

Launch U

An Early Middle College program from Kent ISD and GRCC

Student Handbook 2022-2023

Launch U
Kent ISD



KENT INTERMEDIATE SCHOOL DISTRICT

2930 Knapp NE
Grand Rapids, MI 49525

Ron Koehler, Superintendent

KENT ISD SCHOOL BOARD 2021-2022

PRESIDENT, Andrea Haidle

VICE PRESIDENT, David Drake

SECRETARY, Claudia Bajema

TREASURER, Matthew Rettig

TRUSTEE, Laura Featherston

Launch U Purpose: The purpose of Launch U Early Middle College is to increase access and affordability to college credits in order to help students discover their interests and find direction in post-secondary academic and career goals.

Launch U Mission: The mission of Launch U Early Middle College provides students from Kent County schools an opportunity to complete an Associate Degree, earn industry credentials, and develop skills for industry. This will allow students to successfully enter the workforce or continue their education at a four-year university.

Launch U

1655 East Beltline Ave NE
Grand Rapids, Mi 49525

<https://www.kentisd.org/students/launchu/>

616.447.5670

Dr. Cary Stamas

Dean of Launch U

Kristen Doneth

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Launch U Academic Coaches

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Launch U session times

Monday - Friday

First Session: 6:55-8:55 A.M.

Third Session: 12:00-2:00 P.M.

Launch U Student Calendar for Kent ISD campus – 2022/2023

(13th year students should follow GRCC's Academic Calendar)

Monday-Thursday	New Student First Year Fundamentals/Orientation	Launch U	August 22-25
Tuesday	Student Refresher Meeting	Launch U	August 23
Thursday	New Student/Parent Meeting	Launch U	August 25
Monday	Launch U Start Date	Launch U	August 29
Friday & Monday	Labor Day Weekend – No classes	All Schools	September 2 and 5
Friday	Staff PD Day - No classes	All Kent ISD Programs	September 30
Wednesday	Count Day	All Schools	October 5
	Community Open House at Kent ISD	All Schools	October
	Launch U Lowdown	All Schools	October
Tuesday-Friday	Thanksgiving Holiday	Launch U	November 22-25
Friday	Last day of semester for Launch U	Launch U	December 16
Monday-Friday	Holiday Break – No classes	Launch U	Dec 19 - Jan 6
Monday	Launch U returns - First day of 2nd Semester	Launch U	January 9
Monday	Staff PD Day - No classes	All Kent ISD Programs	January 16
Wednesday	Count Day	All Schools	February 8
Monday & Tuesday	Mid-Winter Break – No classes	All Kent ISD Programs	February 20 & 21
	Community Open House at Kent ISD	All Schools	February
	Launch U Lowdown	All Schools	February
Monday-Friday	GRCC Mid-Semester Break – No Launch U	Launch U	March 6-12
Friday-Friday	K-12 Spring Break – No classes	All Kent ISD Programs	March 31-April 7
Wednesday	SAT/PSAT Testing at Sending School - No Launch U	Launch U	April 12
Friday	Launch U Last Day of Classes	Launch U	April 28
	Accuplacer Assessment	Launch U	May
	ALEKS Math Assessment	Launch U	May

Goals of Launch U Early Middle College

Goals of the Launch U Program are to: Create a first-class learning community in partnership with Grand Rapids Community College where all who participate (students, staff, teachers/professors, parents and community members) are valued as both learners and teachers; provide real-world learning experiences for students in a potential career; and support students in a college environment as they learn to utilize the college's resources. Communication is vital between students, parents, high school and Early Middle College. Launch U will provide support, guidance and academic rigor to students. Launch U strives to:

1. Provide an opportunity for students to earn up to 60 transferable college credits and/or an Associate's Degree, Technical Certificate, and a MEMCA Certificate.
2. Prepare students for successful transfer to four-year colleges and universities, and encourage pursuit of higher-level degree opportunities.
3. Guide students in critical thinking, communication, and desire to become life-long learners.
4. Prepare for assessment and/or improvement for learning skills and attitudes for a successful educational experience.
5. Create and promote a mentality of civility.
6. Foster an atmosphere where diversity is acknowledged and encouraged.
7. Provide student services that are conducive to student learning.
8. Promote an atmosphere where all parents and community college stakeholders are part of the shared vision of Launch U and Kent ISD.

Student Conduct and Expectations

It is a privilege to be a part of the Launch U program. All students are expected to follow this handbook, the Grand Rapids Community College policies, as well as your local school district's rules and guidelines.

