MySchool@Kent (MS@K) is the product of hard work by dedicated employees, local school districts, and the Kent ISD School Board. It is our goal to keep the public informed of the activities of MS@K and to work within the community to promote the resources we have to offer.
Dear MySchool@Kent students and families,

We welcome you into our innovative program. We are unlike any school experience you have ever had before. Our caring staff is excited to help you navigate the flexibility, responsibility, and independent learning that comes from this non-traditional school experience. Students in our program are given the opportunity to learn anywhere and on your own time with the support of caring staff. With this opportunity comes great responsibility. You are responsible for staying on pace, budgeting your time, and figuring out what you need to be successful. We are here to guide you along the way and look forward to spending face-to-face time with you at least twice a week.

Our onsite supports are as innovative as our classes. We offer comprehensive counseling, mental health supports, flexible seating, social and emotional supports, clubs, activities, and even field trips. Our location on the KCTC campus means you have easy access to participate in other ISD programs including KCTC’s career and technical offerings and Kent Innovation High. Take advantage of the amazing lunches provided by culinary staff, enjoy a walk down to the greenhouse, and take advantage of our proximity to off-site locations and public transportation.

My mantra is work hard and be nice to people. As long as you follow this simply concept you will thrive at MySchool@Kent. My office door is always open and I’m eager to get to know you and your dreams. My staff is amazingly supportive and will help you find your direction. Make the most of this rare opportunity to learn outside the box!

Sincerely,

Danielle Hendry
Principal
MySchool@Kent
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Contact Information

MS@K General Information and Switchboard 616-447-5680
Counseling 616-447-2477
Fax Number 616-364-9140

Mailing Address: 1655 E Beltline NE
Grand Rapids, MI 49525

Office Hours: Monday – Friday 6:45 a.m. – 3:00 p.m.
*Current information on the school calendar and staff directory can be found on the MySchool@Kent website.

KISD Technical Support: Hardware/computer issues
  Office Hours: Monday – Friday 6:30 a.m. – 4:30 p.m.
  Phone: 616-301-8848 or email helpdesk@kentisd.org

Apex Learning Courses Support: Issues with Apex website and content
  Office Hours: Monday – Friday 8:00 a.m. – 10:00 p.m.
  Phone: 1-800-453-1454 or Apex Online Support

Online Teachers See staff contact information in your individual courses in APEX.
MS@K/Kent Career Technical Center

Campus session times

First Session: 6:55-9:10am
Second Session: 9:15-11:30am
Lunch: 11:30-12:00
Third Session: 12:00-2:15pm

Students are welcome to attend their two weekly sessions at any time. MS@K runs an open campus and students are free to come and go as they need. Students may leave for lunch and take advantage of the restaurants in the area, however if a student leaves other than at lunch time they will not be permitted to return. Once a student leaves, they are done for the day. Students must sign in and out and make sure they have permission from their parents to leave. Because we are an open campus we do not restrict students from leaving. The hallmark of our program is the flexibility we provide.

Success Link Schedule and Locations

Central Kent County:
Downtown YMCA
475 Lake Michigan Drive NW Grand Rapids, MI 49504
Schedule: Tuesday and Thursday 10:30am-3:15pm

Southern Kent County:
Gaines KDL Library
421 68th St. SE, Grand Rapids, MI 49548
Schedule: Monday* and Wednesday 10:30am-3:15pm.

Student Calendar

2019-2020

Aug. 19 First Day for Students
Nov. 27-29 Thanksgiving Vacation (No School for Students)
Dec. 21 End of 1st Semester
Dec. 23-Jan. 3 Holiday Break (No School for Students)
Feb. 17-18 Mid-Winter Break (No School for Students)
Apr. 3-10 Spring Break (No School for Students)

Late May Student technology turn-in and Last Day for Teacher-graded content to be turned in.
May 29 Final Day of Classes
Foreword

