

# **KENT INTERMEDIATE SCHOOL DISTRICT**

2930 Knapp NE  
Grand Rapids, MI 49525

***Ron Koehler, Superintendent***

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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

### **Joe Lienesch**

*Principal / Kent Career Technical Center & Kent Transition Center*

### **Sara Van**

*Assistant Principal / Kent Transition Center*

### **Ron Gorman**

*Assistant Superintendent of 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.

Dave Rodgers, Assistant Superintendent of Human Resources  
Kent Intermediate School District, 2930 Knapp NE, Grand Rapids, MI 49525, #(616) 364-1333



[Website: www.kentisd.org/kent-transition-center](http://www.kentisd.org/kent-transition-center)

## **Kent Transition Center Mission**

*Kent Transition Center provides hands-on learning for job preparation, career exploration, and work internship opportunities to prepare students for success in work and life.*

*Welcome to Kent Transition Center! 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 look forward to working with you and your child. Please do not hesitate to reach out if there is a question concerning programs or services.*

*Good luck to you this school year!*

*Kent Transition Center Staff  
August 2022*

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## **KENT TRANSITION CENTER CALENDAR**

AUG 17-18	Staff In-Service
AUG 22	First Day for Students
AUG 26	<b>NO SCHOOL</b>
SEPT 2, 5	<b>NO SCHOOL</b> – Holiday
SEPT 30	Staff PD – <b>NO STUDENTS</b>
OCT 21	End of Quarter 1
NOV 23-25	<b>NO SCHOOL</b> – Thanksgiving Break
DEC 16	End of Quarter 2/End of Semester 1
DEC 19-30, JAN 2	<b>NO SCHOOL</b> – Holiday Break
JAN 3	Classes Resume
JAN 16	Staff PD – <b>NO STUDENTS</b>
FEB 20	<b>NO SCHOOL</b> – Mid-Winter Break
MAR 10	Staff PD – <b>NO STUDENTS</b>
MAR 17	End of Quarter 3
MAR 31, APR 3-7	<b>NO SCHOOL</b> – Spring Break
MAY 5	Student Appreciation Day/Awards
MAY 19	Seniors Last Day
MAY 29	<b>NO SCHOOL</b> – Memorial Day
JUN 2	Students & Staff Last Day

## **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
Enrollment Information.....	616-365-2374

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

## **KENT TRANSITION CENTER and CORE SESSION TIMES**

*NOTE: KTC CORE is located at:  
Mary Free Bed YMCA – Monday, Wednesday, Friday  
Kent Transition Center – Tuesday, Thursday*

- KTC & CORE Session 2 ..... 9:10 AM – 11:25 AM (corresponds with KTC 2<sup>nd</sup> session)
- KTC & CORE Session 3 ..... 11:55 AM – 2:10 PM (corresponds with KTC 3<sup>rd</sup> session)

(KTC sessions begin and end five minutes prior to KCTC sessions)

## 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 writing of this handbook. If any of the policies or administrative guidelines referenced herein are revised after this writing, 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. Supporting or enforcing consequences for their child's willful misbehavior in school;
- E. Sending their children to school with proper attention to their child's health, personal cleanliness, and dress;
- F. Maintaining an active interest in their child's daily work, monitoring and making it possible for their child to complete assigned homework by providing a quiet place and suitable conditions for study;
- G. Reading all communications from the school, signing, and returning them promptly when required;
- H. 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.

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

## 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) – <http://www.kentisd.org/kent-transition-center> – maintains current information about our programs, staff, calendar, events, login links to important sites, etc.
- **Facebook** – listed as Kent Transition Center – regular updates and photos showcasing student successes, school events, career and employability links, 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 Kent ISD, 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

It is essential for students to develop good work habits and employability skills while in high school to prepare them better to be career ready. Regular attendance teaches self-discipline and responsibility, which are characteristics of reliable and employable adults. Regular attendance allows students to engage in the classroom, lab, work-based learning, job shadows, internships, and clinical opportunities. It is our responsibility to work with all stakeholders to ensure that students demonstrate professional skills, which will benefit them as they further pursue their education and take advantage of opportunities to gain employment.

Kent Transition Center will utilize the Attendance Intervention Protocol that includes: communication with teachers, students, parents/guardians, and Local Districts when students are properly identified using daily absenteeism reports. All efforts will be made to develop individualized attendance contracts using progressive tiered interventions to address chronic absenteeism/truancy. The attendance and truancy committee will develop all individualized student attendance plans in partnership with families and Local Education Agency team members.

Students attending the Kent Transition Center are subject to the attendance policies of their own high schools while attending KTC. The final determination regarding the limit on the maximum number of absences permitted to receive credit or a letter grade is determined by each high school's policy. However, should attendance become an issue in student success, a formal attendance plan will be initiated in an attempt to create successful learning. Failure to meet the terms of the attendance plan may result in being dropped from the Tech Center and/or non-return for the following year. Moreover, students exceeding KTC's attendance policies may receive a recommendation to their Local Educational Agency to receive a letter grade of W for their course, with ultimately the final determination and decision being the responsibility of their district, in accordance with their policies.

Good attendance results in opportunities for job placement, internships, clinical, and many other special work-based learning opportunities. Students who wish to participate in job placement, paid cooperative education, or apprenticeship experiences must have a 90% attendance record for six weeks prior to job placement (subject to administrative review). The principal or designee reserves the right to modify this guideline for extenuating circumstances.