Students in Launch U are held to high standards and expectations. The College expects all students to conduct themselves as responsible citizens and members of the academic community. It is the responsibility of each student to know, observe, abide by and adhere to [GRCC's Student Code of Conduct](#), rules and regulations. Additionally, students are to abide by all rules applicable to conduct in a classroom environment and at college-sponsored activities. Students, by enrolling in the college, are automatically placed under the rules and regulations established by the college. Therefore it is the student's responsibility to familiarize themselves with the rules and regulations affecting them.

The students are ultimately responsible for their success, with the support of their instructors, parents, academic coach and the Launch U coordinator.

Students who are enrolled into Launch U must meet the following expectations:

- Attend school daily.
- Arrive at school and all classes on time and ready to participate. Students are expected to attend all college classes and it is the responsibility of the student to ensure that they have transportation.
- Be a self-advocate: aware of your academic and personal needs and able to communicate and pursue them.
- Check email daily; respond appropriately.
- Devote additional time to studying daily.
- Keep parents/legal guardians aware of academic progress.
- Complete all Michigan Merit Curriculum graduation requirements.
- Behave in a professional manner that shows respect for oneself, classmates, high school and college faculty, and the facilities and equipment.
- Follow the handbook rules and policies.
- Meet with the academic coach regularly to discuss academic progress.
- If a student, parent or guardian has a change of address, phone number, or email address at any time during the program, it is critical that notification be given to the Launch U coach, coordinator and updated in PowerSchool.

Attendance Policies (Launch U and GRCC)

Regular attendance is an essential component to success for an Early Middle College student. Students must have good attendance at high school as well as college. All attendance policies through Launch U and Grand Rapids Community College will be enforced, as well as those established by individual instructors. The Launch U coach will provide support for students. It is the responsibility of the student to contact their instructor and coach or coordinator to let them know of their absence and make up any assignments according to the instructor that are missed due to the absence.

Grand Rapids Community College (GRCC) believes that attendance is essential to student success, and sees excessive absenteeism as a very serious matter. GRCC also believes that the classroom instructor is the best evaluator of the impact attendance may have upon student success in any given class.

GRCC makes no distinction between “excused” and “unexcused” absences. If students are not present in a class for which they are enrolled, they are absent, regardless of the reason.

Attendance will be marked in PowerSchool as P = Present, A = Absent, SR = School Related Absence.

Faculty and staff will comply with the requirements of state and federal law, including the Americans with Disabilities Act and Title IX.

Communication

GRCC provides an email service for all students to use. Upon enrollment, students are required to use this college issued account for all Launch U and GRCC email correspondences (sending and receiving). This email account will be used for official notification by Launch U and for GRCC related communications. GRCC will not respond to emails that are sent from current students’ personal email accounts.

Closing of Schools

Students should follow local TV and radio stations for school closures. Parents and students can sign up for the School Messenger text alert system for Kent ISD and Rave Alert for GRCC. If a high school is closed that does not mean that Launch U and GRCC are closed. It is the student’s responsibility to assure that they are attending school whether they attend class at the GRCC campus or at the Kent ISD campus. Students will still need to complete coursework as assigned.

Academic Coach Supports

An Academic Coach will be assigned to assist and guide students participating in Launch U. Regular meetings with the coach are required throughout the program. Coaching supports students can expect:

- Monitoring progress with college courses
- Listening to the students needs, concerns, and aspirations
- Guiding student to advocate for themselves
- Offer feedback, support, praise, and constructive criticism to help the student improve their college success skills and academic performance
- Communicate to parents/legal guardians and high school counselors, as needed

Students are required to check in with their Academic Coach on a regular basis to discuss progress or concerns. Students will be responsible for checking email daily, signing up for check-ins and communicating with their coach if they need to cancel and reschedule the meeting. Missing coach check-ins may result in removal of the student from Launch U.

College and Career Readiness Curriculum

Launch U is committed to the success of our Early Middle College students. As part of Launch U, students are required to fulfill College and Career Readiness (CCR) Curriculum over the course of the 5-year program. This is designed to provide college strategies, life-long learning, and professional skills for continued success. CCR Curriculum is part of the requirements for the students to earn the Michigan Early Middle College Association (MEMCA) Certificate upon graduation from Launch U.

Students will receive a calendar of workshops at the beginning of each school year. Students are highly encouraged to mark their calendars with the required dates they are to participate in CCR activities. If students miss a day due to extenuating circumstances, they will be responsible for making up the CCR hours by doing service learning/volunteer work.