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

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

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

Parent Involvement

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

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

A. participating in school functions, organizations and committees;
B. supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
C. requiring their child to observe all school rules and regulations;
D. supporting or enforcing consequences for their child's willful misbehavior in school;
E. sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
F. maintaining an active interest in their child’s daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
G. reading all communications from the school, signing, and returning them promptly when required;
H. cooperating with the school in attending conferences set up for the exchange of information of their child’s progress in school.
Student Well-Being

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

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

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

School and Home Communication

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

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

- **Our Webpage** – www.myschoolatkent.net – maintains information about our programs, staff, calendar, events, login links to important sites, etc.
- **Establishing a Parent Portal** account through PowerSchool – this is accessed from our webpage and allows parents to view grades, attendance, missing assignments, manage demographics, provide emergency contact information and medical information, field trips, media release, etc.
- **Apex Learning** – Within the online class system there is a function that allows parents to receive weekly updates of the student’s progress.
- **Reliable home addresses** for mailings – these can be updated through accessing the Parent portal
- **Reliable home and emergency contact phone numbers** – these can be updated through accessing the Parent Portal
- **Reliable parent/guardian and student e-mail addresses** – these can be updated through accessing the Parent Portal
- **School Messenger System** – this school notification system works via phone calls, e-mails, and/or text messages to inform you about student absences, low grades, school events, emergencies at school, and school closings. Parents can manage the methods by which you receive notification.
- **School News Network** – [http://www.schoolnewsnetwork.org/](http://www.schoolnewsnetwork.org/) - This website not only includes school news articles and information about the happenings at MS@K, but includes articles about ALL 20 local school districts served by the KISD, organized by region.

Please help us communicate with you by using as many of these systems as you are able. If you have questions about accessing any of them, please contact our office at 616.447.5680 or by visiting in person.
Study Skills for Online Learning

• Preparing to Study
For all students, having a place to do school work is important. Nothing particularly fancy is needed, but you should have the following:
  • A quiet place free from distraction. Ask a parent to help you with this.
  • A desk or workspace: Even if you have a laptop, you will need a place to work. With most students, having a consistent place to work forces us to study when we are in that place.
  • Notebook, pens or pencils (for note taking!): Even though much of your work is done online, taking notes is important to help you remember things.

• Taking Notes
There are three stages to taking notes; before, during, and after a lesson. Before each lesson, you need to do the following:
  • Make sure that you review the notes from the previous lesson to prepare for the new info.
  • Complete all assigned readings and activities before moving on to the next lesson. This is the only way to build on the information as its being taught.
  • You should be prepared with the materials that you need – pen, pencils, paper/notebook.

During each lesson, you need to do the following:
  • Focus on your lessons – there should be nothing distracting you (dog, friend, TV, phone, music, video games)
  • Write important information down in your notebook to help you remember the important points.
  • Place a “?” next to anything in your notebook that does not seem to make sense at the time. You can then ask your teacher for help!

After each lesson, you need to do the following:
  • Rewrite your notes to make them more complete and clear. This is to help you remember what you are learning; it is also to complete any missing material that you forgot to jot down. It may jog your memory for another question that you might have had.

Writing Notes
Any of these methods will help you improve your memory – as long as you are using it!
  • Outlining: allows you to organize material in a way that groups concepts, people, or events together. You can use letters, roman numerals, numbers, or bullets with this method.
  • Mind-mapping: allows you to group your ideas together through diagrams and creating “branches”. You can connect items together by drawing lines as needed.

Reading Strategies
Strategy: Interactive Notebook:
  • Students should use a spiral notebook to record information for the class; each pair of pages is designated for different purposes. The right side of the notebook is used to record notes. The
left side of the notebook is so the student can interact with the information on the right page. Example below:

**Left Side of the Notebook**
- Put things in your own words
- Illustrate the concept, ideas, or facts
- Ask questions about the information
- Form and share an opinion
- Write a reflection on the information, predict next steps
- Make connections between the information/text and your own life and/or the world
- Create an acronym that will help you to remember the information covered
- Make connections to the other courses you are taking

**Right Side of the Notebook**
Notes on:
- Tutorials
- Reading
- Labs
- Videos
- Discussions
- Excerpt of a text
- Activities

*NOTE: Several sections are adapted in part from the PSD Global Academy Student Handbook. Special thanks to PSD for allowing the use – http://pga.psdschools.org/*
Characteristics of Successful Online Learners

*Self-motivated* – Students who can direct their own learning environment, fulfill course requirements and achieve individual academic success.

