can be presented. If a club student has outstanding equipment, he/she will not be allowed to participate in another club and will be held

DRAFT

financially responsible for any lost or damaged equipment. Failure to pay any overdue fines will result in the student not being able to receive their diploma.

12. Health and Safety/Trainer Expectations (Primarily at Novi HS)

- Injury/Illness
  - In the event a club student is removed from club participation due to injury or illness, the student must be evaluated and returned (full, as tolerated, or limited) by the covering athletic trainer. If there is no Athletic Trainer on-site, good judgment must be used by the sponsor, coach, student, parent, or a combination.

- Return to Participation
  - If an club student seeks medical treatment or is directed to be evaluated by a Doctor (MD or DO), Physicians Assistant (PA), or Nurse Practitioner (NP), the club student must have written clearance on a script pad, office letterhead, or Novi School District Return to Participate form in order to return to participation. Clearance can be faxed (248-449-1529) or emailed to the Novi Athletic Office. Athletic & Activity Administration and staff hold the right to withhold any club student from participation for precautionary reasons.

- Concussion
  - If a student is withheld from competition or event due to a suspected concussion, he or she may not return at all on that day and only on a subsequent day with the clearance of an **MD, DO, PA or NP**. The Concussion Return to Participate form can be downloaded via our Athletic website or received from the Athletic Director or Trainers Office.
    a. In addition to the MD, DO, PA or NP clearance, students may be required to follow the 5-step progression detailed below. If there is any additional reason for concern, the student will need to be re-evaluated by the MD/DO/PA/NP.
       - Step 1: Light Exercise (5 min walk or Bike, no weight training)
       - Step 2: Running with no equipment (15-30 Minutes)
       - Step 3: Non-contact training drills, full equipment
       - Step 4: Full practice, contact, or training
       - Step 5: Full game play

DRAFT

- Communicable Diseases
    a. In the event a club student is suspected of a communicable disease, the club student will be removed from person to person and/or person to equipment contact. Medical treatment and clearance is required by an MD or DO. Written clearance must be on NF/MHSAA Communicable Disease-Physician Evaluation and returned to the Novi Athletic Trainer.

- Heat Illness
    a. In the event a student is suspected of heat illness, they will be removed from all activity. In addition, they must be evaluated by the NCSD Athletic Trainer, coach, and/or doctor. The club student must pass a specific gravity test before returning to play

DRAFT

Competitive Clubs Handbook

Wildcats Fight Song

We're going to fight for you NOVI
Hail to your might
Fight all you Wildcats
Wave your green and white to all the world
We're gonna fight for a victory
And conquer the foe
FIGHT, FIGHT, FIGHT for NOVI
We're proud of you!

DRAFT

Table of Contents

1. **M**ission
2. **V**ision
3. **P**urpose
4. Parent Expectations
5. Parent/Sponsor Communication
6. Novi Eligibility
7. Academic Eligibility- High School
8. Academic Eligibility- Middle School
9. Competitive Club Code of Conduct
    a. Hazing/Bullying/Intimidation
    b. Responsible Technology Use
    c. School Attendance
    d. Meeting Attendance
    e. Multiple Sports/Clubs
    f. Dress Code
    g. Out of School Suspension- Minor (5 days or less)
    h. Out of School Suspension- Major (more than 5 days)
    i. In School Suspension
    j. Drugs, Alcohol, and Tobacco Policy
    k. Law Violations
    l. Other Inappropriate Behavior
    m. Appeal Process
10. Individual Club Rules and Regulations
11. Transportation Policy
12. Publication of Students Names/Images
13. Equipment Responsibility
14. Health and Safety- Athletic Trainer Expectations
15. NCSD Programs Covered by this Handbook

DRAFT

1. **Mission**

   Novi Clubs and Activities strive to provide dynamic and inclusive offerings of extracurricular experiences that students are passionate about. We are dedicated to providing an experience that promotes leadership, intellectual growth, and skill development all while ensuring a sense of belonging in Novi Schools.

2. **Vision**

   In Novi Clubs and Activities, we envision a cohesive and interconnected community that spans the entire K-12 spectrum, fostering a culture of commitment, discipline, and trust. Our vision is to align and synchronize activities across the district, creating a seamless journey for students from kindergarten through twelfth grade, where each stage builds upon the other to cultivate well-rounded Wildcats.

