Kent Transition Center is the product of hard work by dedicated employees, volunteers from business and industry, high school counselors, and the Kent ISD School Board. It is our goal to keep the public informed of the activities of Kent Transition Center and to work within the community to promote the resources we have to offer.

KENT TRANSITION CENTER ADMINISTRATIVE TEAM
1800 Leffingwell Ave. NE
Grand Rapids, MI 49525

Dr. Duane Kiley
Kent Transition Center Principal / Kent Career Tech Center Administrator

Dr. Bill Smith
Assistant Superintendent Instructional Services

Non-Discrimination Policy
It is the policy of the Kent ISD School Board that no student, staff member or candidate for any position in the District shall be discriminated against on the basis of race, color, religion, national origin, creed, ancestry, age, gender, sexual orientation, marital status, height, weight, veteran status, political belief or disability which does not impair their ability to perform adequately in the individual’s particular position or activity, excluded from participation in, denied the benefit of, or be subjected to discrimination in any program or activity for which the Kent ISD School Board is responsible for or receives financial assistance from the U.S. Department of Education.

Coni Sullivan, Assistant Superintendent–Human Resources & Legal Services
Kent Intermediate School District, 2930 Knapp NE, Grand Rapids, MI 49525, #(616) 364-1333

Website: www.kentisd.org
Welcome to Kent Transition Center, where you can truly "Choose It, Learn It, Do It!" We are excited to welcome you to a brand new kind of learning experience: hands-on learning and career exploration. This unique program helps students learn what it means to be successful employees and gain valuable skills they can use at work and in life. All of us are dedicated to every student’s success, both in the classrooms, in the labs, and on the job in our workplace experiences with our many community partners. We offer great opportunities for students to learn and grow. We have found that the most successful students at Kent Transition Center demonstrate a willingness to learn new things, are interested in hands-on learning and have good attendance. Parents, encourage your child to get the most out of this opportunity.

We will do all we can to make Kent Transition Center a great experience. If you would like more information, please call us at 616-365-2391.

Good luck to you this school year!

Kent Transition Center Staff
August 2019
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## 2019-2020 KENT TRANSITION CENTER CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUG 7, 8, or 13</td>
<td>New Student/Parent Orientation</td>
</tr>
<tr>
<td>AUG 14-15</td>
<td>Staff In-Service</td>
</tr>
<tr>
<td>AUG 19</td>
<td>First Day for Students</td>
</tr>
<tr>
<td>AUG 19, 20</td>
<td>Internship Program Orientation</td>
</tr>
<tr>
<td></td>
<td><em>(assigned by district depending on start date)</em></td>
</tr>
<tr>
<td>AUG 23</td>
<td>NO SCHOOL</td>
</tr>
<tr>
<td>AUG 26, 27</td>
<td>Internship Program Orientation</td>
</tr>
<tr>
<td></td>
<td><em>(assigned by district depending on start date)</em></td>
</tr>
<tr>
<td>AUG 30, SEPT 2</td>
<td>NO SCHOOL - Holiday</td>
</tr>
<tr>
<td>OCT 16</td>
<td>LEA Breakfast</td>
</tr>
<tr>
<td>OCT 17</td>
<td>Community Open House – KTC, KCTC, KIH, MS@K</td>
</tr>
<tr>
<td>OCT 18</td>
<td>End of Quarter 1</td>
</tr>
<tr>
<td>NOV 27-29</td>
<td>NO SCHOOL – Thanksgiving Break</td>
</tr>
<tr>
<td>DEC 20</td>
<td>End of Quarter 2/End of Semester 1</td>
</tr>
<tr>
<td>DEC 23-JAN 3</td>
<td>NO SCHOOL – Holiday Break</td>
</tr>
<tr>
<td>JAN 6</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>FEB 17-18</td>
<td>NO SCHOOL – Mid-Winter Break</td>
</tr>
<tr>
<td>MAR 5</td>
<td>Community Open House – KTC, KCTC, KIH, MS@K</td>
</tr>
<tr>
<td>MAR 13</td>
<td>End of Quarter 3</td>
</tr>
<tr>
<td>APR 3-10</td>
<td>NO SCHOOL – Spring Break</td>
</tr>
<tr>
<td>MAY 1</td>
<td>Student Appreciation Day/Awards</td>
</tr>
<tr>
<td>MAY 15</td>
<td>Seniors Last Day</td>
</tr>
<tr>
<td>MAY 25</td>
<td>NO SCHOOL – Memorial Day</td>
</tr>
<tr>
<td>MAY 29</td>
<td>Students &amp; Staff Last Day</td>
</tr>
</tbody>
</table>

## FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board’s policies and the School’s rules as of the 2018/2019 school year. If any of the policies or administrative guidelines referenced herein are revised after the 2018/2019 school year, the language in the most current policy or administrative guideline prevails.
PARENT INVOLVEMENT

The District encourages parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parent. During the school hours, the District, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, the District encourages parents to support their child's career in school by:

A. Participating in school functions, organizations and committees;
B. Supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
C. Requiring their child to observe all school rules and regulations;
D. Sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
E. Maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
F. Cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law electronically requires that all students must have an emergency medical information completed, signed by a parent or guardian, and filed with the School office. A student may be excluded from School until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School.

IMPORTANT PHONE NUMBERS

Kent Transition Center General Information and Receptionist Desk........ 616-365-2391
Main Office Fax ................................................................. 616-365-2225
Kent Transition Center Registrar ........................................... 616-365-2392
Discovery Center (Program Visits/Enrollment Information) ............. 616-365-2365
Discovery Center Fax............................................................ 616-364-0379

Current information on the school calendar and staff directory can be found on the Kent Transition Center website at: www.kentisd.org/kent-transition-center.

KENT TRANSITION CENTER SESSION TIMES

- First Session .............................................................. 8:00 AM – 10:45 AM
- Second Session ........................................................... 11:10 AM – 2:00 PM
- Kent Transition Center CORE Program:
  - First Session .......................................................... 7:30 AM – 10:15 AM
  - Second Session ......................................................... 10:55 AM – 1:45 PM
SCHOOL AND HOME COMMUNICATION

Kent Transition Center staff recognize and value the importance of a healthy school/family relationship. This begins with reliable communication between our school staff, parents/guardians, and each student. Kent Transition Center will communicate using a variety of systems to keep parents and students aware, involved, and focused on student success. While several of our systems rely on digital delivery, we understand that sometimes limitations exist in access and the need for a more personalized approach. Each Kent Transition Center staff member has a published phone extension and each staff member is available to schedule face-to-face meetings when needed. Our office is staffed with a customer friendly receptionist from August through June to help facilitate communication and access to staff members.

Some of the important communication systems we rely on are the following:

- Our [Webpage](http://www.kentisd.org/kent-transition-center) – maintains current information about our programs, staff, calendar, events, login links to important sites, etc.
- Establishing a Parent Portal account through PowerSchool – this is accessed from our webpage and allows parents to view grades, attendance, missing assignments, manage demographic updates, provide emergency contact information, provide emergency medical information and grant parental permissions for network access, field trips, media release, etc.
- Reliable home addresses for mailings – these can be updated through accessing the Parent Portal.
- Reliable home and emergency contact phone numbers – these can be updated through accessing the Parent Portal.
- Reliable parent/guardian and student e-mail addresses – these can be updated through accessing the Parent Portal.
- School Messenger System – this school notification system works via phone calls, e-mails, and/or text messages to inform you about student absences, low grades, school events, emergencies at school, and school closings. Parents can manage the methods by which you receive notification.
- School News Network – [http://www.schoolnewsnetwork.org](http://www.schoolnewsnetwork.org) - This website not only includes school news articles and information about the happenings at Kent Transition Center, but also includes articles about ALL 20 local school districts served by the KISD, organized by region.

Please help us communicate with you by using as many of these systems as you are able. If you have questions about accessing any of them, please contact our office at 365-2391 or by visiting in person.

ATTENDANCE

Good attendance is a high priority shared by all employers. The Kent Transition Center provides students with career awareness, technical skills, career & employability skills and training leading to employment or continuing education. Frequent absences prevent learning technical skills and lessen the potential of the student. Since we are facilitating student transition to the world of work, our attendance expectations are similar to those of employers.

Students are responsible for following the attendance policies of their local high schools while attending Kent Transition Center. The limit on the number of absences in order to receive credit is determined by each high school's policy. However, for a student to advance to, and remain in the Internship Program, attendance must be at least at 90%, at all times, while attending Kent Transition Center.
Local school-related absences, such as Michigan Merit Exam (MME) testing, teacher in-service, snow days, differences in school calendars, etc. will not result in any loss of points from a student's grade.