*Independent learner* – The online environment enables students to learn at their own pace, whether it’s traditional, extended or accelerated, relieving the stress of feeling rushed or pressured and providing enjoyment in the learning process.

*Computer literate* – Although it’s not necessary to have advanced computer skills, students should possess a working knowledge of electronic email, the Internet and basic keyboarding skills.

*Time management* – Students must be able to organize and plan their own best “time to learn”. There is no one best time for everyone, but the key to learning is to commit the time to learn.

*Effective writing skills* – Students must use electronic email to communicate with their peers as well as their instructors. The ability to write clearly in order to communicate ideas and assignments is very important to student success as well as a means to inform instructors of any concerns or problems.

*Personal commitment* – Since there are no bells that begin and end classes, students must have a strong desire to learn and achieve knowledge and skills via online courses. Making a commitment to learn in this manner is a very personal decision and requires a strong commitment to participate in order to achieve academic success.

*Seek help when needed* – Often students give up when faced with an assignment or activity they are struggling with. It is essential that students develop a habit of seeking help when stuck with a difficult task.

*Take responsibility for one’s own education* – Too often education is something done to students and not something they are committed to. Taking responsibility for one’s own education requires a significant mind shift for some students but is especially important in an online environment.

*Balance school and personal life* – An on line education, like an f2f education, requires students to balance the many demands and responsibilities they have in their lives. This requires the student to plan for time needed to be a successful learner as well as time to be a healthy human being.

*(Courtesy of Wisconsin and Illinois virtual schools)*
Attendance

MySchool@Kent provides students with academic designed to help students become career and college ready. Frequent absences hinder a student from learning the skills required to achieve this goal. Therefore, a good attendance record is essential.

Attendance at MySchool@Kent is performance based. Students should be logging in one hour per course, five days per week. Therefore, attendance is based on the following:

- Number of hours logged into coursework
- Successful completion of assignments
- Communication
- Attendance at the learning labs twice a week for MS@K or once a week for SuccessLink is mandatory.

A student is considered in violation of the Attendance Policy if he/she is not passing an online course AND is logging into that course less than 5 hours per week or not attending lab sessions weekly. Should attendance become an issue in student success, a contract may be initiated in attempt to create successful learning. Failure to meet the terms of the contract may result in being dropped MS@K and/or non-return for the following term.

Students/parents are expected to call in to excuse students if they are absent for a learning lab session.

Long-term absences (three or more consecutive days) that are medically-related or due to a death in the family may receive more flexible considerations if documentation is provided to the MS@K administration.

Tardiness (Main Campus)

Punctuality is emphasized and expected for the scheduled sessions and students are expected to attend for the scheduled times. Tardiness that interferes with a student’s academic progress, the academic experience of other students, or the operation of the program may result in a parent meeting and/or the loss of privileges.

Enrollment

Students wishing to participate in the MS@K program must be enrolled in a KentISD local school district in order to gain access to this program. With approval from their local district, students can be enrolled through their local school district counselor. The local representative completes the enrollment form and submits this documentation to MS@K staff.
Grading

Student grades are based on the points earned in the online activities required by their coursework. While the daily work and labs vary in each course, every course has quizzes, tests and exams.

Quizzes

Quizzes can be completed offsite and are not required to be proctored. Students generally have 3 attempts to pass a quiz. In the event they do not pass the quiz, they are required to contact their instructor (online or face-to-face) to have the quiz reset. The instructor may require a study guide or additional work prior to this reset.

Tests and Exams

Tests and Exams must be taken on-site in a proctored environment. These requests are made of the face-to-face instructor who will arrange for the test to be unlocked in the testing center. **Exams are required assignments for all courses.**

Grade Reporting to Sending Schools

MS@K will report final grades to the sending school at the end of each term (Semester or Trimester). Grades are reported as a percentage. The sending school determine the letter-grades to assign to the reported scores based on the district or school policy.

