



KentCareer  
TechCenter

REAL LIFE. REAL LEARNING.

a program of **Kent ISD**



# 2023-2024 Student Handbook

1655 E Beltline Ave NE, Grand Rapids, MI 49525

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their children with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

## **IMPORTANT INFORMATION**

**District Website** available [here](https://www.kentisd.org/).  
<https://www.kentisd.org/>



**Board Policies** are available [here](https://meetings.boardbook.org/Public/Organization/2589) .  
<https://meetings.boardbook.org/Public/Organization/2589>



# 2023-2024 DISTRICT CALENDAR

## KENT INTERMEDIATE SCHOOL DISTRICT KCTC, MSK 2023-2024 Calendar

| AUGUST 2023    |    |    |    |    |    |    | TD | SD | FEBRUARY 2024 |    |    |    |    |    |    | TD | SD |
|----------------|----|----|----|----|----|----|----|----|---------------|----|----|----|----|----|----|----|----|
| S              | M  | T  | W  | TH | F  | S  |    |    | S             | M  | T  | W  | TH | F  | S  |    |    |
|                |    | 1  | 2  | 3  | 4  | 5  | 10 | 8  |               |    |    |    | 1  | 2  | 3  | 20 | 19 |
| 6              | 7  | 8  | 9  | 10 | 11 | 12 |    |    | 4             | 5  | 6  | 7  | 8  | 9  | 10 |    |    |
| 13             | 14 | 15 | 16 | 17 | 18 | 19 |    |    | 11            | 12 | 13 | 14 | 15 | 16 | 17 |    |    |
| 20             | 21 | 22 | 23 | 24 | 25 | 26 |    |    | 18            | 19 | 20 | 21 | 22 | 23 | 24 |    |    |
| 27             | 28 | 29 | 30 | 31 |    |    |    |    | 25            | 26 | 27 | 28 | 29 |    |    |    |    |
| SEPTEMBER 2023 |    |    |    |    |    |    | 19 | 18 | MARCH 2024    |    |    |    |    |    |    | 20 | 20 |
| S              | M  | T  | W  | TH | F  | S  |    |    | S             | M  | T  | W  | TH | F  | S  |    |    |
|                |    |    |    |    | 1  | 2  |    |    |               |    |    |    |    | 1  | 2  | 20 | 20 |
| 3              | 4  | 5  | 6  | 7  | 8  | 9  |    |    | 3             | 4  | 5  | 6  | 7  | 8  | 9  |    |    |
| 10             | 11 | 12 | 13 | 14 | 15 | 16 |    |    | 10            | 11 | 12 | 13 | 14 | 15 | 16 |    |    |
| 17             | 18 | 19 | 20 | 21 | 22 | 23 |    |    | 17            | 18 | 19 | 20 | 21 | 22 | 23 |    |    |
| 24             | 25 | 26 | 27 | 28 | 29 | 30 |    |    | 24            | 25 | 26 | 27 | 28 | 29 | 30 |    |    |
|                |    |    |    |    |    |    |    |    | 31            |    |    |    |    |    |    |    |    |
| OCTOBER 2023   |    |    |    |    |    |    | 22 | 22 | APRIL 2024    |    |    |    |    |    |    | 17 | 17 |
| S              | M  | T  | W  | TH | F  | S  |    |    | S             | M  | T  | W  | TH | F  | S  |    |    |
| 1              | 2  | 3  | 4  | 5  | 6  | 7  | 22 | 22 |               | 1  | 2  | 3  | 4  | 5  | 6  | 17 | 17 |
| 8              | 9  | 10 | 11 | 12 | 13 | 14 |    |    | 7             | 8  | 9  | 10 | 11 | 12 | 13 |    |    |
| 15             | 16 | 17 | 18 | 19 | 20 | 21 |    |    | 14            | 15 | 16 | 17 | 18 | 19 | 20 |    |    |
| 22             | 23 | 24 | 25 | 26 | 27 | 28 |    |    | 21            | 22 | 23 | 24 | 25 | 26 | 27 |    |    |
| 29             | 30 | 31 |    |    |    |    |    |    | 28            | 29 | 30 |    |    |    |    |    |    |
|                |    |    |    |    |    |    |    |    |               |    |    |    |    |    |    |    |    |
| NOVEMBER 2023  |    |    |    |    |    |    | 19 | 19 | MAY 2024      |    |    |    |    |    |    | 21 | 21 |
| S              | M  | T  | W  | TH | F  | S  |    |    | S             | M  | T  | W  | TH | F  | S  |    |    |
|                |    |    | 1  | 2  | 3  | 4  | 19 | 19 |               |    |    | 1  | 2  | 3  | 4  | 21 | 21 |
| 5              | 6  | 7  | 8  | 9  | 10 | 11 |    |    | 5             | 6  | 7  | 8  | 9  | 10 | 11 |    |    |
| 12             | 13 | 14 | 15 | 16 | 17 | 18 |    |    | 12            | 13 | 14 | 15 | 16 | 17 | 18 |    |    |
| 19             | 20 | 21 | 22 | 23 | 24 | 25 |    |    | 19            | 20 | 21 | 22 | 23 | 24 | 25 |    |    |
| 26             | 27 | 28 | 29 | 30 |    |    |    |    | 26            | 27 | 28 | 29 | 30 | 31 |    |    |    |
|                |    |    |    |    |    |    |    |    |               |    |    |    |    |    |    |    |    |
| DECEMBER 2023  |    |    |    |    |    |    | 16 | 16 | JUNE 2024     |    |    |    |    |    |    | 0  | 0  |
| S              | M  | T  | W  | TH | F  | S  |    |    | S             | M  | T  | W  | TH | F  | S  |    |    |
|                |    |    |    |    | 1  | 2  | 16 | 16 |               |    |    |    |    |    | 1  | 0  | 0  |
| 3              | 4  | 5  | 6  | 7  | 8  | 9  |    |    | 2             | 3  | 4  | 5  | 6  | 7  | 8  |    |    |
| 10             | 11 | 12 | 13 | 14 | 15 | 16 |    |    | 9             | 10 | 11 | 12 | 13 | 14 | 15 |    |    |
| 17             | 18 | 19 | 20 | 21 | 22 | 23 |    |    | 16            | 17 | 18 | 19 | 20 | 21 | 22 |    |    |
| 24             | 25 | 26 | 27 | 28 | 29 | 30 |    |    | 23            | 24 | 25 | 26 | 27 | 28 | 29 |    |    |
| 31             |    |    |    |    |    |    |    |    | 30            |    |    |    |    |    |    |    |    |
| JANUARY 2024   |    |    |    |    |    |    | 18 | 17 | JULY 2024     |    |    |    |    |    |    | 18 | 17 |
| S              | M  | T  | W  | TH | F  | S  |    |    | S             | M  | T  | W  | TH | F  | S  |    |    |
|                | 1  | 2  | 3  | 4  | 5  | 6  | 18 | 17 |               | 1  | 2  | 3  | 4  | 5  | 6  | 18 | 17 |
| 7              | 8  | 9  | 10 | 11 | 12 | 13 |    |    | 7             | 8  | 9  | 10 | 11 | 12 | 13 |    |    |
| 14             | 15 | 16 | 17 | 18 | 19 | 20 |    |    | 14            | 15 | 16 | 17 | 18 | 19 | 20 |    |    |
| 21             | 22 | 23 | 24 | 25 | 26 | 27 |    |    | 21            | 22 | 23 | 24 | 25 | 26 | 27 |    |    |
| 28             | 29 | 30 | 31 |    |    |    |    |    | 28            | 29 | 30 | 31 |    |    |    |    |    |
|                |    |    |    |    |    |    |    |    |               |    |    |    |    |    |    |    |    |