3. **Purpose**

   As we envision the future of Novi Clubs and Activities, we see a district where every student, regardless of age or background, has access to a rich tapestry of activities that inspire a lifelong love for learning and engagement. Together, we strive to unlock the potential within each student, creating a unified, district-wide culture that celebrates diversity, fosters excellence, and prepares individuals for success in the ever-evolving landscape of the future.

4. **Parent Expectations**

- Share in your child's positive extracurricular experience.
- Have your child at meetings and events.
- Support your child at events.
- Cheer positively.
- Allow the coach to coach and the sponsor to sponsor.
- Let the officials officiate, judges judge, and performers perform.
- Compliment your child.
- Communicate with the coach or sponsor.
- Positively promote Novi Clubs and Activities within our community.

DRAFT

5. **Parent/Sponsor Communication**

Communication parents should expect from coaches or sponsors

- Coach/Sponsor's and club's philosophy
- Individual and club expectations
- Locations and times of all meetings and events
- Club requirements, ie. meetings, special equipment, travel expectations
- Any discipline that may result in the denial of your child's participation

Communication sponsors can expect from parents

- Concerns expressed directly to the sponsor
- Notification of schedule conflicts well in advance
- Support for the program and attributes of dedication, commitment, and responsibility as ingredients for success and excellence
- Encourage your child to excel

Appropriate concerns to discuss with sponsor

- The treatment of your child, mentally and physically
- Ways to help your child improve and develop
- Concerns about your child's behavior

Issue not appropriate to discuss with sponsor

- Lack of participation time, however how to earn more participation time is acceptable
- Other students

Protocol for resolving issues in an extracurricular activity

- Step One: Student and Sponsor Meeting
- Step Two: Student, Sponsor, and Parent Meeting
- Step Three:Student, Sponsor, Parent and Dean of Activities
- Step Four: Student, Sponsor, Parent, Dean of Activities, and Principal
- Step Five: Student, Sponsor, Parent, Dean of Activities, Principal, and Superintendent

6. **Novi Eligibility**

All Novi students are eligible to participate in our Competitive Clubs, subject to specific rules and regulations established by national, state, league, school district, and local organization requirements.

7. **Academic Eligibility- High School**

DRAFT

Novi academic eligibility is based upon the following:

PREVIOUS ACADEMIC CREDIT RECORD

At least 66 percent (4 out of 6 classes) of full credit load potential for a full-time student for the last semester during which he or she shall have been enrolled in grades 9 to 12, inclusive. A student entering the 9th grade for the first time may compete without reference to his/her record in the 8th grade. Period of ineligibility under this rule (60 scheduled school days). (Return Dates: Dec 4 & May 2)

CURRENT ACADEMIC CREDIT RECORD

Academic eligibility checks of not more than 10 weeks (semesters) are required. If a student is not passing at least 66 percent (4 out of 6 classes) of full credit load potential for a full-time student when checked, that student is ineligible for contests or events until the next check but not less than for the next Monday through Sunday. If the next eligibility check reveals the student is still not passing at least 66 percent of full credit load potential for a full-time student, that student is ineligible for contests or events for not less than the next Monday through Sunday, and so on until the student is passing 66 percent (4 out of 6 classes) of full-credit load potential for a full-time student in courses enrolled in from the start of the current semester or trimester through the most recent eligibility check.

An ineligible student is defined as a student that may continue to participate with the club: however, they may not participate in competition, i.e., games or events. Furthermore, an

ineligible NHS/NMS student may travel and sit on the "bench" with the club, yet they may not participate in home or away events.