(Board Policy 5200) In courses in which student participation in experiments, “hands-on” training in techniques, and the like are essential to achieving the goals of a course and provision for makeup is not feasible educationally or logistically, the student shall be notified that absences beyond a given number shall result in his/her withdrawal from the course with no credit. A grade of W shall be given with the notation that the W grade is a result of excessive absence.

**ATTENDANCE POLICY**

1. **If a student is to be absent, he/she should call their instructor and leave a message at least 30 minutes prior to the start of the session.** We ask that the students make the call whenever possible as we consider it part of their training for employment.

2. **Our automated notification system, School Messenger, is programmed to call the primary phone number of all students that are marked absent (unexcused) on any day and relay a message of the absence.**

3. **If absences are excessive, a letter may be sent home and/or may result in a student intervention referral.**

4. **For a student to advance to, and remain in, the Internship Program, attendance must be at least 90%, at all times, while attending Kent Transition Center.**

**ATTENDANCE PROCEDURES**

**ABSENCES**

A student may make up grades if they provide a documented explanation to their instructor within a reasonable time of the missed absence, for make-up work. Failure to contact or to complete the missed work within a reasonable time may result in the loss of opportunity to make up the work. Students may make up time through the sending school by attending other non-scheduled sessions at Kent Transition Center or by mutual consent from Kent Transition Center staff and the sending school. In addition, as part of practicing good work behaviors, the student should telephone Kent Transition Center and leave a message for his/her instructor indicating the date of absence, reason for absence and any other pertinent information.

A student or parent may request information concerning attendance status from the main office personnel. Kent Transition Center student attendance records are available on Power School® via the internet. Parent logins and passwords are available through the Kent Transition Center Registrar.

**SCHOOL-RELATED**

Those days when a local school is not sending students to Kent Transition Center do **not** require a contact directly to the instructor.

**SUSPENSION**

When a student is suspended from their high school, they are also suspended from attendance at their Kent ISD Secondary Program unless otherwise requested from the high school. When a student is suspended, they are not permitted on campus unless prior permission has been obtained from the administration.

When students are suspended, they are allowed to make up the Skill Achievement and Academic Achievement portions of their grades. The Career & Employability Skill grade will not be counted against the student. Work must be made up within a reasonable time after the student returns from suspension. For suspensions longer than ten (10) days, the Kent ISD Secondary Program will make
every effort to provide work for the suspended student. The responsibility for obtaining make-up work lies solely with the student.

**TARDINESS**

Punctuality is emphasized and expected in each program. A student who is late must sign-in in the main office upon entering the building. Excessive tardiness may result in a student intervention referral.

**EARLY DISMISSAL**

A student may not leave class without permission from his/her instructor. If a student must leave school before the end of a session, the student must submit a request for early dismissal to the main office as soon as possible. This request must be in the form of:

- A written note from a parent/guardian **or**
- A phone call from a parent/guardian **or**
- A parent/guardian face-to-face contact

A student may be released:

- To a parent/guardian whose signature is on file **or**
- To a properly identified person who is authorized to act on behalf of a parent/guardian **or**
- On “his or her own” with verification of parent/guardian permission.

**Definition of Absences in PowerSchool:**

- **XM** – Excused Medical: *Require a doctor’s note submitted to the main office*
- **CI** – Called In: *The student or the parent/guardian has called in the absence*
- **SR** – School-Related: *The local school is not sending students & has contacted Kent Transition Center attendance*
- **A** – Absent: *The student or the parent/guardian has not called in the absence*
- **T** – Tardy: *The student arrived to Kent Transition Center after class has begun*
- **S** – Suspended: *The student has been suspended from either their local school or Kent Transition Center each time a student is marked ‘Absent’, a School Messenger automatic phone call will be made to the home phone number on file informing the parent of the type of absence.*

**TRUANCY/CHRONIC ABSENTEEISM**

Truancy is ten unexcused absences in a school year.

Chronic Absenteeism is when students miss 10% or more of scheduled school days (to date). This includes excused and unexcused absences.

Kent Transition Center does not notify the Truancy Agency; rather it will refer the absenteeism situation to the student’s local school.

Kent Transition Center will follow the Attendance Intervention Protocol that includes steps such as communication with parent/guardian, communication with local school, attendance contract and conference with parent/student/administrator. All efforts will be made to develop an intervention plan that solves chronic absenteeism or truancy.

(Board Policy 5200) In courses in which student participation in experiments, "hands-on" training in techniques, and the like are essential to achieving the goals of a course and provision for makeup is not feasible educationally or logistically, the student shall be notified that absences beyond a given number shall result in his/her withdrawal from the course with no credit. A grade of W shall be given with the notation that the W grade is a result of excessive absence.
ARRIVING TO AND LEAVING CAMPUS
Kent Transition Center staff and administration are responsible for the well-being of students while they are attending class. During non-class time, students are not permitted to loiter at or near neighboring business. Once a student enters the Kent Transition Center building, they should remain in the building until scheduled to leave. Students should have transportation arrangements to leave Kent Transition Center no later than 3:00pm unless there are extenuating circumstances.

STUDENT IDENTIFICATION BADGE
Students will be issued a school identification badge, which must be worn at all times while at Kent Transition Center.

STUDENT PERFORMANCE, GRADES AND EVALUATIONS

GRADES
Kent Transition Center supports grading practices that are consistent, accurate, meaningful and supportive of learning. Specific grading policies are included on Course Syllabus. Each quarter marking period a grade is given.

A student’s grade is computed daily and composed of two major categories:

I. Skill Achievement – 50%
II. Career & Employability Skills – 50%
III. Academic Credit:
   a. Math
   b. English Language Arts
   c. Visual Performing & Applied Arts

Please note: Internship Program students will not receive an Academic Credit.

SKILL ACHIEVEMENT
Skill achievement includes performance on assignments, lab work, quizzes, tests and projects as they relate to the skill standards as outlined in the course syllabus.

CAREER & EMPLOYABILITY SKILLS
Career and Employability skills (C & E skills) are critical to the success of all people who are employed. We have a school-wide emphasis on the following Career & Employability skills: Following rules and directions, initiative, professional behavior, and dependability. Classroom staff will be working daily to help students reflect regarding their C & E skills. Students will evaluate their own performance and classroom staff will issue a weekly grade. Completion of a daily evaluation journal is required by all students.

ACADEMIC CREDIT
Academic skills are part of all of the courses at Kent Transition Center. Math, Language Arts, and Visual Performing Arts skills are taught. There is an opportunity for sending school districts to grant a half credit of math, a full credit of Visual Performing Arts, and/or a half credit of English/Language Arts. This is dependent on the credit granting policies of the sending school. A grade will be reported for each of these areas on the student’s Kent Transition Center semester report card along with the grade for the career area taught.
### Conversion Scale between Percentages and Standard Scores

<table>
<thead>
<tr>
<th>Rubric Average Low Score</th>
<th>Rubric Average High Score</th>
<th>Score out of 100 to enter into Gradebook</th>
<th>Description</th>
<th>Standard Score</th>
<th>Letter grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.50</td>
<td>4.00</td>
<td>100</td>
<td>Advanced</td>
<td>4</td>
<td>A</td>
</tr>
<tr>
<td>3.25</td>
<td>3.49</td>
<td>97</td>
<td>Proficient</td>
<td>3</td>
<td>A</td>
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<tr>
<td>3.00</td>
<td>3.24</td>
<td>94</td>
<td>Proficient</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>2.80</td>
<td>2.99</td>
<td>90</td>
<td>Proficient</td>
<td>3</td>
<td>A-</td>
</tr>
<tr>
<td>2.51</td>
<td>2.79</td>
<td>87</td>
<td>Proficient</td>
<td>3</td>
<td>B+</td>
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<td>2.31</td>
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<td>84</td>
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<td>3</td>
<td>B</td>
</tr>
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<td>2.11</td>
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<td>80</td>
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<td>1.91</td>
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<td>77</td>
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<td>1.71</td>
<td>1.90</td>
<td>74</td>
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<td>1.50</td>
<td>1.70</td>
<td>70</td>
<td>Developing</td>
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<td>C-</td>
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<tr>
<td>1.25</td>
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<td>67</td>
<td>Beginning</td>
<td>1</td>
<td>D+</td>
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<td>1.00</td>
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<td>64</td>
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<td>0.50</td>
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<td>0.01</td>
<td>0.49</td>
<td>54</td>
<td>Minimal knowledge</td>
<td>0</td>
<td>E</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>50</td>
<td>Minimal knowledge</td>
<td>0</td>
<td>E</td>
</tr>
<tr>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td>Student did not attempt</td>
<td>0</td>
<td>E</td>
</tr>
</tbody>
</table>

The formula for calculation is: Sum of scores divided by number of items = Score (0 to 4).