|  |                          |  |
|--|--------------------------|--|
|  | School Days              |  |
|  | Staff PD Days            |  |
|  | No School/Staff students |  |
|  |                          |  |
|  |                          |  |

|                              |     |
|------------------------------|-----|
| <b>TEACHER DAYS</b>          | 182 |
| <b>PROF DEVELOPMENT DAYS</b> | 5   |
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## **2023-2024 Daily Schedule**

|                 |                     |
|-----------------|---------------------|
| First Session:  | 6:55 – 9:10 AM      |
| Second Session: | 9:15 – 11:30 AM     |
| Lunch:          | 11:30 AM – 12:00 PM |
| Third Session:  | 12:00 – 2:15 PM     |

Limited school staff will supervise students on school grounds at 6:30 am prior to the start of school day and until 3 pm at the end of the school day. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

## **Emergency School Closing Procedures**

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, families, and the general public about the closure in the following manner:

Closing information is reported on local radio stations, local TV stations, and on local district websites.

## **Notice of Non-Discrimination**

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, “Protected Classes”), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the District’s educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202. The District's Title IX Policy is attached to this handbook as Appendix A.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy.

If you or someone you know has been subjected to sex-based discrimination, harassment, or retaliation, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

**Dave Rodgers**

Kent Intermediate School District  
 2930 Knapp St., Grand Rapids, MI 49525  
 616-365-2214  
[daverodgers@kentisd.org](mailto:daverodgers@kentisd.org)

**Danielle Hendry**

Kent Intermediate School District  
 2930 Knapp St., Grand Rapids, MI 49525  
 616-365-2288  
[daniellehendry@kentisd.org](mailto:daniellehendry@kentisd.org)

If you or someone you know has been subjected to disability-based discrimination, harassment, or retaliation, you may file a complaint with:

**Dave Rodgers**

Kent Intermediate School District  
 2930 Knapp St., Grand Rapids, MI 49525  
 616-365-2214  
[daverodgers@kentisd.org](mailto:daverodgers@kentisd.org)

If you or someone you know has been subjected to any other type of unlawful discrimination, harassment, or retaliation, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

**Dave Rodgers**

Kent Intermediate School District  
2930 Knapp St., Grand Rapids, MI 49525  
616-365-2214

[daverodgers@kentisd.org](mailto:daverodgers@kentisd.org)

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.



## **SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES**

### **Attendance**

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to the main office. Individual secondary programs have their own attendance policies.