Appealing a Student’s Grade (Board Policy 5421C)

The following procedure is to be followed if a student and/or his/her parents request a change in a grade assigned by a teacher.

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

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

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

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

Guidance

MySchool@Kent guidance counselors provide a variety of services to each student. Students are expected to meet with guidance counselors at least two times each year, prior to course enrollment and at least once during the school year to update their academic plan. Students and parents will be contacted by counselors to arrange for meetings. A parent/guardian or student is required to notify and verify that MS@K is in possession of the most current IEP or 504 plan.

Seniors will have a graduation audit at the start of the year to verify that they are on track for graduation. Once completed it is vital that the student contact their sending school to verify that the audit is accurate and they will be eligible for graduation upon completing the identified classes/credits. Upon completion of these courses, the sending school will receive notification and this verification will be repeated.

Extra-Curricular Activities

Enhance your resume and relationships by staying active in your school community. Getting involved creates friendships, improves social skills, enhances college applications, boosts job applications, lowers stress, and improves your school and community.

Most students are eligible to participate in a variety of activities in their home school district, including sports, clubs and more. Please contact your local school or MySchool@Kent for more information about these options.

Field Trips

MS@K staff may arrange field trips. The trips usually occur during MS@K session times. Transportation is provided by the school. The parent/guardian signs a field trip form at the beginning of the school year, which gives the student permission to participate in all scheduled field trips. In order to go on a field trip the student must:

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

Student Fees

The school charges specific fees for some non-curricular activities. The District will provide all basic supplies needed to complete the required curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. Fees may be waived in situations where there is financial hardship. Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.
Student Computer Responsibilities

During orientation, students will receive a MySchool@Kent acceptable use and laptop policy. This document will provide details on the use of a loaner computer and Internet access. Students and parents are required to review and sign-off on this document. Violation of this agreement may result in reduced permissions on district technology or removal from the program.

Responsibilities of the Learning Team – School – Student – Parent

My School at Kent Responsibilities
- Provide high-quality, tuition-free curriculum and instruction
- Support each student academically and emotionally
- Provide opportunities for enrichment and growth
- Meet or exceed all state and district standards
- Communicate frequently with student and parents regarding student progress

Progress monitoring may include:
- Email and/or phone calls
- Student work sessions
- Progress reports, online reports
- Individual Performance Plans
- Family Conferences
- Newsletters (print and electronic)

Student Responsibilities
- Login and attend online classes each weekday
- Communicate with online teachers and MySchool@Kent staff
- Attend all mandatory in-person meetings: Conferences, final exams, state testing, critical assessments, and others as requested.
- Follow the Internet Acceptable Use Policy

Parent Responsibilities
- Monitor student’s daily attendance and progress
- Attend all mandatory in-person meetings
- Provide an effective learning environment in the home
- Ensure student attends all required on-campus events; Conference, final exams, state testing, critical assessments, and others as requested.
- If your child is identified for academic intervention, ensure that program requirements are being met at home.
TRANSPORTATION (Main Campus)

Transportation is the responsibility of each student or the student’s high school. MS@K encourages students to utilize bus service offered by their high school. Students must ride the bus, have parents drop off and pick up, or obtain a KCTC Parking Permit.

Parking Permit Vehicle Tag

MS@K students that drive to the MS@K/KCTC campus must obtain a KCTC Parking Permit and the student’s parent/guardian must sign the application. A Parking Permit tag will be issued once the application is approved. All vehicles must display official vehicle tag on the rear view mirror, facing toward the front windshield. The vehicle tag belongs to the student to whom it was originally distributed. Parking Permit Vehicle Tags are NOT transferable from student to student.

Driving Privileges

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

Occasional Driving

Students driving on an “occasional” basis must register the vehicle with the main office receptionist (Include student’s name, vehicle description, license plate number, and lot within 30 minutes of arriving at KCTC). Vehicles that are parked without permission may be immobilized.