Teachers reserve the right to assign a standard score based on professional judgment.

**Explanation of Standard Scores:**

- **4 / Advanced** = Exceeds industry standards for entry-level employment. Is able to teach/mentor other students in learning task.
- **3 / Proficient** (the goal) = Meets industry standards for entry-level employment (job ready). Is able to perform task independently.
- **2 / Developing** = Needs more practice to meet industry standards for entry-level employment. Needs some assistance with tasks.
- **1 / Beginning** = Not progressing toward industry standards for entry-level employment. Close supervision needed.
- **0** = Minimal knowledge and/or student did not attempt.

**Conversion for Math:**

When math modules are administered and then linked to the appropriate pre and post standards in Power School, this conversion table will be used:

- Grade greater than or equal to 90 = Standard Score 4
- Grade 70-89 = Standard Score 3
- Grade 60-69 = Standard Score 2
- Grade 59 or less = Standard Score 1

**STUDENT RECOGNITION**

The Kent Transition Center recognizes students for outstanding performance and attendance in their technical area by honoring them with Student of the Month receptions, Perfect Attendance Awards, and a Student Awards Ceremony.
ON-LINE INFORMATION
The instructor updates grades weekly. Attendance is taken during the first 15 minutes of class. Attendance and grades are available on-line for parents/guardians through Power School® Parent Portal. The web address and passwords will be available by the end of September.

GRADE MAKE-UP
In the event of an absence, the student’s grade for that day may be made up within three (3) days. The student completes make-up assignments as determined by the instructor. Students must provide documentation for their absences to be eligible for make-up work. Time spent in suspension is eligible for make-up work.

INCOMPLETE GRADES
Incomplete grades must be made up within two (2) weeks of the end of the marking period.

APPEALING A STUDENT’S GRADE (BOARD POLICY 5421C)
The following procedure is to be followed if a student and/or his/her parents request a change in a grade assigned by a teacher.

A. The teacher is to be contacted by the student or parent to discuss the reasons the grade should be changed. If the teacher concurs, the teacher makes the grade change and the principal is notified of the change.

B. If a teacher does not concur in the grade change, the student or parent may request a meeting with the principal. The principal shall arrange for the meeting, which will include the teacher, the student and/or his/her parents, and the principal. If the student or parent requests an attorney be present, the District’s attorney may also attend. If the student and/or parent comes to the meeting with an attorney without previously informing the principal that their attorney would be present, the hearing shall be rescheduled to a date when the School District’s attorney can also be present.

C. The principal will chair the meeting and inform participants of the meeting guidelines:
   1. The student and/or parent will present reasons for the grade change.
   2. The teacher will present reasons for the continuance of the grade.
   3. The principal and attorneys (if present) may question both parties while both are in attendance.
   4. Upon completion of the questions, the meeting will recess while the principal (without the presence of the school attorney) deliberates.
   5. The principal will reconvene the meeting with all parties present and announce his/her decision.

D. The principal’s decision may be appealed to the Superintendent in accordance with the procedure described in Policy 9130.

STUDENT SUPPORT SERVICES
The Teacher Consultant provides students with a wide range of services aimed at ensuring each student receives the full benefit of attending Kent Transition Center. The primary focus of these services is to ensure that students have the academic and technical support necessary for success in the classroom, laboratory and on the job sites. They can receive assistance in making good career choices as they continue their education and/or obtain related employment.

A team of support services staff members (Career Navigation Coordinator, Math Support Specialist, Language Arts Academic Support, RTP Facilitator, Kent Transition Center and Internship Facilitators, Employment Training Specialists and CTE Specialists) are assigned to work with students. This team will work with the instructor and student to meet their specific needs. Listed below are some of the services that will be provided to students while they attend Kent Transition Center:
- Help with program selection, career planning and decision-making
- Technical assistance from experienced and skilled support services staff
- Assistance with completing job applications and resumes
- Assistance with finding related part-time and full-time jobs
- Job site development

A parent/guardian or student is required to notify and verify that Kent Transition Center is in possession of the most current IEP or 504 plan.

Kent School Services Network (KSSN) brings health and human services into the school building to serve students and families. This idea is called a "community school". Placing services at school removes many barriers that families have in finding services, and helps keep students in class. When students are in class, they can keep learning and achieving.

**ENROLLMENT**

**ENROLLMENT ELIGIBILITY**

Students who are attending a public, parochial or private school of the Kent ISD or are home schooled and meet the following criteria may be eligible to attend Kent Transition Center:

- There is a two year maximum on programming at Kent Transition Center (one year with a recommendation for year two programming)
- Students must be 16 years or older as of September 1 of the school year they are entering
- Students must be at least high school juniors
- Students enrolling and planning for two years must be less than 19 years of age on September 1 of the school year they are entering
- Students must be less than 20 years of age on September 1 of their last year of programming at Kent Transition Center

Students are enrolled by their sending school counselors. Students are not officially enrolled until a student profile packet is completed and returned to Kent Transition Center. Race, sex, language, physical/mental disability, creed, color, national origin, age, marital status or pregnancy does not restrict enrollment.

**WITHDRAW FROM KENT TRANSITION CENTER**

Any student who wishes to withdraw from the School should contact the main office. (Board Policy 5130) If the student makes the decision to withdraw, the district-owned supplies, materials and equipment in the possession of or being used by the student are returned and are in proper condition.

**STUDENT ACTIVITIES**

**FIELD TRIPS**

Instructors may arrange field trips related to their technical areas. The trips usually occur during their Kent Transition Center class times. Transportation is provided by Kent Transition Center. Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must have a parent/guardian signature on file. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.
TRANSPORTATION

DRIVING PRIVILEGES
Student transportation is the responsibility of the student’s high school. If the sending school determines that a student must drive to Kent Transition Center, the student must apply to the Kent Transition Center main office for a driving permit. The high school principal or designee and the student’s parent/guardian must sign the application, which should be submitted prior to parking at Kent Transition Center. No other student(s) may ride in a vehicle with another student unless written permission is obtained from all of their parents and sending school administrators for liability reasons.

OCCASIONAL PARKING
A student who drives on a one-time basis must register his/her vehicle with the Kent Transition Center main office.

PARKING PERMIT
Any student vehicle in a Kent Transition Center parking area must be registered with the Kent Transition Center main office. The permit application may be obtained from the main office.

PARKING LOT #7
Students may park along the outside edges of parking lot #7 ONLY.

THEFT/VANDALISM
Report any incident involving a vehicle to the Kent Transition Center main office and the police. Kent Transition Center is not responsible for lost/stolen items or vehicle damage.

DRIVING SAFETY
Kent Transition Center takes parking and driving violations very seriously. No one has the right to endanger the lives of others on or in the vicinity of our campus. All state and municipal driving laws and regulations apply on school property. The following is the sequence of events that will be implemented when a student is found breaking any of the parking or driving rules:

First Violation
- Driving privileges may be immediately suspended.
- Parent/Guardian will be notified.
- Student will be required to write a Responsible Thinking Plan. The plan will specifically outline how the student intends to drive. The plan will also include an alternative method to driving.
- Once the plan has been approved, the student will take the plan home for parent/guardian to sign.
- After the parent/guardian has signed the plan, the student will negotiate the plan with an administrator.
- If the administrator approves the plan, driving privileges will be resumed.
- Serious acts of misconduct may result in permanent loss of privileges and/or suspension.

Second Violation
- Driving privileges may be revoked for a period of up to three (3) months.
- Parent/Guardian will be notified.
- Student must write a plan and have it signed by the RTP Facilitator, parent/guardian and administrator.
- If the student is found continuing to drive, it will count as a third violation and privileges will be permanently revoked.

Third Violation
- The student will no longer be allowed to drive on campus.
- Parent/guardian will be notified.
- If the student is found continuing to drive, he/she may be suspended until there is a parent/guardian meeting.
SCHOOL BUILDING OPERATIONS AND PROPERTY USE

VISITORS
Visits and tours by interested community members or student groups are welcomed throughout the school year. Visits are pre-arranged and coordinated through the Kent Transition Center Discovery Center. Students may not bring visitors or guests to their classrooms, labs or work sites. Students should contact administration if they have any questions about bringing visitors to the building or work sites.

Parents/guardians visiting the Kent ISD Secondary Program must first report to the main office. If the parent/guardian wishes to speak or meet with a staff member or administrator during the school day, they must call ahead to arrange an appointment based on mutual availability.

LOCKERS
Lockers are assigned as needed. Lockers are to be used for storage of protective clothing and supplies. All lockers are equipped with combination locks for student security purposes. Combinations should not be given to other students. Care and cleanliness of the locker is the student's responsibility. The administration or designee may search student lockers and storage areas and the contents contained therein at any time for any justifiable reason.