## **ATTENDANCE PROCEDURES**

### **ABSENCES**

The parent/guardian(s) has the sole responsibility of contacting the attendance office by phone, email, or note within 48 hours of the absence. This communication should include the:

- Students name (proper spelling)
- Class/ session (1st, 2nd, or 3rd)
- Parents name calling in
- Reason for the absence
- Date of the absence
- If the absence is for more than one-day

Absences not called or emailed in, or not returning with proper legal documentation within 48 hours of the absence or prior to the students return will not be excused. The attendance office can be reached between 7:00am and 3:00pm by calling 616-365-2391 or by email [KTCattendance@kentisd.org](mailto:KTCattendance@kentisd.org).

**Parents/Guardian(s) are responsible for contacting both the Kent Transition Center and the student's Local District to excuse their absence.**

### **PRE-ARRANGED/EXCUSED ABSENCE**

#### ***Board Approved Acceptable Excused Absence with Documentation***

- the student's physical or mental illness (a physician's verification is required after 4 consecutive days of absence for illness);
- severe weather;
- medical appointments for the student;
- death or serious illness of the student's family member;
- attendance at a funeral, wedding, or graduation;
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith;
- college planning visits; and
- personal or family vacations

**School related absences due to required and approved attendance at local school district activities do not count as an absence for the student's attendance at KTC. All other absences will be considered unexcused.**

### **SCHOOL-RELATED**

On days when a Local Educational Agency is not sending students to Kent Transition Center programs (school calendar days off, State and Local Assessment proctoring, local high school events, etc.), parents/guardians are not required to contact the KTC attendance office. The student's local high school's attendance office will communicate directly with KTC's attendance office, providing the student's excuse.

## **LONG-TERM ABSENCES**

Four or more consecutive days that are medically related (the proper documentation) or due to a death in the family (immediate family member) may receive more flexible considerations if documentation is provided to an administrator of Kent Transition Center.

### ***Scheduling Pre-Arranged Absence***

- It is helpful for parent/guardian(s) to schedule legal, medical, or dental appointments before or after school hours. If scheduling at these times is not possible, please call the attendance office at (616) 365-2391.
- **When possible, students should obtain their early dismissal slip from the office *before* class begins. These slips will be shown to the teacher before leaving class and then presented to security before leaving the building.**
- Students failing to present the pass to security before leaving campus will be considered UNEXCUSED for that absence.
- When students return from a medical/legal appointment, they must present an official document to the attendance secretary in order for the absence to be considered EXCUSED.
- **Work schedules are NOT excusable absences. See Board Approved Acceptable Excused Absences**

### ***Family Trips***

- Parents may arrange for their students to accompany them on a family trip, although this is not recommended due to the loss in instructional time.
- The student must pre-arrange the absence with the attendance office at least two weeks prior to leaving.
- Assignment request forms may be picked up in the attendance office. The forms should be initialed by the student's teacher and then returned to the attendance office prior to approved excusal. If the form is not returned to the attendance office prior to the absence, it will be coded as UNEXCUSED.

## **SUSPENSION**

When a student is suspended from their high school, they are also suspended from attendance at KTC 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 (by either KTC or their high school), they can make up all their Foundation/Technical and Career/Employability grades. Work must be made up within a reasonable time after the student returns from suspension. For suspensions longer than ten days, KTC will make every effort to provide work for the suspended student.

### **Unexcused Absence Examples**

The following is not an exhaustive list of attendance behaviors that result in an unexcused absence but will be used as a reference and guide: The process for managing unexcused absences is listed under Intervention Process.

- Arriving late or leaving school for employment
- Skipping class
- Oversleeping
- Absence from a class to do work, take a test, or study for another class somewhere in the school
- Leaving class early without the permission of the classroom teacher
- Leaving the building without reporting to and checking out of the office
- Falsifying notes, telephone calls, email or other communications regarding attendance
- Leaving class with permission, but not returning within a reasonable amount of time
- Missing your ride or lack transportation
- Car trouble
- Babysitting or dropping off younger siblings at a different school
- Stopping for food or drink when driving to campus

## **MAKEUP WORK**

### ***Excused Absences***

Upon returning from an **excused** absence, all students must make up missed work

- Students will have two (2) days per absence to complete missed work. This only applies to **excused** absences.
- It is the responsibility of the student or guardian(s) to contact the teacher for any missed work.

### **Unexcused Absences**

- Students are **not** eligible to make up work **for credit** which includes: assignments, quizzes, tests, projects, or presentations, if during an **unexcused** absence. The principal or designee reserves the right to modify this guideline for extenuating circumstances.
- It is the student's responsibility to complete any missed work to gain **content knowledge** and **comprehension** of that material.

## **ATTENDANCE INTERVENTION PROCESS**

### **Intervention Process**

#### **TIER I**

- Students with 0-3 absences (Unexcused): teacher communication to parent/guardian(s).