Student Parking

Students will park in Student Lots 1 or 5. Students may not park in the Visitor Parking Lot 2, Lot 3, Lot 4 or the Fenced-In Compound Lot 6.

Replacement Parking Permit Vehicle Tag

Cost for a replacement vehicle tag is $5.

Theft/Vandalism

Report any incident involving a vehicle to the KCTC main office and the police. KCTC/MS@K is not responsible for lost/stolen items or vehicle damage.

Reckless Driving

Severe or repeated instances of reckless driving may result in loss of privileges or removal from the program.

TRANSPORTATION (SuccessLink)

Transportation to and from SuccessLink is the student’s responsibility.
SCHOOL BUILDING OPERATION AND PROPERTY USE

Visitors

Students may not bring visitors or guests to their classrooms. Students should contact the administration if they have any questions about bringing visitors to the program.

Parents/guardians visiting MS@K (KCTC Campus) must first report to the main office. They are asked to provide photo identification and log in to identakid. If the parent/guardian wishes to speak or meet with a staff member or administrator during the school day, they should call ahead to arrange an appointment based on mutual availability.

Lost Articles

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

Personal Property

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

Communication Devices

Telephones in school offices and classrooms are business phones and are not for student use without permission. For classroom management purposes, instructors can request cell phones and other electronic devices from students at any time.

Textbooks, Tools, and Supplies

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

Meal Availability for Students

Kent ISD believes that students need to be well nourished to learn and perform at their highest potential. Kent ISD works in conjunction with local high schools to ensure that schedules permit access to the local district school lunch programs whenever possible.

Through the KCTC Hospitality and Culinary program, food services are frequently available for students between the hours of 11:00 a.m. and 12:00 p.m. in the Commons Cafeteria. Typically, the cafeteria line is open on Tuesday – Friday starting about the 3rd week of September. Additionally, the Culinary Café (restaurant) and Bakery Store is open at various times throughout the year based on the curriculum output of the department. All of these services are available to students, staff, and the general public and they accept cash and credit/debit cards.
On days when food service is not provided by the KCTC Hospitality and Culinary program, pizza and pop sales are often held. These are typically cash only and are fundraisers for various student organizations.

For students who attend KCTC and another Kent ISD program (KIH or MS@K) which requires them to be at school through their lunch period each day, limited food items are available through the cafeteria line each day for purchase (when the other food services are not available). If a student attends KCTC and either KIH or MS@K (requiring them to be here through the lunch period) AND qualifies for free or reduced lunch in their local high school, free or reduced lunch is available to these students. This is not part of a Federal School Lunch program, but rather, a service that Kent ISD elects to provide to students in this unique circumstance. Questions about accessing this program should be directed to the KSSN office.

Vending machines with diet soda, water, low calorie sports drinks, and milk are also available to students in the Commons.

**Replacement and Repair Costs**

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

**Use of the School Equipment and Facilities**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Director to use any other School equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

**Advertising and Posting of Information in the School Building**

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

**Student Sales**

No student is permitted to sell any item or service in School without the approval of the principal. Violation of this may lead to disciplinary action.
SAFETY AND EMERGENCY PROCEDURES

Emergency Care Authorization

A student’s parent/guardian will provide MS@K 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 MS@K/KCTC. 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.*

First Aid

Although MS@K 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 a 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 is allowed to 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 is allowed to possess or consume any prescription or non-prescription medication on school grounds or at school related function 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 Secondary Programs have a comprehensive Food Allergy Policy that follows the MDE guidelines for Michigan Schools. This policy includes strategies and actions needed to manage food allergies in the building. Staff members play a part in protecting the health and safety of students with chronic conditions. These staff members include administrators, secretarial support, Health Careers, and food service professionals.
Parents/guardians and age-appropriate students should communicate with school staff informing them about their food allergy. This allergy information will be electronically entered and stored in their Kent ISD Secondary Program’s student records.