LOST ARTICLES
A Lost and Found is maintained in the main office. Students who find lost articles are asked to turn them in at the main office where the owners can claim them.

PERSONAL PROPERTY
Students are responsible for the care and safekeeping of personal property. All incidents must be reported, and the Kent ISD Secondary Program administration will attempt to investigate the loss, theft, or damage of property. Replacement of lost or stolen property is the responsibility of the student, parent, and/or guardian. Students should store personal property in a place or fashion to prevent theft or damage. The Kent ISD Secondary Program and/or students, parents/guardians may contact local law enforcement for investigation of an incident.

COMMUNICATION DEVICES
Telephones in school offices, classrooms and labs are business phones and are not for student use without permission. To avoid disruption of the educational process, cell phones are not to be used by students during class or lab time. For classroom management purposes, instructors can request cell phones and other electronic devices from students at any time.

TEXTBOOKS, TOOLS AND SUPPLIES
Instructors in each program will provide students with all essential supplies, tools, materials and textbooks. It is important and required that students use these items with care.

REPLACEMENT AND REPAIR COSTS
Students are required to pay replacement fees for textbooks, laptops/assigned technology, uniforms, safety glasses or tools that are lost, damaged or destroyed. Students are responsible for replacement or repair costs due to careless use or malicious destruction of school property.

USE OF SCHOOL EQUIPMENT AND FACILITIES
Students must receive permission of the teacher before using any equipment or materials in the classroom and the permission of the Director to use any other School equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.
UNIFORMS
Programs that require protective clothing will provide students with uniforms, which will be collected for cleaning and/or repair on a regular basis. Instructors will issue uniforms. If issued a uniform, a student:
- must wear it when required
- must leave the uniform in his/her locker at Kent Transition Center
- must pay a replacement fee if the uniform is lost or destroyed

SAFETY DEVICES AND CLOTHING
Safety glasses, protective clothing and gear must be worn when required. A student will be removed from a potential injurious situation if they are not following acceptable safety procedures.

ADVERTISING AND POSTING OF INFORMATION IN THE SCHOOL BUILDING
Any posting of informational signs or promoting of events in the school building requires prior administrative approval. As a general rule, the advertising of items or events not directly connected with the school or a local district partner will not be approved. If approved, the administration reserves the right to determine the quantity and location of signs in the school building. Advertising in the school is governed by Board Policy 9700.01.

STUDENT SALES
No student is permitted to sell any item or service in School without the approval of the building Principal. Violation of this may lead to disciplinary action.

STUDENT SUPERVISION
Due to safety regulations, students are not permitted to work in a lab without an instructor or designee present.

SAFETY AND EMERGENCY PROCEDURES

EMERGENCY CARE AUTHORIZATION
A student’s parent/guardian will provide the Kent ISD Secondary Program with a Parent Consent for Emergency Care and Authorization for Medical Treatment. In the event of a serious injury, a staff member will consult, if possible, with the student’s parent/guardian as the best course of action. If immediate hospital treatment is necessary, the Kent ISD Secondary Program administration will arrange transportation to the hospital. The cost of emergency services is the responsibility of the student or parent/guardian’s insurance, unless the parent/guardian is uninsured. In cases where the parent/guardian is uninsured, the student will be covered by the Kent ISD supplemental insurance. If there is no designated hospital requested by the parent/guardian, the emergency responders will determine the hospital for treatment.

SAFETY INSTRUCTION
Students receive safety instructions and are expected to follow all required safety procedures. Safety glasses, protective clothing and equipment must be worn when required. If a student is injured, the supervising instructor should be notified immediately regardless of the injury’s severity.

FIRST AID
Although all Kent ISD Secondary Programs take all necessary safety precautions, the possibility of accidents still exists. First aid treatment is available in the main office.

STUDENT MEDICATION
Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a “Student Medication Authorization” form, which includes a Physician Authorization. No school or district employee is allowed to administer to any student, or supervise a
student's self-administration of, any prescription medication until the student’s parent/guardian submits a completed and signed “Authorization for Student Self-Medication” form. No student is allowed to possess or consume any prescription on school grounds or at a school-related function other than as provided for in this procedure. A student may possess an epinephrine auto-injector (Epi-Pen®) and/or an asthma inhaler prescribed for immediate use at the student’s discretion, provided the student’s parent/guardian has completed the “Authorization for Student Self-Medication” form. If over the counter medication is required, parent/guardian permission must be on file.

**EPI-PENS**

A school employee who is trained in the administration of an epi-pen may administer an epi-pen, on school grounds, to an individual who is believed to be suffering an anaphylactic reaction. This includes persons who have not previously been diagnosed with a food allergy.

**FOOD ALLERGIES**

Kent ISD Secondary Programs have a comprehensive Food Allergy Policy that follows the MDE guidelines for Michigan Schools. This policy includes strategies and actions needed to manage food allergies in the building. Staff members play a part in protecting the health and safety of students with chronic conditions. These staff members include administrators, secretarial support, and food service professionals.

Parents/guardians and age-appropriate students should communicate with school staff informing them about their food allergy. This allergy information will be electronically entered and stored in their Kent ISD Secondary Program’s student records.

While it is not possible to guarantee absolute elimination of food allergens in a school setting, appropriate terminology is posted on food area doors and/or windows to assist in preventing allergic emergencies.

**REPORTING INJURY OR EXPOSURE**

If a student is injured, or may have been exposed to bodily fluids, the supervising instructor is to be notified immediately and assistance sought. In all cases, the main office must be notified immediately so necessary help can be sought and the parents/guardians notified.

**SCHOOL CLOSING**

If the Kent ISD Secondary Program will not be in session, the decision to close will be announced over the local radio and television media. Students should listen to major stations, particularly WOOD and WZZM television stations and WLAV and WOOD radio stations. Students will be informed via radio and television stations if a Kent ISD Secondary Program is closed. School Messenger alerts will be issued, as well as updated school closing information found on our website. School closing information will be sent via School Messenger, and can also be found on our websites: [http://thetechcenter.org](http://thetechcenter.org), [www.kentinnovationhigh.org](http://www.kentinnovationhigh.org), [www.MyschoolatKent.net](http://www.MyschoolatKent.net), and [www.kentisd.org_kent-transition-center](http://www.kentisd.org_kent-transition-center).

**WEATHER WATCHES**

If the Weather Bureau issues a severe weather forecast, including a tornado watch, while Kent Transition Center is in session, instructors will be notified. If dismissal is warranted, a student with his/her own transportation will be permitted to go home. A student who rides a sending school bus will be detained until his/her transportation arrives.

**WARNINGS**

If a tornado warning is received while a Kent ISD Secondary Program is in session, instructors will make every effort to see students are kept safe. Students will be detained until the Weather Bureau issues an “all-clear report” or until weather conditions improve sufficiently for dismissal.

**FIRE, TORNADO, LOCKDOWN & SHELTER IN PLACE DRILLS**

Fire, tornado and lockdown drills are very important and serious exercises, which may save students’ lives. The Kent ISD Secondary Program complies with all fire safety laws and will conduct all drills in accordance with State law.
In the event of a fire drill, an alarm will be sounded, the students will follow exit instructions as designated, refrain from talking, evacuate the building and proceed walking to a distance approximately 300 feet from the point of exit. State law requires a minimum of five (5) fire drills per school year.

In the event of an actual fire, students are expected to act with accountability and responsibility. If you do not understand the procedures, notify the instructor or principal.

In the event of a tornado drill, students will move to a designated safe area, refrain from talking and remain there until given the “all-clear” signal. State law requires a minimum of two (2) tornado drills per school year with one tornado drill conducted during March of the school year.

Lockdown drills in which the students are restricted to sections of the interior of the school building and the building secured will occur a minimum of three (3) times each school year. The alarm system for a school lockdown is different from the alarm system for fires and tornadoes. In the event of a critical incident, students and staff will be notified by the Public Address (PA) System. Students and staff are to immediately move to the nearest secured lab or classroom and follow the “lock down” procedure for a critical incident. Staff has been provided with the procedures.

Shelter in Place drills are a lower level or response than a Lockdown drill and are designed to isolate students and staff from a potential hazard around the school property. In the event of an incident requiring students and staff to shelter in place, they will gather in the classroom or lab area and follow the shelter in place procedures provided to staff. If there is a need to move into a lockdown, this can be done more quickly when students and staff are already sheltered in place. One of these drills is required by law to occur “during a lunch or recess period, or at another time when a significant number of the students are gathered but not in the classroom”.

**EVACUATION PROCEDURE**

In the event of emergency evacuation of a Kent ISD Secondary Program, exit the building as practiced during drills in an orderly manner to the designated area and wait for the “all-clear” signal.