### **KCTC Attendance Policy and Procedures**

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

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

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

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

## **KCTC Attendance Cont.**

### **Absences**

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

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

Absences not called or emailed in, or not returning with proper \ documentation within 48 hrs of the absence or prior to the students return will not be excused. The attendance office can be reached between 6:30a and 3:00p by calling (616) 364-8421 or by email [kctcattendance@kentisd.org](mailto:kctcattendance@kentisd.org).

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

### **School-Related**

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

### **Long-term Absences**

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

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

- It is helpful for parent/guardian(s) to schedule legal, medical, or dental appointments before or after school hours. If scheduling at these times is not possible, please call the attendance office at (616) 364-8421.

## **KCTC Attendance Cont.**

- When possible, students should obtain their early dismissal slip from the office before class begins. These slips will be shown to the teacher before leaving class and then presented to security before leaving the building.
  - Students failing to present the pass to security before leaving campus will be considered UNEXCUSED for that absence.
- When students return from a medical/legal appointment, they must present an official document to the attendance secretary in order for the absence to be considered EXCUSED.
- Absences due to work schedules are NOT excusable absences. See Board Approved Acceptable Excused Absences

## **Family Trips**

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

## **Suspension**

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

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

## **KCTC Attendance Cont.**

### **Unexcused Absence Examples**

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

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

### **Make-up Work**

#### Excused Absences

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

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

## **KCTC Attendance Cont.**

### Unexcused Absences

- Students are not eligible to make up work for credit which includes: assignments, quizzes, tests, projects, or presentations, if during an unexcused absence. The principal or designee reserves the right to modify this guideline for extenuating circumstances.

It is the student's responsibility to complete any missed work to gain content knowledge and comprehension of that material.

## **Attendance Intervention Process**

### Intervention Process

#### TIER I

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

#### Tier II

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

#### Tier III

- Students with 7-9 absences (unexcused) or meet criteria for Chronic Absenteeism (unexcused and excused): meeting with parents/guardian, Local District, student, counselor/or Teacher Consultant and Dean - Attendance Intervention Plan is revised
- Students with 9 absences (excused and unexcused) or meet criteria for Chronic Absenteeism (unexcused and excused): meeting with parents/guardian, Local District, student, counselor/or Teacher Consultant and Dean - Attendance Intervention Plan is revised, collaboration with Local District to file referral for Truancy
- Students with 10+ absences or meet criteria for Chronic Absenteeism (excused and unexcused)
- Continuous action above plus:
  - If a student has significant attendance issues they may be denied return to a program for the second year. This may be appealed through the administration. The request for appeal must be in writing.
  - A meeting will be held with parents/guardians, the Local District, student, counselor, and administration to determine if there continues to be an

## **KCTC Attendance Con.**

educational benefit in the student continuing their placement at KCTC due to a lack of process and response to attendance interventions. At that time, it may be determined that a return to the local district is in the best interest of the student and making progress toward meeting their graduation requirements and preventing credit deficiency.

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

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

## **Tardiness**

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

A student will be marked tardy if he/she enters the classroom after the bell. Tardiness will result in a reduction of points for career and employability, may prevent job placement and student leadership opportunities, and may count towards absences. Excessive tardiness may result in the development of a Going PRO Success Plan and the loss of other privileges (see below). A tardy over (15) minutes will be considered an absence that requires parent/guardian excusal. When a student arrives late to campus, a time and date stamped tardy slip will be issued by the School Security desk or the front office when the student \_\_\_\_\_ checks \_\_\_\_\_ in.

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

- 1st Tardy: Warning issued and student notified by instructor
- 2nd Tardy: Warning issued, student and parent notified by instructor
- 3rd Tardy: Warning issued, student and parent notified by instructor

## **KCTC Attendance Cont.**

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

## **Absence Definitions in Powerschool**

Lost instruction codes (first letter)

|                                   |                       |
|-----------------------------------|-----------------------|
| Absent                            | A__ (Absent)          |
| Tardy, after bell rings           | T__ (Tardy)           |
| Tardy, over 15 min of session     | A__ (Absent)          |
| Early departure w/o documentation | A__ (Absent)          |
| Early departure w/ documentation  | D__ (Early Departure) |

Explanation codes (second letter)

|   |     |
|---|-----|
| Confirmed/Called-in                             | __C |
| Not confirmed/Not called-in                     | __N |
| Uncounted (e.g. documented medical/ legal/ etc. | __U |
| Quarantine                                      | __Q |

## **KCTC Attendance Cont.**

Special codes (two letters) Uncounted absences.

|  |    |
|--|----|
| School Related, contacted by LEA                 | SR |
| School Exclusion, (e.g. suspensions mark absent) | SS |
| Work Based Learning                              | WB |

*\*Each time a student is marked Absent, Called-In or School-Related, or a Non-School Related Tardy, a School Messenger automatic phone call will be made to the home phone number on file informing the parent of the type of absence.*

## **Truancy/Chronic Absenteeism**

For purposes of this Policy (5301A), the following definitions apply:

- **Chronic Absenteeism:** A student's attendance is 90% or less of scheduled days to date, measured at any time during the school year. In determining whether a student is chronically absent, the first five absences in a school year will not be counted. Once a student is absent for more than five days in a school year, all absences will be considered in determining whether the student's attendance is less than 90%.
- **Truant:** A student has ten or more unexcused absences in a school year. Excused absences are those absences excused pursuant to Policy 5301B.