#### **Tier II**

- Students with 4-6 absences (Unexcused): meeting with teacher, student, counselor/Teacher Consultant and Dean of Students, Going Pro Success Plan is developed

#### **Tier III**

- **Students with 7-9 absences (unexcused) or meet criteria for Chronic Absenteeism (unexcused and excused):** meeting with parents/guardian, Local District, student, counselor/or Teacher Consultant and Dean - Attendance Intervention Plan is revised
- **Students with 9 absences (excused and unexcused) or meet criteria for Chronic Absenteeism (unexcused and excused):** meeting with parents/guardian, Local District, student, counselor/or Teacher Consultant and Dean - Attendance Intervention Plan is revised, collaboration with Local District to file referral for Truancy
- **Students with 10+ absences or meet criteria for Chronic Absenteeism (excused and unexcused)**
- Continuous action above plus:
  - If a student has significant attendance issues, they may be denied return to a program for the second year. This may be appealed through the administration. The request for appeal must be in writing.
  - A meeting will be held with parents/guardians, the Local District, student, counselor, and administration to determine if there continues to be an educational benefit in the student continuing their placement at KTC due to a lack of process and response to attendance interventions. At that time, it may be determined that a return to the local district is in the best interest of the student and making progress toward meeting their graduation requirements and preventing credit deficiency.
  - (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.

Upon return to their districts, student grades will be shared with the Local District which determines if a student receives a letter grade or credit. If a student is credit deficient, credit recovery is the sole responsibility of the Local District.

## **TARDINESS**

As part of KTC's goal to ensure that all students are career ready through teaching our Going PRO work-related behavioral expectations, punctuality is emphasized and expected in each program. Students are expected to be in the classroom on time. Tardiness disrupts the entire class and can create skills gaps for students that miss classroom instruction and lab experiences.

A student will be marked tardy if he/she enters the classroom after the bell. Tardiness will result in a reduction of points for career and employability, may prevent job placement and student leadership opportunities, and may count towards absences. Excessive tardiness may result in the development of a Going PRO Success Plan and the loss of other privileges (see below). A tardy over (15) minutes will be

considered an absence that requires parent/guardian excusal. When a student arrives late to campus, a time and date stamped tardy slip will be issued by the School Security desk or the front office when the student checks in.

#### **Tardiness Intervention Process (Per Semester)**

- **1st Tardy:** Warning issued and student notified by instructor
- **2nd Tardy:** Warning issued, student and parent notified by instructor
- **3rd Tardy:** Warning issued, student and parent notified by instructor
- **4th Tardy:** Referral to SSC (revoking driving privileges discussed), Going Pro Success Plan Developed, parent notification by SSC personnel
- **5th Tardy:** Referral to SSC (revoking driving privileges discussed), parent notification, Going PRO Success Plan reviewed, and Local District notification
- **6th Tardy:** Referral to SSC, parent notification, Going PRO Success Plan reviewed, Local District Team and Parent meeting scheduled
- **7th Tardy:** Referral to SSC, parent notification, Going PRO Success Plan reviewed, Local District Team and Parent meeting scheduled, loss of Work Based Learning and other leadership opportunities
- **8th Tardy:** Referral to SSC, parent notification, Going PRO Success Plan reviewed, Local District Team and Parent meeting scheduled, loss of Work Based Learning and other leadership opportunities, **driving privileges revoked**
- **9+ Tardy:** All tardies will be considered an absence, referral to SSC, Going PRO Success Plan reviewed, **referral to the Attendance Committee to have a formal Attendance Plan developed with parents/guardian and their local school district team**, potential truancy referral through collaboration with their local school district

**Following the revoking of driving privileges if a student is discovered to have driven on campus without proper authorization it will be considered an act of Gross Insubordination, L II Violation, and appropriate consequences per the student handbook to follow.**

#### **EARLY RELEASE (Board Policy/Administrative Guide 5230)**

Principals may release students before the end of a session only upon presentation of a written or face-to-face request from the child's parent/guardian(s) or for **emergency reasons**. The request should be submitted to the principal as early as possible. Please See Pre-Arranged Absences. ● Please see the Unexcused Absence Policy for a list of unexcused absences.

#### **ABSENCE DEFINITIONS IN POWERSCHOOL**

##### **Lost instruction codes (first letter)**

Absent A\_\_ (Absent)

Tardy, after bell rings T\_\_ (Tardy)

Tardy, over 15 min of session A\_\_ (Absent)

Early departure w/o documentation A\_\_ (Absent)

Early departure w/ documentation D\_\_ (Early Departure)

##### **Explanation codes (second letter)**

Confirmed/Called-in \_\_C

Not confirmed/Not called-in \_\_N

Uncounted (e.g., documented medical/ legal/ etc. \_\_U

Quarantine \_\_Q

##### **Special codes (two letters) Uncounted absences.**

School Related, contacted by LEA SR

School Exclusion, (e.g., suspensions marked absent) SS

Work Based Learning WB

*\*Each time a student is marked Absent, Called-In or School-Related, or a Non-School Related Tardy, 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;** ten unexcused absences in a school year.

This definition focuses on absences not sanctioned by a parent/guardian, generally a student “skipping school.”

**Chronic Absenteeism;** attendance is 90 percent or less of scheduled days to date. This definition includes *all counted absences* even if sanctioned by a parent/guardian. Chronic absenteeism can be measured at any point in the school year, such as fall count day, monthly, semester or trimester end, or whenever an attendance problem is identified.

## **ARRIVING TO AND LEAVING CAMPUS**

Kent Transition Center staff and administration are responsible for students' well-being while attending class. During non-instructional time, students are not permitted to loiter on campus or near neighboring businesses. Once a student enters the Kent Transition Center buildings, they should remain in the buildings until scheduled to leave.