An academic grade check calendar will be determined annually, mirroring the example below:

Grade Check Type	*Warning Week Date*	*Grade Check Date*	*Ineligible Phase*	*Return Date (School Year)*
Fall Previous Academic Record	N/A	1st/2nd week in August	60 days or until credits are recovered	60 scheduled school days from 1st day of tryouts
Fall Current Academic Record	1st MP end date	1st/2nd week in November	One week and/or until grades meet the standard	One week (M- Sun) and/or until grades meet the standard
Winter Previous Academic Record Tryouts	N/A	Head Coach/Sponsor Review (Athletic Office)	60 days or until credits are recovered	60 scheduled school days from final grade submission
Winter Previous Academic Record	1st Semester End Date	3rd/4th week in January (W, TH, or F)	60 days or until credits are recovered	60 scheduled school days from final grade submission
Spring Previous Academic Record Tryout	N/A	1st/2nd week in March	60 days or until credits are recovered	60 scheduled school days from 1st semester end date
Spring Current Academic Record Testing Week	1st/2nd week in April	1st/2nd week in April (M, T, or W)	One week and/or until grades meet the standard	One week and/or until grades meet the standard

8. **Academic Eligibility- Middle School**

Novi academic eligibility is based upon the following:

DRAFT

NOVI
CLUBS & ACTIVITIES

PREVIOUS ACADEMIC CREDIT RECORD

No student shall compete in any junior high/middle school interscholastic scrimmage or contest during the current semester who does not have in the official records of the school represented for the last semester credit in at least 50 percent (3 out of 6 classes) of the total periods of work carried. (Return Dates: 2nd Semester)

CURRENT ACADEMIC CREDIT RECORD

Academic eligibility checks of not more than 10 weeks are required. If, when checked, a student is not passing at least 50 percent (3 out of 6 classes) of a full class load for a regularly enrolled full-time student, that student is ineligible for contests or events until the next check but not less than for the next Monday through Sunday. If the next eligibility check reveals the student is still not passing at least 50 percent (3 out of 6 classes) of a full class load of a regularly enrolled full-time student, that student is ineligible for contests or events for not less than the next Monday through Sunday, and so on until the student is passing 50 percent of the credit hours from the start of the semester or trimester through the most recent eligibility check.

DRAFT

An ineligible student is defined as a student who may continue to participate with the club; however, they may not participate in competition, i.e., games or events. Furthermore, an ineligible NHS/NMS student may travel and sit on the "bench" with the club, yet they may not participate in home or away events.

An academic grade check calendar will be determined annually, mirroring the example below:

Grade Check Type	*Warning Week Date*	*Grade Check Date*	*Ineligible Phase*	*Return Date (School Year)*
Fall Previous Academic Record	N/A	1st/2nd week in August	60 days or until credits are recovered	60 scheduled school days from 1st day of tryouts
Fall Current Academic Record	1st MP end date	1st/2nd week in November	One week and/or until grades meet the standard	One week (M- Sun) and/or until grades meet the standard
Winter Previous Academic Record Tryouts	N/A	Head Coach Review (Athletic Office)	60 days or until credits are recovered	60 scheduled school days from final grade submission
Winter Previous Academic Record	1st Semester End Date	3rd/4th week in January (W, TH, or F)	60 days or until credits are recovered	60 scheduled school days from final grade submission
Spring Previous Academic Record Tryout	N/A	1st/2nd week in March (M, T, or W)	60 days or until credits are recovered	60 scheduled school days from 1st semester end date

9. **Competitive Club Student Code of Conduct**

24/7/365 Novi Competitive Club Students are students 24 hours, 7 days per week, 365 days per year

Hazing/Bullying/Intimidation

- We take a zero tolerance approach regarding any behavior that involves hazing, bullying, and intimidation

DRAFT

- 1st offense: After confirmation of involvement, the student/club may be immediately suspended from all club activity. The Dean of Activities (or designee), based on the nature and severity of the violation and in consultation with Novi administration, will make a final decision regarding the length of suspension. This could range from 1 game/event to 25%, 50%, or 100% of the current season.
- 2nd offense: Any subsequent violation may result in the student being suspended from all future Novi club participation.

Responsible Technology Use

- It is expected that students will utilize technology responsibly. No threats, trash-talking, and/or inappropriate posts will be tolerated. Any misuse, including but not limited to SnapChat, Instagram, Twitter/X, Facebook, or any other social media platform, will result in formal discipline.
  - 1st offense: The Dean of Activities (or designee), based on the nature and severity of the violation and in consultation with Novi administration, may make a final decision regarding the length of suspension.
  - 2nd offense: Any subsequent violation may result in progressive discipline including up to a full year suspension and possibly all future Novi club participation.