## **Arriving and Leaving Campus**

Kent Career Tech Center staff and administration are responsible for students' well-being while attending class. Kent Career Tech Center is a closed campus.

During non-instructional time, students are not permitted to loiter on campus or near neighboring businesses. Once a student enters the Kent Career Tech Center buildings, they should remain in the buildings until scheduled to leave. All students are expected to arrive on time for the start of KCTC's session times. All students are required to follow KCTC's dismissal times. Any adjustments made to dismissal times must be determined and confirmed by the students' local school district.

Kent Career Tech Center doors unlock to receive students at 6:30 a.m. Due to supervision requirements, students arriving earlier will not have access to the building. Students are to be dropped off and picked up LOT #2 during regularly scheduled school hours.



## **KCTC Attendance Cont.**

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

## **Closed Campus**

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

## **MySchool@Kent Attendance**

### **MS@K High School Students**

High school 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 lunchtime 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. The hallmark of our program is the flexibility we provide.

### **MS@K Middle School Students**

Middle school students attend a set schedule for three days a week, which occurs typically during our **second or third sessions**. MS@K runs a closed campus for middle school students and they are required to have parent or guardian permission for early dismissal. Parents or guardians must notify the main office/teacher/coach of their student's early dismissal and should include the time of pick up and who will pick the student up. The middle school student should wait in the main office and will be released from the building when the parent/guardian arrives. Student pick up is designated to parking lot 3 (door D112).

### **Attendance Expectations**

MySchool@Kent provides students with academics 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
- Attendance at the learning labs twice a week for high school MS@K students or three times a week for middle school MS@K students is mandatory.
- Communication

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, an attendance improvement contract may be initiated in an attempt to create successful learning. Failure to meet the terms of the contract may result in truancy referral and/or being dropped from 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 (email or text to the coach).

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.

### **Truancy**

For purposes of this Policy (5301A), truancy in a blended learning program such as MySchool@Kent is identified as a failure to meet the minimum number of hours logged into coursework, and/or failure to achieve successful completion of the minimum number of assignments per week, and/or failure to meet the minimum in-person attendance requirement, as outlined in a student's attendance improvement contract.

### **Suspension**

When a student is suspended from their sending school or KCTC, they are also suspended from in-person attendance at MySchool@Kent unless otherwise requested from the sending school. When a student is suspended, they are not permitted on campus unless prior permission has been obtained from the administration. Suspended students are expected to continue their MS@K coursework from an off-site/home location and will communicate with staff through electronic or virtual means during the suspension.

## **Launch U and GRCC Attendance Policies**

Regular attendance is an essential component to success for an Early Middle College student. Students must have good attendance at high school as well as college. All attendance policies through Launch U and Grand Rapids Community College will be enforced, as well as those established by individual instructors. The Launch U coach will provide support for students. It is the responsibility of the student to contact their instructor

and coach or coordinator to let them know of their absence and make up any assignments according to the instructor that are missed due to the absence.

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

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

Attendance will be marked in PowerSchool as P = Present, AC = Absence Confirmed, AN Absence Not Confirmed, SR = School Related Absence.

See the [GRCC Attendance Policy](#) for more information.

## **Books and Supplies**

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

\*Initial tests will be covered only. Students may be responsible for the cost of certification retakes.

## **Bulletin Boards**

In accordance with District Policy 5503, space may be provided within school buildings or on school electronic media for students and student organizations to post notices related to student groups. The following general limitations apply:

- A. All postings will be subject to the review and approval of the appropriate building administrator or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; violates Board policy, including the student code of conduct; promotes illegal substances (including, but not limited to, substances that are illegal for minors to possess or consume); or is otherwise unsuitable for or disruptive to the school environment.

- B. All postings must identify the student or the student organization responsible for posting the notice.
- C. The building principal or designee may remove any posted material after a reasonable time, as determined in the building principal's or designee's discretion.

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

### **Bullying**

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

### **Cell Phone Use\***

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

Teachers may also develop classroom rules for use of cell phones and other electronic devices.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or

classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

\*Within a GRCC classroom, GRCC policies apply.

### **Cheating, Plagiarism, and Academic Dishonesty\***

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

\*Within a GRCC classroom, GRCC policies apply.

### **MySchool@Kent Cheating and Plagiarism**

MySchool@Kent values the opportunity that such incidents can provide for our students to learn and grow. Initial offenses may be the result of a true misunderstanding or lack of earlier understanding of proper academic habits. From our experience, we have witnessed many moments where a student who violated the plagiarism/cheating policy genuinely appreciated learning from our staff how to prevent such incidents in the future.

MySchool@Kent also places high value on the academic integrity of its program. We expect all students to make an honest attempt to learn based on their own effort. Students will not be awarded credit for work that is plagiarized or when other forms of cheating occur.

When such plagiarism or cheating offenses do occur, the following steps will be followed:

### **First Offense**

- The Responsible Thinking Process will be followed. The student will meet with the teacher to discuss expectations, assignment requirements, and opportunities for learning how to avoid future offenses within one week of the initial violation in order to earn a chance at a second attempt OR an alternative assignment (at the teacher's discretion).
- The course will be "locked" until the student has met with their teacher.
- The teacher will log the details of the offense and outcome of the meeting in PowerSchool.
- The teacher will notify the student's parent/guardian, as well as their academic coach, to inform them of the offense, the scheduled required meeting, as well as the outcomes of that meeting.
- The student will be provided with a copy of this MySchool@Kent plagiarism/cheating policy.