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

**Reporting Injury or Exposure**

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

**School Closing**

If the Kent ISD Secondary Program will not be in session, the decision to close will be announced over the local radio and television media. Students should listen to major stations, particularly WOOD and WZZM television stations and WLAV and WOOD radio stations. Students will be informed via radio and television stations if a Kent ISD Secondary Program is closed. School Messenger alerts will be issued, as well as updated school closing information found on our website. School closing information will be sent via School Messenger, and can also be found on our websites:

- [http://thetechcenter.org](http://thetechcenter.org)
- [kentinnovationhigh.org](http://kentinnovationhigh.org)
- [MySchoolatKent.net](http://MySchoolatKent.net)
- [www.kentisd.org](http://www.kentisd.org)

**Weather Watches**

If the National Weather Service issues a severe weather forecast, including a tornado watch, while a Kent ISD Secondary Program 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 a Kent ISD Secondary Program 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.

**Fire, Tornado, Lockdown, & Shelter in Place Drills**

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

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

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

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

Shelter in Place drills are a lower level or response than a Lockdown drill and are designed to isolate students and staff from a potential hazard around the school property. In the event of an incident requiring students and staff to shelter in place, they will gather in the classroom or lab area and follow the shelter in place procedures provided to staff. If there is a need to move into a lockdown, this can be done more quickly when students and staff are already sheltered in place.

One of these drills is required by law to occur “during a lunch or recess period, or at another time when a significant number of the students are gathered but not in the classroom”.

**Evacuation Procedure**

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

In the event an evacuation occurs when students are not in class (lunchtime, between classes, etc.), students should immediately leave through the nearest available emergency exit and move around the outside of the building to locate their instructor at their evacuation site to be accounted for when role is taken. If a student has two Kent ISD Secondary Program classes and the evacuation occurs between classes or at lunchtime, they should find the instructor of their next course.
The Kent ISD has made electronic technology available to the students at MS@K. Under this policy, the MS@K Computer Network allows students to access computer programs, printers and the Internet.

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

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

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

**NETWORK ACCESS**

A Network Login ID and a Network Password are required of anyone who uses the Network. Before being issued a Login ID and Password, the student must read the Computer Network/Internet Policy and Acceptable Network/Internet Use Guidelines. 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 e-mail accounts on the Internet is prohibited.

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

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

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

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

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

9. System accounts are to be used only by the authorized owner/user of the account for the authorized purpose. Users may not share their log-in names or passwords with another person or MS@K 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 MS@K 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

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, sexual orientation, 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(s) and time(s) of day of intended display or distribution
C. location where material will be displayed or distributed
D. the grade(s) of students to whom the display or distribution is intended

Age of Majority

A student who is 18 years old or older may sign a student waiver, in which case MS@K will deal directly with the student in all of the following areas: attendance, punctuality, behavioral problems, grades, records and school-related activities. *The parent/guardian will receive a copy of the Age of Majority paperwork, as notification of this change. Please be informed that you may revoke this application if you claim your child on your federal income tax forms.

Media Release

Students may be photographed or interviewed as part of promotional activities. Photographs and comments may be included in materials that Kent 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 MySchool@Kent. These contain objective information relating to the students’ attendance at MS@K 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 MS@K administration.

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 Right 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. MS@K 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 members 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.

- **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.

- **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

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

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

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

**Interrogation**

(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 MS@K.

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

Bullying

Bullying is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld 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.

Employee Harassment

If a student considers the words or actions of an instructor or other KentISD staff as offensive or intimidating, the student will report the incident to the principal as soon as possible. The administration will investigate the charge while maintaining confidentiality, so as not to interfere with learning.

Cyberbullying

The use of information and communication technologies such as e-mail, cell phone and text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

Knowledge of Weapons or Threats of Violence
The administration at MS@K 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.

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

**Video Recording on District Property**

The Board of Education has installed video cameras on District property to monitor student behavior. If a student violated the Code of Conduct and his/her actions were recorded on 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 the Kent ISD Secondary Program. Every student has the right to learn, and teachers have the right to teach in a safe environment.