School Attendance

- Students are expected to be in school the entire day in order to participate in contests and meetings.
- Random attendance checks will be completed throughout the year.
- Exceptions to this rule and special arrangements for absences must be approved in advance or ASAP by the building administration (i.e., Funerals, prearranged dental and doctor appointments, college visits, emergency situations)
  - 1st Offense: No participation in that day's meeting/competition
  - 2nd Offense: No participation in that day's meeting/competition
  - 3rd Offense: Current day and (plus 1) may apply

DRAFT

Meeting Attendance

- Students must attend meetings and events, except when receiving prior approval of the Sponsor.
    - 1st Offense (unexcused): Full meeting/event suspension
    - 2nd Offense (unexcused): Removal from the club

Multiple Clubs and Sports

- Students may participate in more than one club or sport, subject to the following:
    - Head coaches, sponsors, parents, Dean of Activities, and Athletic Director are in agreement with completion of Dual-Sport contract (link).
    - Students must declare, prior to participating in the second activity, a primary activity.
    - The student must attend all practices/meetings and contests/events of the primary activity before being allowed to participate in the secondary activity unless the coach/sponsor of the primary activity gives approval
    - Contests/events for the secondary activity may take priority over practices/meetings of the primary activity upon approval by both Head Coaches or Sponsors.

Dress Code

- Students are expected to follow the dress code policy at all times. There may be times when students are asked to dress in common attire (e.g., Uniforms, dress-up, etc.). They must comply. If a student does not have access to any of the attire above, please see the Dean of Activities (or designee) for support.
    - 1st Offense: No participation in that day's meeting/events
    - 2nd Offense: No participation in that day's meeting/events
    - 3rd Offense: Current day and (plus 1) may apply

Out of School Suspension- Minor (5 days or less)

- In Season
    - 1st Offense: Minimum of one event/suspension
    - 2nd Offense: Removal from Club

DRAFT

- Out of Season
    - 1st Offense: Minimum of one event/suspension
    - 2nd Offense: Minimum of two future game date/suspension

Out of School Suspension- Major (more than 5 days)

- In Season
    - 1st Offense: Ineligible for 25% of current season
    - 2nd Offense: Removal from club
- Out of Season
    - 1st Offense: Ineligible for 25% of upcoming season
    - 2nd Offense: Not eligible for upcoming season

In School Suspension

- In-Season Only
    - 1st Offense: ½ event suspension
    - 2nd Offense: Full event /day suspension
    - 3rd Offense: Removal from Club

Drugs, Alcohol, and Tobacco Policy (Includes e-cigarettes, vaporizers & e-hooka)

- Novi Competitive Club students shall not use, possess, buy, sell or give away any illicit substance, including but not limited to, illegal drugs, inhalants, alcohol, tobacco/nicotine products (Ex: e-cigarettes, vapes, & e-hooka), steroids, paraphernalia, pills, medication (unless prescribed).

- Violation
    - 1st Offense: The Competitive Club student will be suspended for 25% of their current or upcoming season.
    - 2nd Offense: The Competitive Club student will be suspended for 50% of their current and/or upcoming season. If the remainder of the season is less than 50%, the violation will carry over into their next season of participation. The upcoming season will be determined based on prior-sport participation. In addition, the Competitive Club student must complete a school-approved Drug

DRAFT

and Alcohol program through completion. Failure to do so will result in a full season calendar year suspension.
    - 3rd Offense: The Competitive Club student will be suspended from all future Novi Competitive Club participation.

- Self/Parent Reporting Violation

    - 1st Offense: If a Competitive Club student or parent approaches a school official to seek help for a "Problem" with the use or abuse of an illicit substance, the following procedure will be utilized: (A) The student must agree to participate in a school approved Drug and Alcohol program through completion. Upon completion of the program or evidence of progress, the Competitive Club student will be allowed to return to full participation. ***This exception is in place to assist a student who is struggling with the use and/or abuse of a substance. The Novi Community School District will work cooperatively with the student's parents, the student, the counselor and others to help them in the recovery process.
    - 2nd Offense: The Competitive Club student will be suspended for 50% of their current and/or upcoming season. If the remainder of the season is less than 50%, the violation will carry over into their next season of participation. The upcoming season will be determined based on prior-sport participation. In addition, the Competitive Club student must complete a school-approved Drug and Alcohol program through completion. Failure to do so will result in a full season calendar year suspension.
    - 3rd Offense: The Competitive Club student will be suspended from all future Novi Competitive Club participation.