### **Two or More Offenses**

- The student will receive a zero on the assignment/assessment without the possibility of earning credit back.
- The MySchool@Kent success coach/interventionist and principal will be notified by the teacher of the offense.
- The sending school for the student will be notified by the principal (or principal's designee) to discuss further disciplinary action.
- The student may be placed on an intervention plan and/or be required to take an alternative assessment without notes to demonstrate learning.
- The student will receive a copy of this MySchool@Kent plagiarism/cheating policy.
- \*Multiple offenses may result in the removal of the student from the course and/or MySchool@Kent.

### **Children's Protective Services Investigations**

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of

an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

### **Classroom Behavior**

Teachers may establish classroom conduct rules that students must follow.

### **Communicable Diseases**

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

### **Damage to School Property**

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

### **Dress and Grooming**

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

### **Dress Code**

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains “fighting words”;
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

### **Additional KCTC Dress Code (Professional Standards and Safety)**

- **Footwear:** Appropriate footwear must be worn at all times. Bedroom/household slippers are not acceptable. Many programs at KCTC require closed-toe shoes (no sandals) for health and safety reasons.
- **Personal Hair and Grooming** shall be of a style, which will not jeopardize the health and safety of any individual.
- **Uniforms**
  - Programs requiring protective clothing will provide students with uniforms, which will be collected for cleaning and/or repair on a regular basis. If issued a uniform, a student must:
    - Wear it when required
    - Meet industry standards
    - Leave the uniform in his/her locker at KCTC
    - Pay a replacement fee if the uniform is lost or destroyed
- **Safety Devices and Clothing**



- Safety glasses, protective clothing, and gear must be worn when required. A student will be removed from a potentially hazardous situation that may cause injury if they are not following acceptable safety procedures.

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

## **Driving and Parking Personal Vehicles**

Student driving and parking on District property is a privilege, not a right, that may be revoked at any time. Students who drive to school must obey the following rules:

1. Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.
2. Students may not drive carelessly, recklessly or with excessive speed on school grounds.
3. By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.

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

### **Parking Permit Vehicle Tag**

If the high school determines that a student may drive to the Kent ISD, the student must obtain a Kent ISD Parking Permit. The high school principal or designee and the student's parent/guardian must sign the application. A Parking Permit tag will be issued once the application is approved. All vehicles must display an 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 roads is **15** miles per hour. Driving to Kent ISD is a privilege. Drivers are expected to observe all safety rules and posted speed limits. Reckless driving, noise violations, parking illegally, or other driving violations could result in the suspension or revocation of driving privileges.

### **Reckless Driving**

Severe or repeated instances of reckless driving may result in termination from Kent ISD programs.

### **Occasional Driving: Temporary and Daily Parking Permits**

Students driving on an “occasional” basis must register the vehicle with the Safety & Security Officers desk within 30 minutes of arriving (include student’s name, vehicle description, license plate number, and parking lot). Vehicles that are parked without permission may be immobilized.

### **Student Parking**

Students will park in Student Lots 1, 3, 5 or 7. Students may not park in Lot 2, 4 or 6 (the Fenced-In Compound).

### **Student Drop Off and Pick Up**

Student drop-offs and pick-ups will take place in the circle drive at the end of Parking Lot 2.

### **Replacement Parking Permit Vehicle Tag**

Cost for a replacement vehicle tag is \$5.

### **Theft/Vandalism**

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

### **Emergency Contact Information**

Parents must provide emergency information directly to the Kent ISD program for each student enrolled in the District. The information should include the family physician’s name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

### **Fees**

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and noncurricular activities to cover the District’s reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and noncurricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity’s coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

## **School Identification Badge**

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

## **Badge 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.

## **Food Services**

### **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. 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 these services are available to students and staff, and they accept cash and credit/debit cards.

For students who attend multiple Kent ISD programs, 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 multiple Kent ISD programs (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 main office.

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

## **Field Trips**

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips

## **Extended Field Trips**

Occasionally, a scheduled field trip may extend beyond class time. It is the policy of Kent ISD that the sending school principal and parent/guardian sign a permission form when a student attends an extended field trip.

## **Extracurricular 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, if they meet the eligibility requirements.

## **First Aid, Illness, or Injury at School**

Students who feel ill or are hurt while at school should notify and seek immediate assistance from their classroom teacher, nurse, or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

### **Homeless Children and Youth**

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Deb Vandyke  
2930 Knapp Street, Grand Rapids, MI 49525  
(616) 447-5680  
deborahvandyke@kentisd.org

For detailed information about Homeless Children and Youth, see Policy 5307.

### **Immunizations**

For a student entering the District for the first time or entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

### **Law Enforcement Interviews**

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment. Kent ISD has a school resource officer on site.