Due Process

In the event that a student is charged with violating school rules, they are entitled to a meeting with an administrator to review the school rules violated, and have the opportunity to present their side of the story. Due process shall be granted on the day of the alleged rules violation, or as soon thereafter as possible.

EXPECTATIONS FOR ALL STUDENTS

1. Behave and speak in a way that meets generally accepted standards for a school setting.

2. Dress and groom according to school standards and the professional requirements of the occupation for which the student is preparing.

3. Avoid disruptive or distracting behavior.

4. Respect others and their property.

5. Refrain from public displays of affection on the Kent ISD Secondary Program campus.

6. Be prepared and report to class on time.

7. Maintain ethical standards of truthfulness, integrity, and accountability.

8. Obtain permission from the instructor before leaving the classroom.

9. At the end of the class session, wait for the instructor to dismiss the class.

10. If instructed to leave the class, report immediately to the specified destination, and return promptly and directly to class.

11. Attend class from beginning to end.
DISCIPLINARY PROCEDURES

Post Graduate Students

Post graduate students are considered guests and are held to higher standards in matters of behavior and responsibility. Postgraduate students are subject to the same rules at the Kent ISD Secondary Program as students.

Discipline Referral

Staff may contact a parent/guardian when there is 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 Secondary Program campus (without prior permission) during the time of suspension. A student is required to contact their teacher during the time of suspension in order to obtain assignments that can be completed away from school. Upon return to class, the student is required to discuss a plan to make up any missed work that could not be completed away from school. In some cases, a successful re-entry meeting will be required prior to a student returning to classes after a suspension. The principal 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, the Kent ISD Secondary Program is typically notified by the local high school and the student is suspended from attending Kent ISD Secondary Program. If student is suspended by the Kent ISD Secondary Program administration, the Kent ISD Secondary Program will notify the local district and it is the decision of the local district to impose the suspension at the sending high school. If a KCTC 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.

Permanent Removal from Program

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

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.

**KCTC Satellite Campus:**

The appeals process will remain the same; however, KCTC satellite campus students will direct their appeals to the Director of Career Readiness instead of the Principal where stated.
SCHOOL RULES VIOLATIONS

In order to apply disciplinary measures fairly and consistently, Kent ISD Secondary Programs classify various violations of student behavior by severity:

- **Level I Violations**: Students will be referred to the Responsible Thinking Center

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

- **Level III Violations**: Most severe of 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 he/she deem to be in the best interest of the educational process. The principal retains the right to apply consequences for student choices not specifically stated herein and to alter consequences, as he/she considers necessary.

**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 Violation** - Leaving a Kent ISD Secondary Program 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 expected to cooperate with and give respect to staff at all times

**Inappropriate Displays of Affection** - Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature.

**Obscenity/Profanity** - 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.
Driving Violation - Any infraction that violates the rules of the road or causes safety hazards, including reckless driving, parking violations and leaving school without permission. Also includes unauthorized use of a driving permit vehicle tag.

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

Identification - Upon request by the Kent ISD Secondary Program staff and administrators, a student must identify themselves. Staff may request a school ID, driver’s license or state identification card.

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 – The Kent ISD Secondary Program reserves the right to set forth as part of a Code of Conduct those rules and regulations necessary for a learning environment. When situations arise not described in this Handbook, administration will decide upon the appropriate disciplinary action.
LEVEL I VIOLATIONS DISCIPLINARY ACTIONS/RESPONSIBLE THINKING PROCESS

The Kent ISD Secondary Program utilizes 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?
- Where do you need to be right now?
**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.

**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 day 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 administration, in addition to Level II disciplinary action.

**Harmful Substance/Other Materials** – Kent ISD Secondary Programs have a “drug-free zone” that extends 1,000 feet beyond Kent ISD boundaries, as well as any school activity, transportation, or field trip. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, prescriptions, over-the-counter medications, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers, wines, and the like. Students who break this rule could be suspended or referred back to the sending school. Law enforcement officials may be called.
POLICY 5530A—DETECTION OF DRUG USE AND STANDARDS OF CONDUCT FOR PARTICIPATION IN CTE PROGRAMS AND WORK-BASED LEARNING AT KCTC:

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 Secondary Program.