If students fail to participate in the CCR Curriculum each semester, they may be removed from Launch U.

Tuition Fees, Textbooks, and Materials

As part of the Launch U program, students are not required to pay for tuition, textbooks or fees. Also, any materials that are required on the class syllabus are covered through the program.

Furthermore, all textbooks will be loaned out to the students. Students will receive the needed textbooks for each course they are taking at the beginning of each semester. It is the responsibility of the student to return them after the semester ends in good working condition.

If a student does not successfully complete a course, students are required to retake the course, pay for all fees (including textbooks) associated with the course, and earn a passing grade during the summer session following the unsuccessful completion.

Retaking/Failing Classes

Students who need to retake a course because of a failing grade (received an “E”), withdrawing from a course, being dropped from a course due to lack of attendance, or earning a grade below the acceptable level for a prerequisite in a course, will be responsible for the cost of retaking the course, including books and fees. Neither Launch U or the high school will cover the cost of students retaking a course. If the course is a prerequisite, the student must retake, and pass the course at the required performance level, before moving on to the next course. Failure to retake and pass the course in the summer of the same school year, will result in removal from Launch U.

Students who fail, withdraw, or are dropped from two courses, will be removed from Launch U. Students who have extenuating circumstances, such as a hardship, can apply for a Hardship Withdrawal from GRCC. If approved, the student may continue in Launch U.

Academic Intervention Plans

Students who fail (received an “E”) one class in a semester will be placed on an Academic Intervention Plan the following semester. Students who received two D’s in the same semester will also be placed on an Academic Intervention Plan the following semester. Academic Intervention Plans will be created and signed by the student, their Academic Coach, their parent/guardian, and their high school counselor. Students who fail to comply with the Academic Intervention Plan may be removed from Launch U after the semester.

Program of Study

The goal of Launch U is for students to earn an associate degree, however, this is not a requirement to graduate from Launch U. Students in Launch U are required to follow their Program of Study with their cohort class. Any courses taken above and beyond the expected Program of Study is the responsibility of the student. The Program of Study cannot be modified by the student, unless there are extenuating circumstances.

All Launch U students are required to fulfill at least one math/math-related course and one other course or experience as part of their high school requirements toward their diploma in the 13th year. One course/experience in each semester is required. Which course/experience required is determined by the student's sending school not Launch U. Launch U may help with scheduling the required course/experience.

Graduation

The local district is the authorized body to determine whether the student participates in graduation exercises with their original class in their home district. School districts allow students to participate in commencement after grade 12 if they are on track in their program of study. Please check with your local school district for their policy. Students will not receive their high school diploma until after the 13th year when they complete all their high school graduation requirements. The high school diploma will have the 13th year graduation date on it.

If a Launch U student returns to their high school before completing the EMC requirements, the student must comply with the home districts graduation requirements in order to obtain their high school diploma.

In order to graduate from Launch U, students must complete all of the Michigan Merit Curriculum requirements and CCR Curriculum. Students must also complete at least one of the following: 60 transferable college credits, an associate degree, an industry recognized certification, or a MEMCA Certificate.

Grand Rapids Community College Policies

Grand Rapids Community College's Early Alert System

The goal of the Navigate Early Alert system is to identify at-risk students and refer them to appropriate resources so that faculty and/or staff may assist before a student withdraws or falls too far behind in their coursework. Risk indicators include such factors as:

- Excessive absences
- Poor performance
- Has not logged on or has not had enough time on task for an online course
- Missing assignments, exams, or homework
- Potential hardship

How does the Early Alert System work?

1. Students are identified based on the above noted risk indicators.
2. When an alert is sent, the Coordinator of Student Success & Retention, or other GRCC faculty/staff member is notified.
3. Students are contacted in order to determine which resources are most appropriate to encourage improved performance.
4. GRCC faculty/staff members who issued the alert are updated with appropriate information once the alert is closed.

Academic Standing

Grand Rapids Community College (GRCC) requires all students to maintain good academic standing. Academic Standing is reviewed at the end of each semester of enrollment when grades are posted.

Students in specific programs (both academic and support programs) at GRCC and students receiving financial aid and/or veteran's benefits must also meet the specific academic requirements that determine continuation for these programs.

If students achieve a cumulative grade point average (GPA) of at least 2.0, students will be in good standing and this will be noted on the student's transcript.

What if I fail to meet the standards?