## **Limited English Proficiency**

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

## **Locker Use**

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

- Lockers are assigned as needed.
- Lockers are to be used for storage of program uniforms, provided protective equipment, personal property, and supplies.
- Money or valuables should not be left in a shared locker.
- Faulty locks should be reported to the instructor as soon as possible.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

Additionally, as noted in the Search and Seizure section of this Handbook, any personal property, such as backpacks, purses, clothing, and electronic devices, may be searched as permitted by law to protect the safety and welfare of the school community.

## **Lost and Found**

All lost and found items are to be taken to the main office. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

## **Medication**

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see Policy 5703.

## **Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers**

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

## **Parties**

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

## **Protection of Pupil Rights**

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix C.

## **Public Display of Affection**

Students may not engage in public display of affection that are disruptive to the school environment or distracting to others.

## **Rights of Custodial and Non-Custodial Parents**

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

## **Search and Seizure**

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.



School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement.

### **Student Education Records**

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records. Student record including the CA-60 are housed with the student's local school district.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

### **Right to Request Explanation or Interpretation**

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

### **Right to Request Amendment of Education Records\***

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

Requests for amendments to educational records local must be made at district of enrollment.

\*Withing a GRCC class, GRCC policies apply.

### **Directory Information**

The District designates the following information as directory information:

1. "Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information:
  - a. student names, addresses, and telephone numbers;

- b. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
- c. date and place of birth;
- d. major field of study;
- e. grade level;
- f. enrollment status (e.g., full-time or part-time);
- g. dates of attendance (e.g., 2013-2017);
- h. degrees, honors, and awards received; and
- i. the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix D. This form allows the parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

## **Technology**

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix E before they may use or access District technology resources. Students who violate the District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

## **Threat Assessment**

Student safety is a top priority for Kent ISD. To ensure this, the administration has implemented a threat assessment process that will be utilized when students demonstrate behavior that threatens the safety of themselves and/or others. The threat

assessment process may include interviews with the student who expressed the threat, school staff, and classmates as well as a public source social media review to determine if the student in question is a threat to themselves or others. When threats occur, portions of the threat assessment process are entrusted to Kent ISD staff, in communication and collaboration with the student's local district.

Kent ISD staff are considered "school officials" for purposes of conducting and collaborating in student threat assessments. Additionally, as noted in the Search and Seizure section of this Handbook, any personal property, such as backpacks, purses, clothing, and electronic devices, may be searched as permitted by law to protect the safety and welfare of the school community.

Kent ISD has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the PPRA is attached in Appendix C.

As noted above, Kent ISD sometimes conducts threat assessments for students who may pose a threat of harm to themselves or others. Threat assessments may inquire about sensitive information described in Appendix C. These threat assessments are not federally funded. While Kent ISD will endeavor to notify parents about threatening behavior as quickly as possible, a threat assessment may be conducted before parent consent can be obtained. If you would like to opt your child out of potential threat assessments that inquire about sensitive information as defined in Appendix C, please follow the opt-out process described in Appendix C.

## **Transportation Services**

### **School Vehicle Rules**

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles. Transportation is arranged by local district, students should follow all local district transportation rules and policies.

At a minimum, when in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.

4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.]

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

### **School Vehicle Misconduct Consequences**

Students who violate the school vehicle rules will be referred to the building principal for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

### **SHUTTLE SERVICE AND SATELLITE CAMPUS PARKING**

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

Parking is not provided at the following satellite sites: GVSU/Health Careers program, and GRCC. Students are expected to take the provided shuttle buses to these locations.

### **Video Surveillance and Photographs**

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

### **Withdrawal From School**

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal.

If you are no longer enrolled in a Kent ISD school district you must notify your Kent ISD program.

## **SECTION II: ACADEMICS**

### **KCTC Enrollment**

#### **Enrollment Changes During the School Year**

Appropriate program placement is one of the keys to student success. The Student Support Services Department makes every effort to ensure placement in programs that meet individual Education Development Plan (EDP) and the Individual Education Plan (IEP) goals. After the first week, it becomes more difficult to move a student to another class at KCTC or to return the student to the sending school. In most cases, after the first week, students must remain in their assigned class until the end of the semester.

Students may change classes at the semester provided there is clear evidence that the change is consistent with goals established in the EDP/IEP and there is room in the new class.

Enrollment at the midpoint of the year will not be available in classes that progressively build on the skills of the first semester.

Students coming from other approved Career Technical Education programs may be placed in classes based on the level of skill achievement and similar curricula.\

#### **Withdrawal from KCTC**

Any student who wishes to withdraw from the School should contact the Student Services Department. If the student makes the decision to withdraw, the district-owned supplies, materials, and equipment in the possession of or being used by the student are returned and are in proper condition.

#### **Repeating a Class**

To repeat a class, a student must file a written request with the administration at KCTC. The request must include written permission from the sending school and a rationale for the request. The request to repeat a class must be consistent with the student's EDP/IEP. A decision to allow the repeating of a class will then be made by the KCTC administration. The request to repeat a class must be on file four weeks prior to the start of the semester. KCTC administration reserves the right to deny any request.

#### **Denial of Return to Second Year Program**

If a student has poor academic performance resulting in a failing grade, significant attendance issues, and/or significant behavioral issues, they may be denied return to a

program for the second year. This may be appealed through the administration. The request for appeal must be in writing.