Law Violations

- 1st offense: After confirmation of involvement in larceny, assault, vandalism or other inappropriate behavior unbecoming of a Competitive Club student, the student will be immediately suspended from all Competitive Club activity. The Dean of Activities (or designee), based on the nature and severity of the violation and in consultation with law enforcement officials, will make a final decision regarding the length of suspension. (The 25%, 50%, 100% determination will be followed)

DRAFT

- 2nd offense: Any subsequent violation may result in the student being suspended from all future Novi club participation.

Other Inappropriate Behaviors: Understanding that this code cannot exhaust all possible behavioral infractions, please note that appropriate discipline may be administered as needed to maintain the high standards for student behavior expected for Novi Competitive Club students. While the nature and severity of such violations could vary significantly, the athletic and activities department is committed to fairness and consistency in the application of discipline.

Appeal Process

- The consequences and/or disciplinary action that a student is subject to, under the guidelines of the Competitive Club Code of Conduct, may or may not be appealed. The decision to grant the request for an appeal is at the discretion of the Dean of Activities (or designee).
    a. The competitive club student or parent/guardians must initiate appeals of disciplinary actions. Appeals shall be directed to the Dean of Activities (or designee).
    b. A request for an appeal must be made within 3 days of the date of disciplinary action taken. The appeal must be made in writing clearly stating the concern and an explanation of the events.
    c. The Club Review Committee will review the appeal
    d. The committee shall consist of: Principal/Designee, Dean of Activities (or designee), and a minimum of three Novi Club Sponsors
    e. The student/parent will be notified in writing the results of the appeal
    f. The committee's action is final

10. **Individual Club Rules and Regulations**
    a. Each club is allowed their own specific club rules. The rules may increase expectations, but may not lower expectations from our current Competitive Club Code of Conduct.

11. **Transportation Policy**

DRAFT

The Novi Community School District provides two-way transportation. When transportation is not provided, it is the responsibility of the parent/guardian to either provide or arrange transportation for their child.
When two-way transportation is provided, students must travel to and from the event on the club bus unless the Sponsor or Dean of Activities (or designee) grants prior approval. Requests should be made in writing (via email) 24 hours prior to the trip.

12. **Publication of Students Names/Images**

The Novi Community School District/Athletic & Activity Department is proud to highlight the accomplishments, daily work, and achievements of our students in various internal and external publications. Sharing competitive club news benefits the students, staff, school, district and community immensely. As a result, your student's name and/or picture may appear in various publications including newspapers, websites, calendars, Twitter/X, Instagram, etc. If you request exclusion, please notify the Athletic & Activity office as soon as possible.

13. **Equipment Responsibility**

Competitive club students are responsible for the use and care of assigned equipment. Equipment must be turned in before any awards can be presented. If a competitive club student has outstanding equipment, he/she will not be allowed to participate in another club and will be held financially responsible for any lost or damaged equipment.
Failure to pay any overdue fines may result in the student not being able to receive their diploma.

14. **Health and Safety/Trainer Expectations (Primarily at Novi HS)**

Injury/Illness

- In the event a competitive club student is removed from club participation due to injury or illness, the student must be evaluated and cleared for return (full, as tolerated, or limited) by the covering athletic trainer. If there is no Athletic Trainer on-site, good judgment must be used by the sponsor, coach, student, parent, or a combination.

Return to Participation

DRAFT

- If a competitive club student seeks medical treatment or is directed to be evaluated by a doctor (MD or DO), physicians assistant (PA), or nurse practitioner (NP), the competitive club student must have written clearance on a script pad, office letterhead, or Novi School District Return to Participate form in order to return to participation. Clearance can be faxed (248-449-1529) or emailed to the Novi Athletic Office. Athletic & Activity Administration and staff hold the right to withhold any Competitive Club student from participation for precautionary reasons.