Kent Transition Center doors unlock to receive students at 6:30 a.m. Due to supervision requirements, students arriving earlier will not have access to the building. Students are to be dropped off and picked up at LOT #7 during regularly scheduled school hours.

Students missing the bus or connecting ride back to their local districts are responsible for making alternative transportation arrangements. Students should have transportation arrangements to leave campus no later than 3:00 p.m.

## **CLOSED CAMPUS**

Kent Transition Center is a closed campus. Once students arrive on school grounds, they are to remain in the school building until scheduled to leave. Students who leave school without office permission will be considered truant/absent.

# **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:

- 50% Skill Achievement
- 50% Career & Employability Skills

There is an opportunity for sending school districts to grant Academic Credit for:

- Math
- English Language Arts
- 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: demonstrating initiative, being responsible, being respectful, being safe and being PROFESSIONAL. 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:

- .5 credit of Math
- .5 credit of English/Language Arts (ELA)
- 1.0 credit of Visual Performing & Applied Arts (VPAA)

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**

Rubric Average Low Score	Rubric Average High Score	Score out of 100 to enter into Gradebook	Description	Standard Score	Letter grade
3.50	4.00	100	Advanced	4	A
3.25	3.49	97	Proficient	3	A
3.00	3.24	94	Proficient	3	A
2.80	2.99	90	Proficient	3	A-
2.51	2.79	87	Proficient	3	B+
2.31	2.50	84	Proficient	3	B
2.11	2.30	80	Proficient	3	B-
1.91	2.10	77	Developing	2	C+
1.71	1.90	74	Developing	2	C
1.50	1.70	70	Developing	2	C-
1.25	1.49	67	Beginning	1	D+
1.00	1.24	64	Beginning	1	D
0.75	0.99	60	Beginning	1	D-
0.50	0.74	57	Minimal knowledge	0	E
0.01	0.49	54	Minimal knowledge	0	E
0	0	50	Minimal knowledge	0	E
0.00	0.00	0	Student did not attempt	0	E

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.

### **ON-LINE INFORMATION**

The instructor updates grades weekly. Attendance is taken within 15 minutes of student arrivals. Attendance and grades are available on-line for parents/guardians through the Power School® Parent Portal. The web address and passwords for parents are mailed to student's home address, or can be received by contacting the main office. The login access for students can be obtained by contacting the instructor.

### **ACADEMIC & ATTENDANCE INTERVENTIONS**

We have interventions in place designed to assist ALL learners in meeting Kent Transition Center's standards. These interventions are designed to meet the achievement and behavioral needs of ALL learners. Experience has demonstrated that in order to increase achievement, we must be strategic in providing support. We will collaborate to strengthen each other for the benefit of all learners.

### **PERFORMANCE CERTIFICATES**

A performance certificate is awarded to every student who completes their program. The performance certificate verifies the school year of course completion and standards achieved. The certificate is a valuable document when seeking job placement. It will tell the employer the level of knowledge the student has acquired for each standard reflected and the number of days the student was present.

### **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 and Perfect Attendance Awards.

### **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 the student's parents/guardians 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 the student's 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 a 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
- Help with learning about further training and educational opportunities
- Classroom help with English, reading, and math skills
- Technical assistance from experienced and skilled support services staff
- Language support
- Career guidance services/career counseling
- Assistance with completing job applications and resumes
- Assistance with finding related part-time and full-time jobs
- Special education support services
- Section 504 support services
- 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.

## **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:

- Kent Transition Center is a two-year program (one year with a recommendation for year two programming)
- Students must be at least high school juniors
- Students must be less than 20 years of age the first day of the school year.

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.

Certain CTE programs require physicals, background checks, and immunizations for participation in related clinical placements. It is essential that administration is aware of any health issues. If you have any questions, please call the Main Office at 616-365-2391.

### **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.

### **DENIAL OF RETURN FOR 2<sup>ND</sup> YEAR OF A PROGRAM**

If a student does not meet the academic and/or attendance requirements and/or has significant behavioral issues, they may be denied return for the 2<sup>nd</sup> year Internship Program. This may be appealed through the administration. The request for appeal must be in writing.

## **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. The parent/guardian signs a field trip form at the beginning of the school year, which gives the student permission to participate in **all** scheduled field trips. In order to go on a field trip the student must:

1. Have a signed permission form on file
2. Use KTC provided transportation

Students who do not go on the field trip must attend KTC that day and complete an alternate assignment.

## **TRANSPORTATION**

Transportation is the responsibility of each student's sending school. Kent Transition Center strongly encourages students to utilize bus service offered by their sending school. Students must ride the bus, have parents drop off and pick up, or obtain a KTC Parking Permit if the student drives.

### **PARKING PERMIT VEHICLE TAG**

If the sending school determines a student may drive to Kent Transition Center, the student must apply to the main office for a Parking Permit. The sending school principal or designee and the student's parent/guardian must sign the application. A Parking Permit tag will be issued once the application is approved. All vehicles must display official vehicle tag on the rear view mirror, facing toward the front windshield. The vehicle tag belongs to the student to whom it was originally distributed. Parking Permit Vehicle Tags are NOT transferable from student to student. Cost for a replacement vehicle tag is \$5.