In the event an instructor has reasonable cause to suspect a student is under the influence of alcohol or drugs and may be a safety risk to self or others, they 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 of suspension, and could result in permanent removal from secondary programs. Law enforcement may be involved.
EXAMPLES OF LEVEL III VIOLATIONS AND DEFINITIONS*
*Including but not limited to

Arson - The intentional setting of fire on school grounds.

Physical Assault:

Student to Adult: Any student who intentionally causes or attempts to cause physical harm to any school employee, volunteer, or contractor through force or violence, shall be referred to the sending school.

Student to Student: Any student who intentionally causes or attempts to cause physical harm to another student on school property, at any school-sponsored activity, or on a school-related vehicle, will be referred to the sending school.

Student to Adult: Any student who verbally assaults a school employee, volunteer, or contractor, will be referred to the home school.

Verbal Assault – Any statement or act, oral or written, which can create an expectation of bodily injury or harm by another person or persons.

Possession, Use, or Transfer of Weapons - 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 the student to suspension or termination.

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

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

Criminal Sexual Conduct - The act of, or attempt to perform, an unlawful sexual activity with a person without his/her consent on school property.

False Alarm Violation - Initiating a false alarm, or a false warning, of a fire, bombing or other catastrophic event.

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

Theft/Unauthorized Possession of Property - Acquiring the property of another, or of the school, without appropriate authorization.
Sale of Controlled Substances - Any verbal or written attempt to sell or transfer to another individual controlled substances and related paraphernalia will result in termination. Controlled substances include but are not limited to:

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

Reckless Driving Violation - Endangering others through willful disregard for rules of the road.

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

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

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

3122.02 - GRIEVANCE PROCEDURES FOR NONDISCRIMINATION

Section I

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

Assistant Superintendent for Human Resources and Legal Services

Kent Intermediate School District

2930 Knapp NE

Grand Rapids, MI 49525

(616) 365-2220

Section II

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

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the District Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.
Step 2

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

Step 3

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

Step 4

The District Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based, may be found in the Civil Rights Coordinator's office.

P.L. 101-126
Drug-Free Workplace Act of 1988, 41 USC 701 et seq.
20 U.S.C. 3224A

Revised 12/17/90
Revised 3/16/98
Revised 11/22/99
As required by law, the Kent ISD Secondary Program must provide notices regarding Kent Intermediate School District policies and guidelines. The purpose of the notices is to inform students and parents/guardians about rights and procedures.

Listed below are policy summaries. Students and parents/guardians may request complete policy text by contacting the principal’s secretary at 364-8421, ext. 2316.

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

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

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

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

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

**Pesticide Application** (# 8431F) Parents/guardians have the right to be informed before any pesticide application is made on District property. The Pesticide Prior Notification Request must be completed to receive notification prior to pesticide application.

**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 for providing record-keeping in order to comply 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.
The Family Educational Rights and Privacy Acts (FERPA) affords parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

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

   Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school administrator will make arrangements 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 the Kent ISD Secondary Program to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.

   If the Kent ISD Secondary Program decides not to amend the record as requested by the parent or eligible student, the Kent ISD Secondary Program will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

4. The Kent ISD Secondary Program shall, as permitted by law, disclose personally identifiable information about students without consent to school officials with a legitimate educational interest in the specific information. Disclosures to other individuals generally require consent.
NOTIFICATION OF RIGHTS UNDER FERPA
FOR STUDENTS OF A KENT ISD SECONDARY PROGRAM (cont'd)

A school official is and includes all of the following:

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

b) 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.

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

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

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

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

g) 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 and Student Support Services 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 the Kent ISD Secondary Program; perform an administrative or clerical task required in the employee’s job description or in a contract with the Kent ISD Secondary Program; perform a supervisory or instructional task related to a student’s educational program; perform a service or benefit for the student or the student's family, such as, but not limited to, emergency care, counseling or job placement; perform a task prescribed by the Kent ISD Secondary Program.

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

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

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

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

   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. & 1232h, requires the school 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.