Students will first go on academic alert on the first occasion that their cumulative GPA is below 2.0 either after their first enrollment semester or following Good Standing. If a student's subsequent semester GPA is below 2.0 while on alert, students will then be placed on academic probation. If a student's subsequent semester GPA is below 2.0 while on probation, the student will be placed on academic suspension.

When the cumulative GPA improves to a minimum of 2.0, students will be in academic good standing.

Academic Alert

Students who are placed on academic alert will be notified via email at the end of the semester. This is not noted on the transcript.

Academic Probation

Students who are placed on academic probation will be notified via email at the end of the semester. Academic probation is noted on the student's transcript and an indicator will be viewable on the student's account. Students on Academic Probation are required to complete the [Academic Success Workshop](#) in Blackboard. A registration hold will be placed on their account if the workshop is not completed by the end of the following semester.

Academic Suspension

Students who are placed on academic suspension will be notified via email and mailed letter. Students registered for the subsequent semester will be contacted by phone as well. Academic suspension is noted on the student's transcript and an indicator will be viewable on the student's account. They will be prohibited from registering for credit classes at GRCC for one semester. If students are already registered for the next semester, courses will be dropped.

If the student is academically suspended due to circumstances beyond their reasonable control, they may appeal this suspension to the Academic Suspension Appeal Committee. The Committee's decision is final.

Return from Academic Suspension

Students returning from Academic Suspension following a semester of non-attendance at GRCC must meet with an academic advisor prior to being allowed to register for classes.

Academic Honesty

The development, understanding and practice of integrity and academic honesty are expected of all students at Grand Rapids Community College. Personal integrity is important in all aspects of life, and students are expected to conduct themselves with honesty and integrity, both in and out of the classroom. Acts of academic dishonesty will not be tolerated, and students engaging in such conduct may be subject to classroom and/or institutional disciplinary actions.

Academic dishonesty is any form of cheating and/or plagiarism which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own.

Cheating

Cheating includes, but is not limited to the following:

1. Using any sources not authorized by the faculty member (textbooks, notes, websites, the work of other students) to complete examinations or other assignments. Giving or receiving content information relating to assignments/quizzes/test/examinations to/from others unless authorized by the instructor.
2. Using unauthorized electronic equipment;
3. Submitting academic work previously submitted in another course without authorization;
4. Altering or tampering with grades.

Plagiarism

Plagiarism is intentional or unintentional use of the intellectual creations of another source, person or organization without proper attribution. Credit must be given for every direct quotation, for paraphrasing or summarizing a work (in whole, or in part, in one's own words), and for information that is not common knowledge. Plagiarism may take two main forms, which are clearly related:

1. Stealing or passing off as one's own the ideas or words, images, or other creative works of another.
2. Using a creative production without crediting the source, even if only minimal information is available to identify it for citation.

Fabrication

Fabrication is defined as intentionally falsifying or inventing any information or citation on any academic exercise. Therefore:

1. "Invented" information may not be used in any laboratory experiment or academic exercise.
2. One should acknowledge the actual source from which cited information is obtained.
3. Students must not change or resubmit previous academic work without prior permission of the instructor.

Other Examples of Academic Dishonesty

1. Allowing another student to copy during a test;
2. Giving homework, term paper or other academic work to another student to plagiarize;
3. Submitting any work that is not one's own;
4. Falsifying information to a faculty member or College official;
5. Altering a graded work after it has been returned, then submitting the work for re-grading without the instructor's knowledge/approval;
6. Stealing tests or other assessment items;
7. Forging signatures on College documentation;
8. Giving false or misleading information to a faculty member in an effort to receive a postponement or an extension on a test or other assignment;
9. Accessing computerized College records or systems without authorization (see GRCC AUA);
10. Providing material or information to another person with knowledge that such aid could be used in any of the violations stated above;
11. Unauthorized recording, reproduction, retransmission or redistribution of course materials (e.g. lectures, handouts, podcasts, exams, student projects, group work, online material, etc.).

Consequences of Academic Dishonesty at GRCC

Students who commit acts of academic dishonesty are subject to classroom penalties and conduct sanctions. Withdrawal from a course does not exempt a student from any pending charges of classroom misconduct.

The faculty member may make a referral to the conduct office for additional investigation and potential institutional sanctions in addition to any one or more of the following penalties which may be imposed by the faculty member for any academic dishonesty violation:

1. Giving a warning – an oral explanation by a College official of violation and possible consequences if misconduct continues;
2. Assignment of a reduced or a failing grade on an assignment, paper, project or exam;
3. Lowering the grade for the course;

4. Assignment of an E in the course;

Appeals for Academic Honesty penalties imposed by the faculty member that result in a lowering of an overall grade should be directed to the [Grade Grievance Process](#). Appeals for sanctions imposed by the conduct administrator should be directed to “Requesting a Hearing” (as described in section 4 of the Student Code of Conduct).