### **DRIVING PRIVILEGES**

The speed limit on Kent ISD campus roads is 15 miles per hour. Driving to Kent Transition Center is a privilege. Drivers are expected to observe all safety rules and posted speed limits. Reckless driving, noise violations, parking illegally, or other driving violations could result in the suspension or revocation of driving privileges. 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.

### **RECKLESS DRIVING**

Severe or repeated instances of reckless driving may result in termination from Kent Transition Center.

### **OCCASIONAL DRIVING (TEMPORARY / DAILY PARKING PERMITS)**

Students driving on an "occasional" basis must register the vehicle with the Safety & Security Officers desk within 30 minutes of arriving at the Transition Center. This will include student's name, vehicle description, and license plate number. Vehicles that are parked without permission may be immobilized.

## **STUDENT PARKING**

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.**

## **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 Transition Center 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, personal property, and supplies. All lockers are equipped with a combination or keyed lock 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 Kent Transition Center 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. Kent Transition Center and/or the student's 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**

All essential supplies, materials, textbooks, tools and equipment needed to be successful in classes will be provided. It is important and required that students use these items with care. There is no need to bring any equipment to Kent Transition Center for the class. Knives are provided in programs where they are needed. Bringing your own knife to school can result in confiscation and possible disciplinary action.

### **STUDENT IDENTIFICATION BADGE**

Each student is issued a student identification badge. For purposes of safety and security as well as practicing industry standards, we request students wear their credentials in a visible manner when possible while on campus. Replacement of lost ID badges will result in a fee assessed to the student.

### **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 from the principal's office to use any other school equipment or facility outside of the classroom. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

### **UNIFORMS**

Programs requiring protective clothing will provide students with uniforms, which will be collected for cleaning and/or repair on a regular basis. If issued a uniform, a student must:

- Wear it when required
- Leave the uniform in the student's locker at Kent Transition Center
- 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.

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

### **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.

## **SAFETY AND EMERGENCY PROCEDURES**

### **EMERGENCY CARE AUTHORIZATION**

A student's parent/guardian will provide Kent Transition Center 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, Kent Transition Center 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 Kent Transition Center takes 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 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 or non-prescription medication until the student's parent/guardian submits the completed and signed "Student Medication Authorization" form. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

### **EPI-PENS**

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.

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 Transition Center/Kent ISD has 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 Kent Transition Center'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.

## **COVID-19 POLICIES AND STATEMENT**

Kent Transition Center's first priority is the safety of students and staff. We are working to create spaces and procedures that will allow the school to operate in as safe an environment as possible. We will utilize flexible arrangements such as virtual learning and telecommuting where necessary to supplement learning that might normally occur in classroom seats. Decisions about potential transition to virtual learning and reopening are guided by the latest requirements provided by the State of Michigan and the Kent County Health Department. The day-to-day status of Covid-19 cases may fluctuate over the school year. We will follow state, local, and national guidance as required regarding social distancing and masking.

## **SCHOOL CLOSING**

If Kent Transition Center 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 Kent Transition Center 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 website: [www.kentisd.org\\_kent-transition-center](http://www.kentisd.org_kent-transition-center).

## **WEATHER WATCHES**

If the National Weather Service issues a severe weather forecast, including a tornado watch, while Kent Transition Center is in session, students will be notified. If dismissal is warranted, a student with their own transportation will be permitted to go home. A student who rides a sending school bus will be detained until the student's transportation arrives.

## **WARNINGS**

If a tornado warning is received while Kent Transition Center is in session, instructors will make every effort to see students are kept safe. Students will be detained until the National Weather Service issues an "all-clear report" or until weather conditions improve sufficiently for dismissal.

## **EMERGENCY PROCEDURES AND DRILLS**

Fire drills, severe weather (tornado) drills, and lockdown drills are important and serious exercises which will save students' lives. It is only through practice that replicates reality that one becomes proficient at a task. Accordingly, we here at KTC place a high emphasis on emergency drills and procedures. What follows below is a list of the emergency procedures we follow at KTC. These procedures are **evacuation**, **shelter-in-place**, **lockdown**, and **secure mode**. We expect our staff and our students to treat emergency drills as though their lives depended on them. Because in actuality, they do.

For a fire drill, an alarm will be sounded. This alarm will be both audio and visual. Students are expected to refrain from talking and to follow the directions of their teacher/adult supervisor. On command from administration, all building occupants will execute an **evacuation**. All occupants will leave the building and will move to a location outside the building approximately 300 feet from the point of exit. Per state law, a minimum of five (5) fire drills will be conducted each school year.

In the event an evacuation occurs when students are not in class (between classes, etc.), students should immediately leave through the nearest available emergency exit and move around the outside of the building. Once outside, students should report to the closest teacher/adult supervisor if they cannot locate their teacher. That teacher/adult supervisor will account for that student with the main office.

Once an all-clear is announced, students should report to their classroom.

In the event of a tornado drill, students will conduct a **shelter-in-place**. Students should refrain from talking and follow the directions of their teacher/adult supervisor. Students may be moved to an interior hall where they will assume a “tuck/cover” position. Students will remain in the designated position until an “all-clear” signal is given by the administration. State law requires a minimum of two (2) tornado drills per school year with one drill occurring during March of the school year.