### **MySchool@Kent Enrollment**

Students wishing to participate in the MS@K program must be enrolled in a Kent ISD local school district 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.

### **Denial for Return for MS@K Students**

If a student has poor academic performance resulting in a failing grade, significant attendance issues, and/or significant behavioral issues, they may be denied return to MySchool@Kent. This may be appealed to the administration. The request for appeal must be in writing.

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via PowerSchool.

To register for PowerSchool, contact the main office.

### **Enrollment Policy**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through Student Services. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

### **Dual Enrollment**

Students in grades 9 and above may be eligible to dually enroll in college classes to obtain high school and college credit. Please contact your assigned counselor for information about enrollment eligibility, charges paid by the District, eligible institutions, and other matters related to dual enrollment.

## **GRADES\***

Grades will be issued at least once each semester and are sent to the local sending school. \*Within a GRCC classroom, GRCC policies apply.

## **KCTC Student Performance, Grades, and Evaluations**

KCTC supports grading practices that are consistent, accurate, meaningful, and support learning. Specific grading policies are included in Course Syllabi.

### **SEMESTER GRADES**

Semester grades are composed of two quarter grades and a semester evaluation:

- 45% 1<sup>st</sup> Quarter
- 45% 2<sup>nd</sup> Quarter
- 10% Semester Evaluation

### **QUARTER GRADES**

A student's grade is computed weekly and composed of two major categories:

- 30% Career/Employability Standards
- 70% Foundation/Technical Standards

### **GRADING STANDARDS**

KCTC career and technical education courses use the following evaluation levels:

Conversion Scale between Percentages and Standard Scores:

| Rubric Average Low Score | Rubric Average High Score | Score out of 100 to enter into Gradebook | Description | Standard Score in PowerSchool | Letter grade |
|--------------------------|---------------------------|--|-------------|-------------------------------|--------------|
| 3.50                     | 4.00                      | 100                                      | Advanced    | 4                             | A            |
| 3.25                     | 3.49                      | 97                                       | Proficient  | 3                             | A            |
| 3.00                     | 3.24                      | 94                                       | Proficient  | 3                             | A            |
| 2.80                     | 2.99                      | 90                                       | Proficient  | 3                             | A-           |
| 2.51                     | 2.79                      | 87                                       | Proficient  | 3                             | B+           |
| 2.31                     | 2.50                      | 84                                       | Proficient  | 3                             | B            |
| 2.11                     | 2.30                      | 80                                       | Proficient  | 3                             | B-           |
| 1.91                     | 2.10                      | 77                                       | Developing  | 2                             | C+           |
| 1.71                     | 1.90                      | 74                                       | Developing  | 2                             | C            |
| 1.50                     | 1.70                      | 70                                       | Developing  | 2                             | C-           |



|      |      |    |                         |   |    |
|------|------|----|-------------------------|---|----|
| 1.25 | 1.49 | 67 | Beginning               | 1 | D+ |
| 1.00 | 1.24 | 64 | Beginning               | 1 | D  |
| 0.75 | 0.99 | 60 | Beginning               | 1 | D- |
| 0.50 | 0.74 | 57 | Minimal knowledge       | 0 | E  |
| 0.01 | 0.49 | 54 | Minimal knowledge       | 0 | E  |
| 0    | 0    | 50 | Minimal knowledge       | 0 | E  |
| 0.00 | 0.00 | 0  | Student did not attempt | 0 | E  |

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

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

#### Explanation of Standard Scores:

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

#### CAREER / EMPLOYABILITY STANDARDS

Career/Employability Standards will include demonstrating professionalism, respect, and ownership as outlined in the course syllabus.

#### SEMESTER EVALUATIONS

Each semester, students may be evaluated by business and industry advisory committees made up of professionals within their technical areas. All students are required to participate in these evaluations. An evaluation may include both written and performance components. The evaluation accounts for 10% of the semester grade.

If a student does not complete the semester evaluation, an incomplete grade may be issued, and he/she will receive a zero for 10% of the final semester grade. It is the student's responsibility to arrange a time to take the evaluation when an advisory committee member is available.

Seniors must be present for second-semester evaluations, regardless of the sending schools' graduation and early dismissal.

### **TECHNICAL ASSESMENTS**

As part of the Michigan CTE requirement, students identified as a **Completer** or **Concentrator** classification must take an industry technical assessment (in those CTE programs designated by the State of Michigan.) These assessments are administered to help the State and KCTC gather data about the performance of students in our programs and to help us improve what and how we teach CTE content.

The results of these assessments will be available to KCTC teachers and administrators. We do not send these results to local high schools or colleges, they do not become a part of a student's permanent transcript, they are not factored into the course grade, and are not intended to be a comprehensive measure of student performance in the CTE program.

Students in designated programs will be informed of the testing requirements in April of each year.

### **ACADEMIC & ATTENDANCE INTERVENTIONS**

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

### **KCTC ACADEMIC PROBATION AND NON-RETURN POLICY**

Student success and mastery of the CTE content is an important component of our programs and vital to the success of students as they exit our programs. There are times when students struggle to master the expectations in programs and may not show mastery upon the completion of a semester or academic year.