Student Disability Support Services

Disability Support Services helps to properly administer Early Middle College accommodations for Launch U students. At the college level, the burden of responsibility shifts from the K-12 school to the individual college student. College students must contact Disability Support Services (616-234-4140 or disability@grcc.edu), prove eligibility, and make their needs known. Support will be provided to ensure student accommodations are met and to assist students as they transition to becoming advocates of their accommodations agreement.

An Early Middle College agreement must be created by the GRCC Disability Support Services. High school counselors must provide IEP or 504 plans to the GRCC Disability Support Advisor. The GRCC Advisor will translate the special education plan to be in agreement with disability laws applicable to post-secondary institutions.

Student Privacy – FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Parents and guardians of each student under 18 years of age and each student who is 18 years of age and older (eligible student) have certain rights in relation to records kept on the student by the Kent Intermediate School District.

Grand Rapids Community College provides information to students on their rights under FERPA on their website at www.grcc.edu/privacy and in the [GRCC Catalog](#). In addition, GRCC mails a postcard to all enrolled students in the Fall and Winter academic semester which includes the web address where students may navigate to review their rights. A student may request a paper copy of their rights under FERPA from Student Records.

The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The College will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

- The right to request the amendment of the student's education record that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. The student should write to the College official responsible for the record,

clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- 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. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility to be determined by the Provost.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Grand Rapids Community College 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 20202-4605

Kent ISD Policies

Covid-19 Policies and Statement

Kent ISD Secondary Programs 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 reopening are guided by the latest recommendations provided by the Center for Disease Control, orders from state and local governments, as well as consultation with healthcare professionals. The day-to-day status of Covid-19 cases will likely fluctuate in the coming months and continue to vary from region to region. This means that, while we cannot predict with certainty what the Covid-19 cases in Kent County will look like in 1, 3, or 6 months, we can rely on a series of guiding principles to help us make decisions and adjust as necessary.

We strive to:

- Continue with hands-on, high-engagement teaching
- Operate with sensitivity to social-emotional impacts of Covid-19 and world events on students' emotional health
- Utilize a virtual approach when necessary, as guided by state government
- Support a streamlined and engaging virtual experience when necessary
- Follow the latest research recommendations for class sizes, sanitizing precautions, and social distancing.

Diversity Belonging Equity and Inclusion

Kent ISD Secondary Programs acknowledge the need and responsibility to help students and our community in areas related to diversity, belonging, equity and inclusion. In addition, we fully support the equity statement below, released by the Kent Intermediate Superintendent Association:

"It was with shock and sadness that we witnessed the reporting on the tragic killing of Mr. George Floyd. It was yet another reminder that systemic racism has drastic consequences on persons of color – in particular, African Americans. Our country cannot withstand another life lost due to conditions that are within our control. The need for change does not rest on the marginalized, but rather it is the responsibility of those with privilege and power to create conditions where all can thrive. It begins with those in leadership recognizing their role in dismantling systems of oppression.

As leaders, we accept our individual and collective roles in creating change. We commit to using our positions – including the authority, access, and privilege that come with them – to demonstrate an unwavering commitment to the values of diversity, equity, belonging, and inclusion.

We condemn racism and discrimination in any form. We will tirelessly work to interrupt and end harmful or inequitable practices and policies, eliminate implicit and explicit biases, and create truly inclusive, culturally responsive, antiracist school environments for adults and children. We refuse to stand by and watch.

Students, families, and staff are wrestling with how to begin the healing process. Topics related to race, protest, civil unrest, and inclusion are often uncomfortable. Despite the discomfort, all of us must be willing to engage in honest dialogue regarding the inequities that persist in our society. Only then will we reverse the historic systems of injustice that have plagued this nation for far too long."

Online Harassment Statement

Kent ISD Secondary Programs 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 due to Covid-19, that addressing online harassment will need greater focus. To that end, definitions of harassment and sexual harassment from Kent ISD school board policy PO5517 are quotes below:

Harassment

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 individuals.
- 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 recording 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. Ex-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 education program or activities.