A shelter-in-place can also be initiated in the event of an outdoor hazardous material release. Students should assist their teacher/adult supervisor with sealing windows and doors to prevent vapors/gases from seeping in.

A **lockdown** will occur when there is an existing threat at the campus or a threat is expected to arrive soon. All exterior doors and classroom doors will be locked. Students, faculty, and staff will stay in their work areas/classrooms, fortifying the area. Drills to exercise our lockdown response will occur at least three (3) times each school year. In the event of a lockdown, students and staff will be notified via a Public Address (PA) announcement. Upon receiving a lockdown announcement, students should refrain from talking and follow the directions of their teacher/adult supervisor.

A **secure mode** will occur when a person or a situation presents a threat to students, faculty, or staff in/near the building. All exterior doors and classroom doors will be locked. Students will stay in their classrooms/labs. Travel within the building is allowed, but should be limited. Secure mode is designed to insulate students and staff from potential hazards in the area. In the event of a secure mode, students and staff will be notified via a PA announcement. Normal instruction should continue. However, if the need arises to move to a lockdown, this can be done quickly from secure mode.

## **KENT ISD COMPUTER NETWORK/INTERNET POLICY**

Kent ISD has made electronic technology available to the students at Kent Transition Center. 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 virtue of enrolling their child in a Kent ISD program. 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 the student's Transition Center instructor. 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 that the user 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 their account.
10. A student-signed Computer Network/Internet Agreement form must be on file with Kent Transition Center 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.

## **STUDENTS' 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 Services personnel 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.

### **STUDENT RIGHTS OF EXPRESSION (BOARD POLICY 5723)**

In accordance with Board Policy 5722 and Policy 9700, 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:

- A. Is obscene to minors or adults;
- B. Is libelous;
- C. Is pervasively indecent or vulgar;
- D. Advertises any product or service not permitted to minors by law;
- E. 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);
- F. 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

### **ENROLLMENT ELIGIBILITY**

#### *Enrollment Eligibility, Immunizations, Physicals, and Background Checks*

Certain CTE programs require physicals, background checks, and immunizations for participation in related clinical placements. It is essential that KTC personnel are aware of any health issues. If you have any questions, please call the Student Services Office at 616-365-2370.

Students are eligible to attend KTC if they:

- have completed the tenth grade (except for programs designed for 10<sup>th</sup> graders), **AND**
- will be 16 years old on or before December 1<sup>st</sup> of the year in which they attend, **AND** • are attending a public, parochial or private school of the Kent Intermediate School District or identified affiliate.
- are a homeschooled student, living in Kent County, and meet the minimum age requirement identified above.
- meet the requirements of a postgraduate student continuing in the second year of a two-year program (please see administration for details).

### **AGE OF MAJORITY**

A student who is 18 years old or older may sign a student waiver, in which case KTC will deal directly with the student in all 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 the parent/guardian 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 Intermediate School District is developing for our schools and community if permission is granted by the parent/guardian through the parent portal.

## **STUDENT RECORDS**

Permanent student records are maintained for all students attending Kent Transition Center. These contain objective information relating to the students' attendance at KTC 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 person without the written consent of the parent 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 of and release of student records are available from the KTC principal.

## **DIRECTORY**

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, and any other information not generally considered harmful or an invasion of privacy if disclosed.

## **INFORMATION AND RIGHTS TO PRIVACY**

Parents/guardians and adult students may refuse to allow Kent ISD to disclose any or all of 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. KTC 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 other people.

## **NEGLECT**

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

## **CODE AND GROOMING**

Personal cleanliness and acceptable dress are essential parts of student behavior. In all programs, dress shall not be extreme, exhibitionistic 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 Responsible Thinking Center and may be asked to wear a lab coat or coveralls if they are unable to acquire appropriate clothing.

- **Footwear:** Appropriate footwear must be worn at all times. Bedroom/household slippers are not acceptable. Many programs at KTC 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 KTC prohibit skirts and shorts for safety reasons.
- **See-through Clothing:** Bare midriffs, exposed cleavage, cutout clothing, 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, 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** shall be of a style, which will not jeopardize the health and safety of any individual.

## **SEARCH AND SEIZURE**

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" include 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 following 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 principal 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 using 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, knapsacks, book bags, lunch boxes, electronic devices) when there is a reasonable suspicion that the search will produce evidence that the 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 considering 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.

## **POLICE INVESTIGATIONS**

(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 termination from KTC.

**"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.

### **ONLINE HARRASSMENT**

Kent ISD program support all Kent ISD School Board language related to in-person and online harassment that impacts the school environment and/or student learning. We acknowledge that, given the possibility for virtual learning, addressing online harassment will need greater focus. To that end, definitions of harassment and sexual harassment from Kent ISD school board policy po5517 are quoted below:

### **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:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students
  - B. 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;
  - C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
  - D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.
- Bullying will be considered 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 RTC, possible suspension, to filing a police report.

### **HARRASSMENT**

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

### **SEXUAL HARASSMENT**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. Prohibited acts that constitute sexual harassment may take a variety of forms.

Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events,

or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

### **EMPLOYEE HARRASSMENT**

If a student considers the words or actions of an instructor or other KTC 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 KTC 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 principal. Failure to report such knowledge may subject the student to disciplinary procedures. KTC participates in 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 a video file, the file will be submitted to the Administration and may be used as evidence of the misbehavior. Since these files are considered part of a student's record, they can be viewed only in accordance with Federal law (FERPA).