Concussion

- If a student is withheld from competition or event due to a suspected concussion, he or she may not return at all on that day and only on a subsequent day with the clearance of an **MD, DO, PA or NP**. The Concussion Return –to-Participate form can be downloaded via our Athletic website or received from the Athletic Director or Trainers Office.
    - In addition to the MD, DO, PA or NP clearance, students may be required to follow the 5-step progression detailed below. If there is any additional reason for concern, the student will need to be re-evaluated by the MD/DO/PA/NP.
        a. Step 1: Light Exercise (5 min walk or Bike, no weight training)
        b. Step 2: Running with no equipment (15-30 Minutes)
        c. Step 3: Non-contact training drills, full equipment
        d. Step 4: Full practice, contact, or training
        e. Step 5: Full game play

- Communicable Diseases
    - In the event a Competitive Club student is suspected of a communicable disease, the Competitive Club student will be removed from person to person and/or person to equipment contact. Medical treatment and clearance is required by an MD or DO. Written clearance must be on NF/MHSAA Communicable Disease-Physician Evaluation and returned to the Novi Athletic Trainer

- Heat Illness
    - In the event a student is suspected of heat illness, they will be removed from all activity. In addition, they must be evaluated by the NCSD Athletic Trainer, Coach, and/or Doctor. The Competitive Club student must pass a specific gravity test before returning to play

DRAFT

15. **Novi High School Programs Covered by this Handbook:**

Color Guard
Debate
DECA
E-Sports
Forensics
HOSA
Math Club
Marching Band
Musicals
One Act
Plays
Quiz Bowl
Robotics
Science Club (Science Olympiad)

16. **Novi Middle School Programs Covered by this Handbook**

Math Club
Musicals
Plays
Robotics
Science Club (Science Olympiad)

DRAFT

Performing Arts Concert Handbook



Wildcats Fight Song

We're going to fight for you NOVI
Hail to your might
Fight all you Wildcats
Wave your green and white to all the world
We're gonna fight for a victory
And conquer the foe
FIGHT, FIGHT, FIGHT for NOVI
We're proud of you!

DRAFT

Table of Contents

1. Parent Expectations
2. Parent/Teacher Communication
3. Student Code of Conduct
    a. Hazing/Bullying/Intimidation
    b. Responsible Technology Use
    c. School Attendance
    d. Dress Code
    e. Drugs, Alcohol, and Tobacco Policy
    f. Law Violations
    g. Other Inappropriate Behavior
    h. Appeal Process
4. Individual Performing Arts Rules and Regulations
5. Transportation Policy
6. Publication of Students Names/Images
7. Equipment Responsibility
8. Health and Safety- Athletic Trainer Expectations

DRAFT

NOVI
CLUBS & ACTIVITIES

1. **Parent Expectations**

- Share in your child's positive extracurricular experience
- Have your child at meetings and events
- Support your child at events
- Cheer positively
- Allow the coach to coach, the sponsor to sponsor, and the teacher to teach
- Let the officials officiate, judges judge, and performers perform
- Compliment your child
- Communicate with the coach, sponsor, or teacher
- Positively promote Novi performing arts within our community

2. **Parent/Teacher Communication**

- Appropriate Concerns to Discuss with Teacher
- The treatment of your child, mentally and physically
- Ways to help your child improve and develop
- Concerns about your child's behavior
- Protocol for resolving issues in an extracurricular activity
- Step One: Student and Teacher Meeting
- Step Two: Student, Teacher, and Parent Meeting
- Step Three: Student, Sponsor, Parent and Principal
- Step Four: Student, Sponsor, Parent and Dean of Activities and Principal
- Step Five: Student, Sponsor, Parent, Dean of Activities, Principal, and Superintendent

3. **Novi Eligibility**

All Novi students are eligible to participate in our performing arts, subject to specific rules and regulations established by National, State, League, School District, and local organization requirements. Participation in Novi Performing Arts may be subject to classroom enrollment.