TRANSPORTATION

Transportation is the responsibility of each student. Kent ISD strongly encourages students to utilize bus service offered by their high school, if applicable. Students must ride the bus, have parents drop off and pick up, or obtain a Kent ISD Parking Permit.

PARKING PERMIT VEHICLE TAG

If the high school determines that a student may drive to Kent ISD, the student must obtain a Kent ISD Parking Permit. The high 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 the 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 roads is 15 miles per hour. Driving to Kent ISD 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.

RECKLESS DRIVING

Severe or repeated instances of reckless driving may result in removal from programming at Kent ISD.

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 Kent ISD (include student's name, vehicle description, license plate number, and parking lot). Vehicles that are parked without permission may be immobilized.

STUDENT PARKING

Students will park in Student Lot 3. Students may not park in Lot 2.

THEFT/VANDALISM

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

SHUTTLE SERVICE AND PARKING

Shuttle buses are provided to the satellite program locations from Kent ISD main campus. When severe weather issues or unsafe driving circumstances occur, the shuttle buses may be canceled or delayed. In those situations, students who arrive at Kent ISD will be given a location to work at Kent ISD.

Parking is not provided at GRCC. Students are expected to take the provided shuttle bus to this location.

SAFETY AND EMERGENCY PROCEDURES

EMERGENCY CARE AUTHORIZATION

A student's parent/guardian will provide Kent ISD 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, transportation to the hospital will be arranged by Kent ISD. 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 instruction and are expected to follow all requested 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 ISD 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 student by completing a "Student Medical Authorization Form." No school or district employee can administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a complete and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student can possess or consume any prescription or non-prescription medication on school grounds or at school related functions other than as described in the procedure above. A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided that the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form.

EPI-PENS

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

FOOD ALLERGIES

Kent ISD 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, Health Careers, and foodservice professionals.

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

WEATHER WATCHES

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

WARNINGS

If a tornado warning is received while Kent ISD is in session, instructors will make every effort to see that students are kept safe. Students will be detained until the National Weather Service issues an "all clear report" and 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 Kent ISD place a high emphasis on emergency drills and procedures. What follows below is a list of the emergency procedures we follow at Kent ISD. These procedures are **evacuation**, **shelter-in-place**, **lockdown**, and **secure mode**. We expect our staff and 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 (lunchtime, 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/gasses 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

The Kent ISD has made electronic technology available to the students at Kent ISD. Under this policy, the Kent ISD 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. Parents/guardians assume this risk by consenting to allow their students to participate in the use of the Internet. A student accessing the Internet through the school's computers assumes personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

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

NETWORK ACCESS

A Network Login ID and a Network Password are required of anyone who uses the Network. Before being issued a Login ID and Password, the student must read the **Computer Network/Internet Policy** and **Acceptable Network/Internet Use Guidelines**. A parent/guardian **must** log into PowerSchool to electronically grant permission for their student to use the Computer Network/Internet. 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 email accounts on the Internet is prohibited.

4. No use of the system shall disrupt the operation of the system by others. System components, including hardware and software, shall not be destroyed, modified or abused in any way.
5. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system (hacking) and/or damage the components of a computer or computing system is prohibited.
6. The user is responsible for the appropriateness and intent of materials he/she stores/downloads, transmits or publishes on the system. Hate mail, harassment, discriminatory remarks, pornographic materials, use of obscene or defamatory language or other anti-social behaviors are expressly prohibited.
7. Use of the system to access, store, distribute or print obscene or pornographic material is prohibited.
8. The unauthorized installation, use, storage or distribution of copyrighted software/materials on district computers is prohibited.
9. System accounts are to be used only by the authorized owner/user of the account for the authorized purpose. Users may not share their log-in names or passwords with another person or Kent ISD without logging out of the Network. The account owner is ultimately responsible for all activity under his or her account.
10. A signed Computer Network/Internet Agreement form must be on file at Kent ISD 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

The grade(s) of students to whom the display or distribution is intended

AGE OF MAJORITY

A student who is 18 years old or older may sign a student waiver, in which case Kent ISD 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 ISD programs. These contain objective information relating to the students' attendance at Kent ISD 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 Kent ISD 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. Kent ISD 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.

DRESS 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 Kent ISD require closed-toe shoes (no sandals) for health and safety reasons.
- **Shorts/skirts:** Shorts and skirts must be of an appropriate length. They must be of at least fingertip length at the shortest part with the waistband at the waistline. Many programs at Kent ISD 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 Kent ISD.

"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 a person's property; or to intentionally interfere with or block a person's movement without good reason.