## **STUDENT CONCERNS, QUESTIONS, 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 s/he 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 a referral to the Student Success Center (SSC) or disciplinary action up to and including suspension or termination from KTC. Every student has the right to learn, and teachers have the right to teach in a safe environment.

### **POSITIVE SCHOOL CULTURE**

Promoting a positive school culture is at the core of our learning environment. While providing an educational experience in alignment with our mission, 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 demonstrate the “Going

Pro” behaviors of **being professional, respectful, and taking ownership** at all times and in all places...classrooms, hallways, common areas, restrooms, parking lots, buses, etc. By teaching, learning, and practicing professionalism at school, this equips students to know what professional behaviors look like and what is expected in the workplace and community.

### **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 KTC 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**

### **DISCIPLINE REFERRAL**

Staff will contact a parent/guardian when there is a concern about a student’s behavior or attendance. Staff will use Going PRO, the Student Success Center, and the Going PRO Student Success Plan for Level I violations. Staff must refer a student to school administration for disciplinary action related to ~~for~~ Level II and III offenses. The school administration will handle the situation as quickly and as fairly as possible and will notify parents or guardians about the disciplinary action.

## **SUSPENSIONS**

Suspension means that the student may not attend classes or be present on the KTC campus (without prior permission) during the time of suspension. A student is required to contact their teacher during the time of suspension 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 or assistant 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 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, KTC is typically notified by the local high school and the student is also suspended from attending KTC. If a student is suspended by KTC administration, KTC 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 KTC student also attends Kent Innovation High School or MySchool at Kent 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 the pupil's age, the pupil's disciplinary history, whether the pupil is a student with a disability, the seriousness of the violation or behavior committed by the pupil, whether the violation or behavior committed by the pupil threatened the safety of any pupil or staff member, whether restorative practices will be used to address the violation or behavior committed by the pupil, whether a lesser intervention would properly address the violation or behavior committed by the pupil. The law also requires districts to consider using alternatives to expulsions and suspensions – 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 KTC, the student, guardian and LEA will be notified of this determination. This may include being banned from KTC's 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 principal within two (2) school days of the parent'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 that the student's attendance would jeopardize the safety of others.

**Step 2:** Upon review, the principal 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 principal's opinion, this is appropriate.

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

**Step 4:** The decision of the principal may be appealed in writing to the assistant superintendent of organizational development and planning within two (2) school days of the parent's receipt of the principal's decision. The assistant superintendent will reach a decision and inform the parent/guardian in writing ten (10) school days after the receipt of the written request for further review.

**Step 5:** The assistant superintendent's decision shall be considered final. A 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's receipt of the assistant superintendent's 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 the written request.

## SCHOOL RULES VIOLATIONS

In order to apply disciplinary measures fairly and consistently, KTC classifies various violations of student behavior by the level of severity:

- **Level I Violations** Students will Develop a Going PRO Success Plan

- **Level II Violations\*** Moderate severity of disciplinary measures

- **Level III Violations\*** Most severe of disciplinary measures

\*Level II and III violations may result in police notification and possible termination.

- **Administrative Discretion** The principal reserves the right to amend any provision in this handbook, which the principal 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 if considered necessary.

### ***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 KTC without prearranged written permission from a parent/ guardian or school authority.

#### LEAVING CLASS WITHOUT PERMISSION

Exiting the classroom or lab without express permission from the instructor.

#### INSUBORDINATION

Refusal to follow reasonable requests made by school personnel or showing disrespect to school personnel. Students are always expected to cooperate with and give respect to staff.

#### 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

The 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 include wearing the visible 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.

### **CHEATING and ACADEMIC DISHONESTY**

**Academic Dishonesty includes but is not limited to:**

- Copying another student's work, including electronic and visual mediums
- Submitting copied information from the Internet
- Participating in or contributing to the academic dishonesty of another student
- Using or possessing "crib" or "cheat notes, or accessing text when not permitted
- Providing classwork or homework to another student
- Copying an author's work without citation
- Disclosing test-related material
- Recycling previous work

**PLAGIARISM**, which is copying work from another source and submitting it as one's own work, includes, but is not limited to:

- Copying another student's work or previously published material or ideas from any source and submitting them as one's own.
- Allowing a student to copy one's work
- Intentionally or inadvertently leaving your written work available in a place that makes it possible for

someone to copy, sending it electronically to someone, or lending someone a notebook, a paper, or disk that contains your written work.

- Altering words or the order of words from another source and submitting them as one's own.
- Submitting work written by college students, former students, tutors, friends, or other adults as one's own.
- Submitting work as one's own that was produced by unauthorized collaboration on assignments designed to be completed independently.

#### 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 Personal Communication Devices (PCDs) on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

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

KTC 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, the administration will decide upon the appropriate disciplinary action.

#### ***LEVEL I VIOLATIONS - GOING PRO SUCCESS PLAN PROCESS***

The Kent Transition Center utilizes School Wide Positive Behavioral Interventions and Supports (Going PRO) to help teach students prosocial and employability skills need to be college and career ready. This process develops an atmosphere where mutual respect is promoted, expected, and taught. Moreover, it creates a Positive School Climate (PSC).