In the event an evacuation occurs when students are not in class (break time, between classes, etc.), students should immediately leave through the nearest available emergency exit and move around the outside of the building to locate their instructor at their evacuation site to be accounted for when role is taken. If a student has two Kent ISD Secondary Program classes and the evacuation occurs between classes or at a lunchtime, they should find the instructor of their next course.

**KENT ISD COMPUTER NETWORK/INTERNET POLICY**

The Kent ISD has made electronic technology available to the students in Kent ISD Secondary programs. Under this policy, the Computer Network allows students to access computer programs, printers and the Internet.

**Use of the internet is a privilege, not a right. The School Board's Internet connection is provided for educational purposes only. Unauthorized or inappropriate use may result in a cancellation of this privilege.**

The School Board has implemented technology protection measures, which block/filter Internet access to visual displays that are obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the School Board has not authorized for educational purposes and/or which they and/or their parent/guardian may find inappropriate, offensive, objectionable or controversial. Parent/guardian assumes this risk by consenting to allow their students to participate in the use of the Internet. A student accessing the Internet through the school's computers assumes personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The School Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the School Board’s computers/networks. Messages relating to or in support of
illegal activities will be reported to the appropriate authorities. To the extent that proprietary rights in the
design of a web site hosted on the School Board’s servers would vest in a staff member upon creation,
the staff member agrees to license the use of the web site by the School Board without further
compensation.

**NETWORK ACCESS**
A Network Login ID and a Network Password are required of anyone who uses the Network. Before
being issued a Login ID and Password, the student must read the Computer Network/Internet Policy
and Acceptable Network/Internet Use Guidelines, complete the Agreement Form and return the
signed form to his/her Kent ISD Secondary Program instructor. A signature is also required by the
parent/guardian by signing on the Signature Page of the student profile packet or through the Power
School Parent Portal. The student will then be assigned a System Account and will be the sole,
authorized owner of said account.

**INTERNET USE**
The use of the Internet is intended for specific projects and to access information needed for class
purposes. Random surfing of the Internet is not an appropriate use of the Internet and will not be
allowed.

**NETWORK MONITORING**
The Computer Network is monitored to make sure it is being used in accordance with Acceptable Use
Guidelines.

**ACCEPTABLE NETWORK/INTERNET USE GUIDELINES**

1. Any use of the system must conform to state and federal laws, network provider policies, licenses
   and the Kent ISD policy.

2. Use of the system for commercial solicitation is prohibited.

3. Access to chat rooms and non-school related e-mail accounts on the Internet is prohibited.

4. No use of the system shall disrupt the operation of the system by others. System components,
   including hardware and software, shall not be destroyed, modified or abused in any way.

5. Malicious use of the system to develop programs that harass other users or gain unauthorized
   access to any computer or computing system (hacking) and/or damage the components of a
   computer or computing system is prohibited.

6. The user is responsible for the appropriateness and intent of materials he/she stores/downloads,
   transmits or publishes on the system. Hate mail, harassment, discriminatory remarks, pornographic
   materials, use of obscene or defamatory language or other anti-social behaviors are expressly
   prohibited.

7. Use of the system to access, store, distribute or print obscene or pornographic material is
   prohibited.

8. The unauthorized installation, use, storage or distribution of copyrighted software/materials on
district computers is prohibited.

9. System accounts are to be used only by the authorized owner/user of the account for the
   authorized purpose. Users may not share their login names or passwords with another person.
The account owner is ultimately responsible for all activity under his or her account.

10. A signed Computer Network/Internet Agreement form must be on file with the Kent ISD Secondary
Program prior to student use of the district computer network. Violations of the Computer
Network/Internet Use Agreement will be handled by the RTP™ and/or suspension.
STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers’ directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student’s responsibility to deliver that information. If necessary, e-mail, U.S. mail, or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child’s teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from student support staff or the Administration.

- Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students should include their parents in their educational program.

STUDENTS’ RIGHTS OF EXPRESSION

Students have the right, protected by the First Amendment to the U.S. Constitution, to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia, except expression which:

1. Is obscene to minors or adults;
2. Is libelous;
3. Is pervasively indecent or vulgar;
4. Advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person’s race, religion, or ethnic origin);
6. Presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Distribution or display of material in any of the above categories is prohibited on District-premises or at any District-related event.

Any student wishing to distribute or display unofficial material must first submit for approval a copy of the material to the principal twenty-four (24) hours in advance of desired distribution/display time, together with the following information:

A. Name of the student or organization
B. Date and time(s) of day of intended display or distribution
C. Location where material will be displayed or distributed
D. The grade(s) of students to whom the display or distribution is intended

AGE OF MAJORITY

A student who is 18 years old or older may sign a student waiver, in which case the Kent ISD Secondary Program will deal directly with the student in all of the following areas: attendance, punctuality, behavioral problems, grades, records and school-related activities. *The parent/guardian will receive a copy of the Age of Majority paperwork, as notification of this change. Please be informed that you may revoke this application if you claim your child on your federal income tax forms.*
MEDIA RELEASE
Students may be photographed or interviewed as part of promotional activities. Photographs and comments may be included in materials that Kent ISD is developing for our schools and community if the parent/guardian grants permission.

STUDENT RECORDS
Permanent student records are maintained for all students attending a Kent ISD Secondary Program. These contain objective information relating to the students’ attendance at the Kent ISD Secondary Program and are available to students, parents/guardians and designated school officials who have legitimate educational interest in the records’ contents.

RELEASE OF INFORMATION
Generally, no information regarding a student shall be released to any other person without the written consent of the parent/guardian or the adult student. However, certain student information may be released in a health or safety emergency for the benefit of the student or other individuals. Kent Intermediate School District’s policy and guidelines for the review and release of student records are available from the Kent ISD Secondary Program principal.

DIRECTORY INFORMATION
Each year, Kent ISD will provide public notice to students and their parents/guardians of its intent to make available upon request certain information known as “directory information”. Examples are student’s name, address, telephone number, date and place of birth, major field of study, participation in recognized activities, dates of attendance, date of graduation, awards received or any other information not generally considered harmful or an invasion of privacy, if disclosed.

INFORMATION AND RIGHT TO PRIVACY
Parents/guardians and adult students may refuse to allow the Kent ISD to disclose any or all such directory information via written notification to the District within ten (10) business days after receipt of the District’s public notice.

FIRST AMENDMENT RIGHTS
The First Amendment guarantees students the rights of assembly, petition, symbolic speech, inquiry and expression. The Kent ISD Secondary Program has the authority to put limitations on student rights if materials or clothing contain obscene language, are libelous, or are disruptive. It is the student’s responsibility to make sure speech and written materials do not contain such statements. Freedom of Speech does not give anyone the right to violate the rights of others.

NEGLECT
School staff members are required to report to the proper authorities, any sign of suspected child abuse or neglect.

DRESS CODE AND GROOMING
Personal hygiene and acceptable dress are essential parts of student behavior. In all programs, dress shall not be extreme, exhibitionist or immodest in so much as it is disruptive to the educational process. Students are expected to use good taste, good judgment, discretion and modesty in their personal appearance. In all program areas, the usual occupational dress requirements will guide the dress code. Students who are inappropriately dressed will be referred to the main office and may be asked to wear a lab coat or coveralls for the day if they are unable to acquire appropriate clothing.

- **Footwear**: Appropriate footwear must be worn at all times. Bedroom/household slippers are not acceptable. Most programs at Kent Transition Center require closed-toe shoes (no sandals) for health and safety reasons.
- **Shorts/skirts**: Shorts and skirts must be of an appropriate length. They must be of at least fingertip length at the shortest part with the waistband at the waistline. Many programs at Kent Transition Center prohibit skirts and shorts for safety reasons.
• **See-through clothing**: Bare midriffs, exposed cleavage, cut-out dresses, tank tops, muscle shirts, halter (bare back) tops, spaghetti straps, and bare shoulder styles are not permitted.

• **Pants**: Pants are to be pulled up at the waist and not worn below the waist or sagging at any time. Undergarments, shorts, navels and buttocks should not be seen.

• **Clothing** with writing or attached **symbols** that are obscene, libelous, suggestive or illegal to students is not permitted.

• **Clothing** that represents or implies **gang affiliation** is not permitted.

• **Personal hair grooming, dress and/or accessories** shall be of a style, which will not jeopardize the health or safety of any individual.

**SEARCH AND SEIZURE**

In order to maintain order, safety, and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes school liaison police officers.

(Board Policy 5771) The School Board has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the policy.

**School Property and Equipment, Personal Effects of Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (i.e., lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building administrator may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

**Students**

School authorities may search a student and/or the student’s personal effects in the student’s possession (e.g., purses, wallets, backpacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district’s rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction.

**Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district’s policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

**INTERVIEWING**

On occasion, law enforcement officers will be granted the privilege of questioning a student at Kent Transition Center. Interviewing will take place privately. The administration or designee may be present and the student’s parent/guardian will be notified whenever possible. A student will be informed of his/her rights before questioning begins.

(Board Policy 5540) The School Board is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with law enforcement and public children’s services agencies. The building administrator shall attempt to contact the parent prior to questioning, unless the investigator specifically requests that s/he not make such contact due to potential impact on the investigation. The building administrator or designated guidance counselor will remain in the room during questioning of the student unless prohibited by the agency investigator.
HARASSMENT
Harassment of a student by other students or any member of the staff is contrary to the Kent ISD School Board’s commitment to provide a physically and psychologically safe environment in which to learn and may be in violation of federal or state law.

In addition to sexual harassment which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

The principal will promptly investigate all such reports. Anyone found to have violated this policy and/or the Code of Conduct shall be subject to disciplinary action up to and including suspension or expulsion from the Kent ISD Secondary Program.

“Intimidation/Menacing” includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person’s property; or to intentionally interfere with or block a person’s movement without good reason.

BULLYING
Bullying is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

Bullying will be considered either a Level I, II or III violation (listed later in this Handbook), depending on the circumstance. Consequences of bullying range from a referral to the RTP process, possible suspension, to filling a police report.

EMPLOYEE HARASSMENT
If a student considers the words or actions of an instructor or other Kent ISD Secondary Program staff as offensive or intimidating, the student will report the incident to the principal as soon as possible. The principal will investigate the charge while maintaining confidentiality, so as not to interfere with learning.
CYBERBULLYING
The use of information and communication technologies such as e-mail, cell phone and text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

KNOWLEDGE OF WEAPONS OR THREATS OF VIOLENCE
The administration at the Kent ISD Secondary Program acknowledges that students, staff members, and visitors have the right to function in a safe school environment. Students are required to report knowledge of dangerous weapons or threats of violence to the building administrator. Failure to report such knowledge may subject the student to disciplinary procedures.

The Kent ISD Secondary Program practices the program OK2SAY. This is a program designed to empower Michigan students, parents, school personnel, community mental health service programs, and law enforcement to share and respond to student safety threats.

VIDEO RECORDING ON DISTRICT PROPERTY
The Board of Education has installed video cameras on District property to monitor student behavior. If a student violated the Code of Conduct and his/her actions were recorded on video, the recording will be submitted to the Administration and may be used as evidence of the misbehavior. Since these recordings are considered part of a student’s record, they can be viewed only in accordance with Federal law.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES
The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes h/she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

STUDENT CODE OF CONDUCT
Any student who disrupts the normal operation of the school, or behaves in a manner that creates a danger to the health, safety or welfare of themselves, other students or school employees, will be subject to the Responsible Thinking Process (RTP™) or disciplinary action, up to and including suspension or termination from the Kent ISD Secondary Program. Every student has the right to learn, and teachers have the right to teach in a safe environment.

DUE PROCESS
In the event that a student is charged with violating school rules, they are entitled to a meeting with an administrator to review the school rules violated, and have the opportunity to present their side of the story. Due process shall be granted on the day of the alleged rules violation, or as soon thereafter as possible.
EXPECTATIONS FOR ALL STUDENTS
1. Behave and speak in a way that meets generally accepted standards for a school setting.
2. Dress and groom according to school standards and the professional requirements of the occupation for which the student is preparing.
3. Avoid disruptive or distracting behavior.
4. Respect others and their property.
5. Refrain from public displays of affection on the Kent ISD Secondary Program campus.
6. Be prepared and report to class on time.
7. Maintain ethical standards of truthfulness, integrity, and accountability.
8. Obtain permission from the instructor before leaving the classroom.
9. At the end of the class session, wait for the instructor to dismiss the class.
10. If instructed to leave the class, report immediately to the specified destination, and return promptly and directly to class.
11. Attend class from beginning to end.

DISCIPLINARY PROCEDURES

POST GRADUATE STUDENTS
Postgraduate students are considered guests and are to a higher standard in matters of behavior and responsibility. Postgraduate students are subject to the same rules at the Kent ISD Secondary Program as students.

DISCIPLINE REFERRAL
Staff may contact a parent/guardian when there is concern about a student’s behavior or attendance. Staff may use the RTP™ for Level I violations. Staff must refer a student to the building administrator for disciplinary action for Level II and Level III offenses. The principal will deal with the situation as quickly and as fairly as possible, and will notify parents/guardians by phone or in writing of the disciplinary action.

SUSPENSIONS
Suspension means that the student may not attend classes or be present on the Kent ISD Secondary Program campus (without prior permission) during the time of suspension. A student is required to contact their teacher during the time of suspension in order to obtain assignments that can be completed away from school. Upon return to class, the student is required to discuss a plan to make up any missed work that could not be completed away from school. In some cases, a successful re-entry meeting will be required prior to a student returning to classes after a suspension. The principal may impose a suspension of up to ten (10) days in duration or refer the student back to the sending school. Suspension notice will be given to the student and the parent/guardian identified. A record will be made in the Log Entry area of PowerSchool.

In instances when a student is suspended from their local high school, the Kent ISD Secondary Program is typically notified by the local high school and the student is suspended from attending the Kent ISD Secondary Program also. If student is suspended by the Kent ISD Secondary Program administration, the Kent ISD Secondary Program will notify the local district and it is the decision of the local district to impose the suspension at the sending high school. If a student also attends another school on the Kent ISD campus, a suspension from one program means the student is suspended from all Kent ISD programs.

Michigan's Public Act 360 of 2016 requires schools to consider factors such as a student’s age, disciplinary history, and seriousness of the violation before suspending or expelling a student for truancy, chronic absenteeism or any of the other reasons schools can expel or suspend students. The bills also require districts to consider using alternatives to expulsions and suspension — such as one that brings the victim and offender together to discuss the incident, allowing victims to get answers and heal and offenders to understand the impact of their actions. This new field of study, restorative practices (RP) is a social science that integrates developments from a variety of disciplines and fields,
including education, psychology, social work, criminology, sociology, and leadership. Through participatory learning and decision-making, RP seeks to develop community and build relationships and to repair harm and restore relationships when conflict arises.

**PERMANENT REMOVAL FROM PROGRAM**
After due process, if it is concluded that there is no educational benefit in a student continuing their placement at the Kent ISD Secondary Program, the student, guardian and the LEA will be notified of this determination. This may include being banned from the Kent ISD Secondary Program campus.

**APPEALS PROCESS**
A suspension of one (1) day or less will not be subject to appeal. Suspension of more than one (1) day, but not more than ten (10) school days, may be appealed in writing to the building administrator within two (2) school days of the parent/guardian’s receipt of the written suspension notice. The Appeals Process follows:

- **Step 1.** The written appeal must contain the reason(s) the suspension is being appealed. The student shall be reinstated during the Appeal Process unless it is determined the student’s attendance would jeopardize the safety of others.

- **Step 2.** Upon review, the building administrator may uphold the suspension, establish an alternative suspension of lesser severity or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parent/guardian if, in the building administrator’s opinion, this is appropriate.

- **Step 3.** The building administrator will reach a decision and inform the parent/guardian in writing within ten (10) school days after receipt of the written request.

- **Step 4.** The decision of the building administrator may be appealed in writing to the Assistant Superintendent of Instructional Services within two (2) school days of the parent’s/guardian’s receipt of the building administrator’s decision. The assistant superintendent will reach a decision and inform the parent/guardian in writing within ten (10) school days after receipt of the written request for further review.

- **Step 5.** The assistant superintendent’s decision shall be considered final. The parent/guardian may appeal to the Superintendent only in cases of alleged violation of due process. In such cases, the appeal shall be made in writing to the Superintendent within two (2) school days after the parent/guardian’s receipt of the decision, and shall include a statement of the alleged violation of the policy. The Superintendent shall notify the parent/guardian of his/her decision within ten (10) school days of receipt of the written request.

**SCHOOL RULES VIOLATIONS**
In order to apply disciplinary measures fairly and consistently, Kent ISD Secondary Programs classify various violations of student behavior by the level of severity:

- **Level I Violations** Students will work on a Responsible Thinking Plan.
- **Level II Violations** Moderate severity of disciplinary measures.
- **Level III Violations** Most severe of disciplinary measures.
- **Administrative Discretion** The principal reserves the right to amend any provision in this handbook, which he/she deems to be in the best interest of the educational process. The principal retains the right to apply consequences for student choices not specifically stated herein and to alter consequences, as he/she considers necessary.