ONLINE HARASSMENT

Kent ISD Secondary Programs 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.

HARASSMENT

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 individuals.
- 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 HARASSMENT

If a student considers the words or actions of an instructor or other Kent ISD 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 websites, and defamatory online personal polling websites, 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 Kent ISD 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.

Kent ISD 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 Responsible Thinking Center (RTC) or disciplinary action up to and including suspension or termination from Kent ISD. 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, responsible, safe and showing initiative 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 Kent ISD campus.
6. Be prepared and report to class on time.
7. Maintain ethical standards of truthfulness, integrity, and accountability.
8. Obtain permission from the instructor before leaving the classroom.
9. At the end of the class session, wait for the instructor to dismiss the class.
10. If instructed to leave the class, report immediately to the specified destination, and return promptly and directly to class.
11. Attend class from beginning to end.

DISCIPLINARY PROCEDURES

POST GRADUATE STUDENTS

Post graduate students are considered guests and are held to higher standards in matters of behavior and responsibility. Post graduate students are subject to the same rules at Kent ISD as current students. Post graduate students will be subject to a background check prior to attending class.

DISCIPLINE REFERRAL

Staff may contact a parent/guardian when there is a concern about a student's behavior or attendance. Staff will use the Responsible Thinking Process for Level I violations. Staff must refer a student to the principal or assistant principal for disciplinary action for Level II and III offenses. The principal or assistant principal 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 Kent ISD 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, Kent ISD is typically notified by the local high school and the student is also suspended from attending Kent ISD. If a student is suspended by Kent ISD administration, Kent ISD 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 Kent ISD student also attends Kent Innovation High School or MySchool at Kent on the KISD campus, a suspension from one program means the student is suspended from all KISD 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 Kent ISD, the student, guardian and LEA will be notified of this determination. This may include being banned from Kent ISD's campus.

APPEALS PROCESS

Main Campus:

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, Kent ISD classifies various violations of student behavior by the level of severity:

- Level I Violations Students will work on a Responsible Thinking Center
- 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 Kent ISD 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/PLAGIARISM

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

CELL PHONES AND COMMUNICATION DEVICES

Use of a cell phone, MP3, iPod, laptop, video game and personal electronics is prohibited in classrooms and labs unless approved by the instructor.

Students may not use 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

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

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

Kent ISD programs utilize the Responsible Thinking Process (RTP) to help students decide how they want to behave. This process develops an atmosphere where mutual respect is promoted, expected and taught.

A component of the RTP is the Responsible Thinking Classroom. This classroom 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, he/she will be asked specific questions that are designed to help the student think about what they are doing and decide where they want to be. If a student continues to disrupt, he/she has chosen to go to the Responsible Thinking Classroom (RTC) and follow the process. After an acceptable plan is written and a commitment is made to resolve the issue, the student will negotiate with the teacher to return to the regular classroom.

If a student continues to be disruptive while in RTC, he/she has chosen to go home. The student will be allowed back in school only after a successful meeting is held with an assistant principal and the disruptive student in order to complete a plan. If there are continued problems with disruptive behavior, an intervention meeting will be scheduled. An intervention meeting may include the student, parents/guardians, and appropriate staff. 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.

RESPONSIBLE THINKING QUESTIONS

- What are you doing?
- What are the rules? Is that O.K.?
- What happens when you break the rules?
- Is that what you want to happen?
- What do you want to do now?
- What will happen if you disrupt again?
- Do you want to work with me or not?

EXAMPLES OF LEVEL II VIOLATIONS AND DEFINITIONS*

*Including but not limited to:

GROSS INSUBORDINATION

Any example of insubordination deemed excessive by administrative discretion.

MAJOR DISRUPTIVE BEHAVIOR

Any example of disruptive behavior deemed excessive by administrative discretion.

COMPUTER VIOLATION

inappropriate 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.

HARASSMENT 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 Kent ISD administration, in addition to Level II disciplinary action.

HARMFUL SUBSTANCES AND OTHER MATERIALS

Kent ISD 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 Kent ISD

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 Kent ISD 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 Kent ISD. Restorative Practices will be considered and utilized when possible and appropriate. Law enforcement may be involved.

EXAMPLES OF LEVEL III VIOLATIONS AND DEFINITIONS*

*Including but not limited to

ARSON

The intentional setting of fire on school grounds.

PHYSICAL ASSAULT

Student to Adult – Any student who intentionally causes or attempts to cause physical harm to any school employee, volunteer or contractor through force or violence, 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 students to suspension or termination.