4. **Student Code of Conduct**

24/7/365 Novi Students are students 24 hours, 7 days per week, 365 days per year

- Hazing/Bullying/Intimidation

- We take a zero tolerance approach regarding any behavior that involves hazing, bullying, and intimidation

DRAFT

  - 1st offense: After confirmation of involvement, the student/performance may be immediately suspended from all performance activity. The Dean of Activities (or designee), based on the nature and severity of the violation and in consultation with Novi administration, will make a final decision regarding the length of suspension. This could range from 1 meeting/event to 25%, 50%, or 100% of the current school year.
  - 2nd offense: Any subsequent violation may result in the student being suspended from all future Novi performing arts participation.

- Responsible Technology Use

- It is expected that students will utilize technology responsibly. No threats, trash-talking, and/or inappropriate posts will be tolerated. Any misuse, including but not limited to SnapChat, Instagram, Twitter/X, Facebook, or any other social media platform, will result in formal discipline.
  - 1st offense: The Dean of Activities (or designee), based on the nature and severity of the violation and in consultation with Novi administration, may make a final decision regarding the length of suspension.
  - 2nd offense: Any subsequent violation may result in progressive discipline including up to a full year suspension and possibly all future Novi performing arts participation.

- School Attendance

- Students are expected to be in school the entire day in order to participate in contests, meetings, and performances.
- Exceptions to this rule and special arrangements for absences must be approved in advance or ASAP by the building administration (i.e., Funerals, prearranged dental and doctor appointments, college visits, emergency situations)

- Dress Code

- Students are expected to follow the dress code policy at all times. There may be times when students are asked to dress in common attire (i.e., Uniforms, dress-up, etc.). They must oblige. If a student does not have access to any of the attire above, please see the Dean of Activities (or designee) for support.

- Drugs, Alcohol, and Tobacco Policy (Includes e-cigarettes, vaporizers & e-hooka)

- Novi students shall not use, possess, buy, sell or give away any illicit substance, including but not limited to, illegal drugs, inhalants, alcohol, tobacco/nicotine

DRAFT

products (Ex: e-cigarettes, vapes, & e-hooka), steroids, paraphernalia, pills, medication (unless prescribed).

- Violation
    - 1st Offense: The student will be suspended for 25% of their current or upcoming performances.
    - 2nd Offense: The student will be suspended for 50% of their current and/or upcoming performances. If the remainder of the year is less than 50%, the violation will carry over into their next year of participation. The upcoming season will be determined based on prior participation. In addition, the student must complete a school-approved Drug and Alcohol program through completion. Failure to do so will result in a full season calendar year suspension.
    - 3rd Offense: The student will be suspended from all future Novi performance participation.

- Self/Parent Reporting Violation
    - 1st Offense: If a student or parent approaches a school official to seek help for a "Problem" with the use or abuse of an illicit substance, the following procedure will be utilized: (A) The student must agree to participate in a school approved Drug and Alcohol program through completion. Upon completion of the program or evidence of progress, the student will be allowed to return to full participation. ***This exception is in place to assist a student who is struggling with the use and/or abuse of a substance. The Novi Community School District will work cooperatively with the student's parents, the student, the counselor and others to help them in the recovery process.
    - 2nd Offense: The performing arts student will be suspended for 50% of their current and/or upcoming performances. If the remainder of the performances is less than 50%, the violation will carry over into their next year of performances. In addition, the student must complete a school-approved Drug and Alcohol program through completion. Failure to do so will result in a full performance calendar year suspension.
    - 3rd Offense: The performing arts student will be suspended from all future Novi performances participation.

- Law Violations

- 1st offense: After confirmation of involvement in larceny, assault, vandalism or other inappropriate behavior unbecoming of a student, the student will be immediately suspended from all performance activity. The Dean of Activities (or designee), based on the nature and severity of the violation and in consultation with law enforcement

DRAFT

officials, will make a final decision regarding the length of suspension. (The 25%, 50%, 100% determination will be followed)

- 2nd offense: Any subsequent violation may result in the student being suspended from all future Novi performances participation.

- Other Inappropriate Behaviors: Understanding that this code cannot exhaust all possible behavioral infractions, please note that appropriate discipline may be administered as needed to maintain the high standards for student behavior expected for Novi students. While the nature and severity of such violations could vary significantly, the athletic and activities department is committed to fairness and consistency in the application of discipline.