*Level II and III violations may result in police notification and possible termination.
EXAMPLES OF LEVEL I VIOLATIONS AND DEFINITIONS
Including but not limited to:

DISRUPTIVE BEHAVIOR
Any behavior that disrupts the learning environment or the normal functioning of the safe school environment

CLOSED CAMPUS
Leaving Kent Transition Center without prearranged written permission from a parent/guardian or school authority.

LEAVING CLASS WITHOUT PERMISSION
Exiting the classroom or lab without permission from the instructor.

INSUBORDINATION
Refusal to follow reasonable requests made by school personnel, or showing disrespect to school personnel. Students are expected to cooperate with and give respect to staff at all times.

INAPPROPRIATE DISPLAYS OF AFFECTION
Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature.

OBSCENITY/PROFANITY
Use of obscene or profane language in oral or written form, pictures or gestures.

GANG-RELATED SIGNS, CLOTHING OR SYMBOLS
Wearing clothing that represents or implies gang affiliation, writing gang symbols or flashing gang signs.

UNIFORM/DRESS CODE
Failure to comply with uniform or dress code requirements, which also includes wearing the visible student identification badge provided by the school.

DRIVING VIOLATION
Any infraction that violates the rules of the road or causes safety hazards, including reckless driving, parking violations and leaving school without permission. Also includes unauthorized use of a driving permit vehicle tag.

TOBACCO VIOLATION
Possession, use or transfer of tobacco in any form, including smoking, or chewing on school premises or at any school activity. E-cigarettes or vapor cigarettes are treated the same as tobacco products and are not allowed on school premises.

IDENTIFICATION
Each Student is issued a student identification badge. For purposes of safety and security, this is required to be worn in a visible manner while students are on campus. Failure to do so will result in a Responsible Thinking Classroom referral.

CHEATING/PLAGIARISM
Taking credit on a test, exam or project for work or answers copied from another source or person.

CELL PHONES AND COMMUNICATION DEVICES
Use of a cell phone, MP3, iPod, laptop, video game and personal electronics is prohibited in classrooms and labs unless approved by the instructor.
Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of PCDs brought onto its property.

MISCELLANEOUS SITUATIONS
The Kent ISD Secondary Program reserves the right to set forth, as part of a Code of Conduct, those rules and regulations necessary for a learning environment. When situations arise not described in this Handbook, administration will decide upon the appropriate disciplinary action.

LEVEL I VIOLATION DISCIPLINARY ACTIONS/RESPONSIBLE THINKING PROCESS (RTP™)

The Kent ISD Secondary Program utilizes the RTP™ to help students decide appropriate behavior. This process develops an atmosphere where mutual respect is promoted, expected and taught.

A RTP™ is designed to allow students to think about their behavior and develop strategies to handle the situation in a more appropriate and respectful manner. If a student chooses to disrupt the classroom, he/she will be asked specific questions that are designed to help the student think about what they are doing and decide where they want to be. If a student continues to disrupt, he/she has chosen to go through the RTP™ process. After an acceptable plan is written and a commitment is made to resolve the issue, the student will negotiate with the teacher to return to the classroom.

If a student continues to be disruptive while working on the RTP™, an intervention meeting may be called. An intervention meeting may include the student, parent/guardian and appropriate staff. The primary purpose of this meeting is to discuss the problem and to formulate strategies to assist the student in becoming more successful. The intervention meeting is an attempt to inform parents/guardians and provide students with every opportunity to succeed.

RESPONSIBLE THINKING QUESTIONS
- What are you doing?
- What are the rules? Is that O.K.?
- What happens when you break the rules?
- Is that what you want to happen?
- What do you want to do now?
- What will happen if you disrupt again?
- Do you want to work with me or not?
EXAMPLES OF LEVEL II VIOLATIONS AND DEFINITIONS
Including but not limited to:

GROSS INSUBORDINATION
Any example of insubordination deemed excessive by administrative discretion.

MAJOR DISRUPTIVE BEHAVIOR
Any example of disruptive behavior deemed excessive by administrative discretion.

COMPUTER VIOLATION
Inappropriate or unauthorized use of computer hardware, software and/or use of internet.

EXTORTION
Borrowing or accepting a payoff, attempting to borrow money or accept a payment of money, services and goods, or anything of value from another, by using an implied or expressed threat.

DRIVING VIOLATION
Any infraction that violates the rules of the road or causes safety hazards, including reckless driving, parking violations and leaving school without permission. This also includes transferring, giving, stealing, borrowing, lending, taking, or sharing a Driving Permit Vehicle Tag.

FIGHTING
Inflicting or attempting to inflict bodily injury on another person.

HARASSMENT OR INTIMIDATION
Using derogatory slurs, name-calling, causing psychological harm or threatening physical harm to any student, employee, or visitor.

TRESPASSING
Being present in an unauthorized place, or the refusal to leave a place when ordered to do so.

FORGERY/FALSIFICATION
Fraudulently using the name of another person, either in writing or verbally, or falsifying time, dates, grades, address or other data on school records or forms.

GAMBLING
To speculate, bet, wager or play a game for money or other stakes. If students are found to be gambling or wagering, the stakes and the game will be confiscated Kent ISD Secondary Program administration, in addition to Level II disciplinary action.

HARMFUL SUBSTANCES AND OTHER MATERIALS
Kent ISD Secondary Programs have a “drug-free zone” that extends 1,000 feet beyond Kent ISD boundaries, as well as any school activity, transportation, or field trip. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, prescriptions, over-the-counter medications, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers, wines, and the like. Students who break this rule could be suspended or referred back to the sending school. Law enforcement officials may be called.

Students who are recommended for internship learning situations (i.e., co-op, internships, apprenticeships, community-based vocational training or work-study) may be required to pass a drug screen as a condition of employment. Any student who fails the drug screen may be subject to loss of credit and a referral back to the sending school.
POLICY 5530A
DETECTION OF DRUG USE AND STANDARDS OF CONDUCT FOR PARTICIPATION IN CTE PROGRAMS AND WORKSITE-BASED LEARNING AT KENT ISD SECONDARY PROGRAMS

It is important to provide a safe environment for students, others and employers. Laboratory experiences, internship learning laboratories and job site applications require participation by students who are not under the influence of drugs or illegal substances.

A key requirement of a CTE curriculum is safety instruction. Students who are unable to meet or demonstrate the safety standards due to use of drugs and alcohol are subject to loss of credit and termination from the Kent ISD Secondary Program.

In the event an instructor has reasonable cause to suspect a student is under the influence of alcohol or drugs and may be a safety risk to self or others, they should immediately notify a building administrator. The instructor will stop the student from participating in any potentially harmful hands-on/lab activities.

The administrator will notify the parent/guardian and require a drug screen at the expense of Kent ISD. Pending drug screen results, a student will not be permitted to participate in any potentially harmful hands-on/lab activities. If the results indicate drug or alcohol use, the student may be subject to loss of credit and termination. Random substance abuse testing may be required if there is reasonable suspicion of ongoing substance abuse.

LEVEL II VIOLATION DISCIPLINARY ACTION may include 1 to 10 days suspension, and could result in permanent removal from the Kent ISD Secondary Program. Law enforcement may be involved.

EXAMPLES OF LEVEL III VIOLATIONS AND DEFINITIONS
Including, but not limited to:

ARSON
The intentional setting of fire on school grounds.

PHYSICAL ASSAULT
*Student to Adult – Any student who intentionally causes or attempts to cause physical harm to any school employee, volunteer or contractor through force or violence shall be referred to the sending school.
*Student to Student – Any student who intentionally causes or attempts to cause physical harm to another student on school property, at any school-sponsored activity or in a school-related vehicle shall be referred to the sending school.

VERBAL ASSAULT
Any statement or act, oral or written, which can create an expectation of bodily injury or harm by another person(s).

POSSESSION, USE OR TRANSFER OF WEAPONS/EXPLOSIVES
According to State and Federal Law, any object that is used to threaten, harm or harass another may be considered a weapon. Weapons include a gun or firearm, dagger, dirk, stiletto, knife, pocket knife opened by a mechanical device, iron bar, and brass knuckles. Intentional injury to another can be a felony and/or a cause for civil action. Violation may subject student to suspension or termination. An explosive is any weapon which will or is designed to convert to a form of explosive and certain destructive devices, which include explosives, incendiary or poison gas such as a bomb, grenade, missile, rocket, or mine.

Any weapon not addressed under school law will be, at a minimum, confiscated and the parent/guardian will be called to retrieve it.
CRIMINAL SEXUAL CONTACT
The act of, or attempt to perform, an unlawful sexual activity with a person without his/her consent on school property.

FALSE ALARM VIOLATION
Initiating a false alarm, or a false warning, of a fire, bombing or other catastrophic event.

VANDALISM
The deliberate damage to, or misuse of school property or the personal property of students, school employees or school visitors.