An explosive is any weapon which will or is designed to convert to a form of explosive and certain destructive devices, which include explosives, incendiary or poison gas such as a bomb, grenade, missile, rocket, or mine.

Any weapon not addressed under school law will be, at a minimum, confiscated and the parent/guardian will be called to retrieve it.

CRIMINAL SEXUAL CONTACT

The act of, or attempt to perform, an unlawful sexual activity with a person without 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 event.

VANDALISM

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

THEFT/UNAUTHORIZED POSSESSION OF PROPERTY

Acquiring the property of another, or of the school, without appropriate authorization.

SALE OF CONTROLLED SUBSTANCES

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

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

RECKLESS DRIVING

Endangering others through willful disregard for rules of the road.

All LEVEL III VIOLATION DISCIPLINARY ACTIONS will be 5-10 days out-of-school suspension and possible removal from Kent ISD. Restorative Practices will be considered and utilized when possible and appropriate. Law enforcement may be involved.

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

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 his/her ability to perform adequately in the individual's particular position or activity. Nor shall he/she be excluded from participation in, denied the benefit of, or be subjected to discrimination in any program or activity for which the Kent ISD School Board is responsible for, or receives financial assistance from the U.S. Department of Education."

3122.03 – GRIEVANCE PROCEDURES FOR NON-DISCRIMINATION

SECTION I

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

Assistant Superintendent for Human Resources and Legal Services

Kent Intermediate School District, 2930 Knapp NE, Grand Rapids, MI 49525, (616) 365-2220

SECTION II

The person who believes they have 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. They 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 Launch U must provide notices regarding Kent Intermediate School District policies and guidelines. The purpose of the notices is to inform students and parent/guardian about rights and procedures.

Listed below are policy summaries. Students and parents/guardians may request complete policy text by contacting Launch U.

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 and 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 parent/guardian are adequately informed each year regarding their right to inspect instructional materials and the procedure for completing such an inspection.

Pesticide Application (# 8431F)

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

Student Accident Insurance (# 8760)

The School Board shall provide insurance coverage for injuries to students caused by accidents occurring in the course of attendance at District programs.

Blood-borne Pathogens (# 8453.01)

Administrative guidelines establish appropriate procedures for the reporting, evaluation and follow-up to any and all incidents of exposure and provide record keeping complying with both Federal and State laws.

Bullying and Other Aggressive Behavior Toward Students (#5517.01)

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACTS

NOTIFICATION OF RIGHTS UNDER FERPA FOR STUDENTS OF KENT ISD

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

1. The right to inspect and review the student's education records within 45 days of the day Kent ISD 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 ISD to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.

If Kent ISD decides not to amend the record as requested by the parent or eligible student, Kent ISD 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 ISD has published a Directory Information policy that describes the circumstances in which it will disclose designated personally identifiable information about students.

4. Kent ISD 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 the following:

- A person employed by Kent ISD/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 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 ISD.
- A person employed by an agency or other nonprofit organization who, with the prior written approval of Kent ISD (Pupil Accounting or Community and Student Services) will use personal information about the student to provide services approved or requested by Kent ISD, to a student, groups of students, or their families, such as emergency health care, counseling, outreach services, or other group services relating to a student's academic or behavioral performance, or school or job placement.
- A parent, student, or person from an outside Community Support agency serving on an official committee, such as a peer mediation, grievance committee, special education Referral & Recommendation committee, or assisting another school official in performing his or her tasks. Parents and students should be trained in appropriate procedures in handling confidentiality of student records.
- A volunteer who, with Kent ISD/Kent ISD's approval, uses personal information about a student to perform an administrative or clerical task or who performs a supervisory or instructional service related to the student's education, or who provides services to a student's family such as emergency health care, counseling, or school or job placement.
- Personally identifiable information is also provided to child study/student support teams in accordance with appropriate building protocol, such as child study/student support teams, or community Child Study Team may include individuals employed by community support agencies who provide professional services such as social, emotional, mental, physical health needs to the student or student's family. However, these community support agencies shall only have access limited to information relevant to specific services provided and limited to the specific students with whom they are involved.

A school official has a legitimate educational interest if the official needs to review an education record in order to: fulfill his or her professional responsibility to the student, the student's family, or to Kent ISD; perform an administrative or clerical task required in the employee's job description or in a contract with Kent ISD; 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 ISD.

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

- Kent ISD 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 ISD 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 ISD to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue SW

Washington, DC 20202-5920

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

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

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

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