- Appeal Process

- The consequences and/or disciplinary action that a student is subject to, under the guidelines of the Performing Arts Code of Conduct, may or may not be appealed. The decision to grant the request for an appeal is at the discretion of the Dean of Activities (or designee).
    - The student or parent/guardians must initiate appeals of disciplinary actions. Appeals shall be directed to the Dean of Activities (or designee).
    - A request for an appeal must be made within 3 days of the date of disciplinary action taken. The appeal must be made in writing clearly stating the concern and an explanation of the events.
    - The Review Committee will review the appeal
    - The committee shall consist of: Principal/Designee, Dean of Activities (or designee), and a minimum of three Novi representatives
    - The student/parent will be notified in writing the results of the appeal
    - The committee's action is final

5. Individual Performing Arts Rules and Regulations

Each performing art is allowed their own specific performing art rules. The rules may increase expectations, but may not lower expectations from our current Code of Conduct.

DRAFT

6. Transportation Policy

The Novi Community School District may provide two-way transportation. When transportation is not provided, it is the responsibility of the parent/guardian to either provide or arrange transportation for their child. When two-way transportation is provided, students must travel to and from the performance on the bus unless the Sponsor or Dean of Activities (or designee) grants prior approval. Requests should be made in writing (via email) 24 hours prior to the trip.

7. Publication of Students Names/Images

The Novi Community School District/Athletic & Activity Department is proud to highlight the accomplishments, daily work, and achievements of our students in various internal and external publications. Sharing news benefits the students, staff, school, district and community immensely. As a result, your student's name and/or picture may appear in various publications including newspapers, websites, calendars, Twitter/X, Instagram, etc. If you request exclusion, please notify the Athletic & Activity office as soon as possible.

8. Equipment Responsibility

Performing Arts students are responsible for the use and care of assigned equipment. Equipment must be turned in before any awards can be presented. If a performing arts student has outstanding equipment, he/she will not be allowed to participate in another activity and will be held financially responsible for any lost or damaged equipment. Failure to pay any overdue fines will result in the student not being able to receive their diploma.

9. Health and Safety/Trainer Expectations (Primarily at Novi HS)

Injury/Illness

- In the event a student is removed from participation due to injury or illness, the student must be evaluated and returned (full, as tolerated, or limited) by the covering athletic trainer. If there is no Athletic Trainer on-site, good judgment must be used by the teacher, sponsor, coach, student, parent, or a combination.

DRAFT

Return to Participation

- If a student seeks medical treatment or is directed to be evaluated by a Doctor (MD or DO), Physicians Assistant (PA), or Nurse Practitioner (NP), the student must have written clearance on a script pad, office letterhead, or Novi School District Return-to-Participate form in order to return to participation. Clearance can be faxed (248-449-1529) or emailed to the Novi Athletic Office. Athletic & Activity Administration and staff hold the right to withhold any student from participation for precautionary reasons.

Concussion

- If a student is withheld from competition or event due to a suspected concussion, he or she may not return at all on that day and only on a subsequent day with the clearance of an **MD, DO, PA or NP**. The Concussion Return –to-Participate form can be downloaded via our Athletic website or received from the Athletic Director or Trainers Office.
    - In addition to the MD, DO, PA or NP clearance, students may be required to follow the 5-step progression detailed below. If there is any additional reason for concern, the student will need to be re-evaluated by the MD/DO/PA/NP.
    - Step 1: Light Exercise (5 min walk or Bike, no weight training)
    - Step 2: Running with no equipment (15-30 Minutes)
    - Step 3: Non-contact training drills, full equipment
    - Step 4: Full practice, contact, or training
    - Step 5: Full game play

- Communicable Diseases
    - In the event a student is suspected of a communicable disease, the student will be removed from person to person and/or person to equipment contact. Medical treatment and clearance is required by an MD or DO. Written clearance must be on NF/MHSAA Communicable Disease-Physician Evaluation and returned to the Novi Athletic Trainer
- Heat Illness
    - In the event a student is suspected of heat illness, they will be removed from all activity. In addition, they must be evaluated by the NCSD Athletic Trainer, teacher, coach, and/or doctor. The student must pass a specific gravity test before returning to perform

DRAFT