THEFT/UNAUTHORIZED POSSESSION OF PROPERTY
Acquiring the property of another, or of the school, without appropriate authorization.

SALE OF CONTROLLED SUBSTANCES
Any verbal or written attempt to sell or transfer to another individual controlled substances and related paraphernalia will result in termination. Controlled substances include, but are not limited to:

- Illegal drugs, such as LSD, ecstasy, cocaine, marijuana, crack, heroin, methamphetamine, and others
- Cold medicine containing pseudoephedrine
- Alcoholic beverages as described previously in this Handbook

All LEVEL III VIOLATION DISCIPLINARY ACTIONS will be 5-10 days out-of-school suspension and possible removal from the Kent ISD Secondary Program. Law enforcement may be involved.

Effective January 1995, Michigan State Law requires school boards and school administration to impose the penalty of TERMINATION on students who commit arson or rape or who bring specified weapons into a weapon-free school.
EEO STATEMENT

“It is the policy of the Kent ISD School Board that no student, staff member or candidate for any position in the District shall be discriminated against on the basis of race, color, religion, national origin, creed, ancestry, age, gender, marital status, sexual orientation, height, weight, veteran status, political belief or disability; which does not impair his/her ability to perform adequately in the individual's particular position or activity. Nor shall he/she be excluded from participation in, denied the benefit of, or be subjected to discrimination in any program or activity for which the Kent ISD School Board is responsible for, or receives financial assistance from the U.S. Department of Education.”

3122.03 – GRIEVANCE PROCEDURES FOR NON-DISCRIMINATION

SECTION I
If any person believes that the Kent Intermediate School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II, Title VI, Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Act, and/or (5) the Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator:

Assistant Superintendent for Human Resources and Legal Services
Kent Intermediate School District, 2930 Knapp NE, Grand Rapids, MI 49525, (616) 365-2220

SECTION II
The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

- **Step 1**: A written statement of the grievance signed by the complainant shall be submitted to the District Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

- **Step 2**: If the complainant wishes to appeal the decision of the District Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent within five (5) business days after receipt of the Coordinator’s response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

- **Step 3**: If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent’s response in step two. In an attempt to resolve the grievance, the School Board shall meet with the concerned party within ten (10) business days of this meeting. The decision of the School Board shall be final.

- **Step 4**: The District Coordinator, on request, will provide a copy of the District’s grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Civil Rights Coordinator’s office.

P.L. 101-126
Drug-Free Workplace Act of 1988, 41 USC 701 et seq.
20 U.S.C. 3224A
Revised 12/17/90
Revised 3/16/98
Revised 11/22/99
KENT INTERMEDIATE SCHOOL DISTRICT POLICY NOTICES

As required by law, the Kent Transition Center must provide notices regarding Kent Intermediate School District policies and guidelines. The purpose of the notices is to inform students and parent/guardian about rights and procedures.

Listed below are policy summaries. Students and parent/guardian may request complete policy text by contacting the principal’s secretary at #365-2394.

**Student Records (# 8330)**
In order to provide appropriate educational services and programming, the School Board must collect, retain and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student’s privacy and restrict access to student’s personal identifiable information.

**Student Privacy and Parent/Guardian Access (# 2416)**
The School Board respects the privacy rights of parent/guardian and their children. The Superintendent shall ensure that procedures are established whereby parent/guardian may inspect any materials used in conjunction with any survey, analysis, evaluation or that reveals information concerning: political affiliations, mental or psychological problems, sex behavior or attitudes, legally recognized privileged relationships, religious affiliations or income.

**Search and Seizure (# 5771)**
The School Board has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student.

**Public Complaints (# 9130)**
Any person or group having a legitimate interest in the operations of this District shall have the right to present a request, suggestion or complaint concerning District personnel, the program or the operations of the District. At the same time, the School Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

**Matters Regarding Instructional Materials (# 9130)**
The Superintendent shall prepare administrative guidelines to ensure that students and parent/guardian are adequately informed each year regarding their right to inspect instructional materials and the procedure for completing such an inspection.

**Pesticide Application (# 8431F)**
Parent/Guardian has the right to be informed before any pesticide application is made on District property. Parent/Guardian is entitled to receive this notice by first-class United States mail postmarked at least 3 days before the application. To be notified by mail, contact the Kent ISD Facilities Department at (616)365-2290.

**Student Accident Insurance (# 8760)**
The School Board shall provide insurance coverage for injuries to students caused by accidents occurring in the course of attendance at District programs.

**Blood-borne Pathogens (# 8453.01)**
Administrative guidelines establish appropriate procedures for the reporting, evaluation and follow-up to any and all incidents of exposure and provide record keeping complying with both Federal and State laws.
**Bullying and Other Aggressive Behavior Toward Students (#5517.01)**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

**Positive School Culture**

Promoting a positive school culture is at the core of our learning environment. While providing a world-class education focusing on career exploration, career preparation leading to successful employment, we want all students to be responsible learners and be respectful of our school environment. Our school culture focuses on professional practices that support the character growth and development of our students. Our students apply the “Going Pro” behaviors of being professional, respectful, responsible, safe and showing initiative at all times and in all places…classrooms, hallways, common areas, restrooms, parking lots, busses, etc. By teaching, learning and demonstrating professionalism at school, this equips students to know what professional behavior looks like and what is expected in the workplace and community.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACTS**

**Notification of rights under FERPA for students of a Kent ISD secondary program**

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day Kent ISD Secondary Program receives a request for access.

   Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school administrator will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected. Verification of identity may be required.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

   Parents or eligible students may ask the Kent ISD Secondary Program to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.
If the Kent ISD Secondary Program decides not to amend the record as requested by the parent or eligible student, the Kent ISD Secondary Program will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The Kent ISD Secondary Program has published a Directory Information policy that describes the circumstances in which it will disclose designated personally identifiable information about students.

4. The Kent ISD Secondary Program shall, as permitted by law, disclose personally identifiable information about students without consent to school officials with a legitimate educational interest in the specific information. Disclosures to other individuals generally require consent.

A school official is and includes all of the following:

- A person employed by a Kent ISD Secondary Program or Kent ISD as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) who either performs an administrative or clerical task related to a student’s education or behavior at school; an employee who will use personal information about the student in performing education, discipline related, or clerical tasks in connection with a student.

- A person serving on the School Board, to the extent the member has a legitimate educational interest in the information contained in the records and is performing a task authorized or delegated by the Board.

- A person or company with whom a Kent ISD Secondary Program has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or software company to do academic programs) or to perform a supervisory, administrative, instructional or clerical task in connection with a student as prescribed by the Kent ISD Secondary Program.

- A person employed by an agency or other nonprofit organization who, with the prior written approval of the Kent ISD Secondary Program (Pupil Accounting or Community and Student Services) will use personal information about the student to provide services approved or requested by the Kent ISD Secondary Program, to a student, groups of students, or their families, such as emergency health care, counseling, outreach services, or other group services relating to a student’s academic or behavioral performance, or school or job placement.

- A parent, student, or person from an outside Community Support agency serving on an official committee, such as a peer mediation, grievance committee, special education Referral & Recommendation committee, or assisting another school official in performing his or her tasks. Parent and student should be trained in appropriate procedures in handling confidentiality of student records.

- A volunteer who, with the Kent ISD Secondary Program / Kent ISD’s approval, uses personal information about a student to perform an administrative or clerical task or who performs a supervisory or instructional service related to the student’s education, or who provides services to a student’s family such as emergency health care, counseling, or school or job placement.

- Personally identifiable information is also provided to child study/student support teams in accordance with appropriate building protocol, such as child study/student support teams, or community Child Study Team may include individuals employed by community support agencies who provide professional services such as social, emotional, mental, physical...
health needs to the student or student’s family. However, these community support agencies shall only have access limited to information relevant to specific services provided and limited to the specific students with whom they are involved.

A school official has a legitimate educational interest if the official needs to review an education record in order to: fulfill his or her professional responsibility to the student, the student’s family, or to Kent ISD Secondary Program; perform an administrative or clerical task required in the employee’s job description or in a contract with the Kent ISD Secondary Program; perform a supervisory or instructional task related to a student’s educational program; perform a service or benefit for the student or the student’s family, such as, but not limited to, emergency care, counseling or job placement; perform a task prescribed by the Kent ISD Secondary Program.

Upon request, the Kent ISD Secondary Program discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

- The Kent ISD Secondary Program may disclose personally identifiable information about students to organizations conducting research only if the research project meets any applicable standards established by law and the Pupil Accounting office.

- The Kent ISD Secondary Program discloses personally identifiable information about students to auditing agencies and organizations to the extent permitted or required by law.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Kent Transition Center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5920

**PPRA MODEL NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. & 123h, requires the Kent ISD Secondary Program to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.