An essential component of Going PRO is the Student Success Center (SSC). The SSC is designed to allow students to think about their behavior and to develop strategies to handle the situation in a more appropriate and respectful manner. If a student chooses to disrupt the classroom, through the development of a Going Pro Success Plan, he/she will be asked specific questions that are designed to help the student think about what they are doing and commit to how they will improve.

After an acceptable plan is written and a commitment is made to resolve the issue, the student will meet with their teacher to review their Going PRO Success Plan, prior to returning to the classroom. If the student refuses to follow the Going PRO Success Plan and continues to display repetitive Level I

violations, this behavior may be considered Gross Insubordination and classified by the administration as a Level II violation.

If a student continues to be disruptive or non-compliant while in the Student Success Center (SSC), he/she may be placed in In-School Suspension or Out-of-School Suspension, and the student will be provided due process. The student will be allowed back in the classroom only after a successful meeting is held with a school administrator and the student, in order to complete a Going PRO Success Plan. If there are continued problems with disruptive behavior, an intervention meeting will be scheduled. An intervention meeting may include the student, parents/guardians, appropriate staff, and potentially the student's Local School Association (LEA) team members. The primary purpose of this meeting is to discuss the problem and to formulate strategies to assist the student in becoming successful. These meetings are attempts to provide the student with the opportunity to succeed through open communication, identifying and removing barriers for the student, and identifying needed interventions and supports.

## **EXAMPLES OF LEVEL II VIOLATIONS AND DEFINITIONS\***

*\*Including but not limited to:*

### **GROSS INSUBORDINATION**

Any example of insubordination deemed excessive or repetitive by administrative discretion.

### **MAJOR DISRUPTIVE BEHAVIOR**

Any example of disruptive behavior deemed excessive by administrative discretion.

### **COMPUTER VIOLATION**

inappropriate use of computer hardware or software.

### **EXTORTION**

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

### **DRIVING VIOLATION**

Any infraction that violates the rules 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.

### **HARRASSMENT OR INTIMIDATION**

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

### **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.

### **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 by KTC administration, in addition to Level II disciplinary action.

### **HARMFUL SUBSTANCES AND OTHER MATERIALS**

KTC has 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.

## **POLICY 5530 DETECTION OF DRUG USE AND STANDARDS OF CONDUCT FOR PARTICIPATION IN CTE PROGRAMS AND WORK-BASED LEARNING AT KTC**

It is important to provide a safe environment for students, employers, and others. Laboratory experiences, work-based 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 KTC 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 will 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 may 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 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 KTC. Restorative Practices will be considered and utilized when possible and appropriate. Law enforcement may be involved. Students will also be required to complete the Going PRO Success Plan process for Level II infractions.**

### **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, will 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, will 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). *Student to Adult* - Any student who verbally assaults a school employee, volunteer, or contractor, will be referred to the sending school.

#### **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 that 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 the person's consent on school property.

#### **FALSE ALARM VIOLATION**

Initiating a false alarm, or a false warning, of a fire, bombing or other catastrophic events.

#### **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

### RECKLESS DRIVING

Endangering others through willful disregard for rules of the road.

**All LEVEL III VIOLATION DISCIPLINARY ACTIONS will be 5-10 days of out-of-school suspension and possible removal from KTC. Restorative Practices will be considered and utilized when possible and appropriate. Law enforcement may be involved. Students will also be required to complete the Going PRO Success Plan process for Level III infractions.**

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.

## **KENT INTERMEDIATE SCHOOL DISTRICT BYLAWS & POLICIES 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 their ability to perform adequately in the individual's particular position or activity. Nor shall they 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 of Human Resources

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, the complainant may appeal through a signed written statement to the Board within five (5) business days of the complainant's 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 parents/guardians about rights and procedures.

Listed below are policy summaries. Students and parents/guardians may request complete policy text by contacting the Kent Transition Center main office.

### **Asbestos Hazard Emergency Response Act (AHERA) Compliance**

In compliance with the Asbestos Hazard Emergency Response Act, Kent ISD has developed management plans for the sale, control and maintenance of asbestos-containing materials found in its schools. These management plans are available & accessible to the public at the Maintenance Building.

### **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.

### **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 parents/guardians 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.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACTS**

### **NOTIFICATION OF RIGHTS UNDER FERPA FOR STUDENTS OF KENT TRANSITION CENTER**

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 Transition Center 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.

Copies of education records are available upon written request and verification of identity, within 45 calendar days of an initial request for access.

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 Kent Transition Center 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 Transition Center decides not to amend the record as requested by the parent or eligible student, the Transition Center 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. Kent Transition Center has published a Directory Information policy that describes the circumstances in which it will disclose designated personally identifiable information about students.
4. Kent Transition Center 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 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 Kent Transition Center/Kent ISD 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 Kent Transition Center.
- A person employed by an agency or other nonprofit organization who, with the prior written approval of Kent Transition Center (Pupil Accounting or Community and Student Services) will use personal information about the student to provide services approved or requested by the Kent Transition Center, 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 their tasks. Parent and student should be trained in appropriate procedures in handling confidentiality of student records.
- A volunteer who, with Kent Transition Center/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 their professional responsibility to the student, the student's family, or to Kent Transition Center; perform an administrative or clerical task required in the employee's job description or in a contract with Kent Transition Center; 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 Kent Transition Center.

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

- Kent Transition Center 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.
  - Kent Transition Center 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 Kent Transition Center 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.