**S1 Final Grades:** During the early enrollment phase for the next school year, a student's S1 final grade will be considered at the end of the 3<sup>rd</sup> academic quarter. This allows time for remediation and the intervention process to support students after the end of the 1<sup>st</sup> semester.

**S2 Final Grades:** During the early enrollment phase for the next school year, a] student's current S2 grade will be considered at the end of the 3<sup>rd</sup> academic quarter to determine their return status at that time. This status will be re-evaluated at the end of the semester for a final determination based on the final S2 grade. This allows time for remediation and the intervention process to support students until the end of the 2<sup>nd</sup> semester.

Returning students will be prioritized as follows:

## **S1 or S2 Final Grade      Return Status**

- 70%-100% (C- or above)      Priority, return to same program
- 60%-69% (D-, D, or D+)      Academic probation, moved to waiting list or enrolled in 2<sup>nd</sup> choice.
- 59% or below (E)              May not return to KCTC during the next school year

## **INTENT TO RETURN LANGUAGE**

During the start of the early enrollment process, students will be asked to indicate their plans for the next school year. Specifically, do they want to return to KCTC if they are in good academic standing (see **KCTC Academic Probation and Non-Return Policy**). Students will have the option to identify that they want to return to the same program, return to a 2<sup>nd</sup> choice, or not return during the next school year. This allows the administration to begin planning the academic schedule for the fall. *Please note: identifying a desire to return does not guarantee a student a seat in a program at KCTC as explained in the **KCTC Academic Probation and Non-Return Policy**.*

## **REMEDIATION**

Students not earning a 74% or higher will need to complete remediation with their program instructor to earn CTE accreditation with the State of Michigan.

## **TALENT TRANSCRIPT**

A talent transcript is awarded to every KCTC student who completes their program. The talent transcript verifies the student's date of course completion and the standards achieved. The transcript is a valuable document when seeking job placement. It will tell the employer the level of knowledge the student has acquired for each standard and the number of days the student was present.

## **DIRECT CREDIT AND ARTICULATION**

Direct credit is dual-enrollment credit that may be earned while in a tech center program. Reduced tuition is charged to the student for a transcribed credit. The credit appears on a college transcript and can be transferred to many colleges and universities throughout Michigan.

Articulated credit is the credit that a specific college or university grants for classes taken at Kent Career Tech Center. Credit is posted to the transcript after the student has completed a certain number of classes at the college or university. Articulated credit can generally not be transferred from one college to another.

Both direct credit and articulated credit are available in many Tech Center programs. Students will receive more information from their Tech Center counselor.

## MYSCHOOL@KENT STUDENT PERFORMANCE AND GRADES

### 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 online 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)*

## **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.

| <b>Grade</b> | <b>Percentage</b> |
|--------------|-------------------|
| A            | 93-100            |
| A-           | 90-92             |
| B+           | 87-89             |
| B            | 83-86             |
| B-           | 80-82             |
| C+           | 77-79             |
| C            | 73-76             |
| C-           | 70-72             |
| D+           | 67-69             |
| D            | 63-66             |
| D-           | 60-62             |
| <b>E</b>     | <b>11-59</b>      |
| <b>NC</b>    | <b>0-10</b>       |

## **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 sent to 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.

## **Academic & Attendance Interventions**

MySchool@Kent has a wide variety of interventions in place designed to assist ALL learners in meeting their academic goals. These interventions include support plans,

referrals to internal Kent ISD resources, as well as outside providers. Experience has demonstrated that in order to increase achievement, we must be strategic in providing support. We will collaborate to strengthen each other for the benefit of all learners.

### **Homework**

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

MySchool@Kent students should allow for about 1 hour for each course per school day regardless of whether the student is working on-site or off-site. This equates to 6 hours per day whether a student is working from home/offsite or is attending during one of their in-person attendance days.

### **Personal Curriculum**

All requests for consideration of personal curriculum are processed through the student's local district.

### **Placement**

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

### **Students with Disabilities**

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact their local district.

### **Summer School**

MySchool@Kent offers Summer School opportunities for students in grades 6-12 for both credit recovery and acceleration. Students will need access to a computer with internet access to participate and successfully complete their work.

Students complete their coursework on-line and only report on-site to MySchool@Kent for tests and final exams during established testing center hours during the summer. All

Board policies and handbook guidelines that would apply during the regular school year also apply during Summer School.

Summer School enrollment information and links can be found on the MySchool@Kent website ([www.myschoolatkent.net](http://www.myschoolatkent.net)). For the 2023-2024 school year, Summer School will be offered from June 10 – August 2, 2024.

### **Testing Out**

A student may test out of high school classes and earn credit. Students interested in testing out of a class should review Policy 5409 and make arrangements with their assigned counselor.

### **Work Permits**

Information about work permits is available at the main office or at the student's local school district.

## **Section III: Student Clubs, Activities, and Athletics**

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

### **STUDENT ACTIVITIES / ORGANIZATIONS**

KCTC students have opportunities to participate in clubs and organizations related to their technical areas. These organizations help to develop leadership skills through competitions with students from other schools. Competitive opportunities occur at the regional, state, and national levels. The following organizations have active chapters at KCTC:

- MITES — Michigan Industrial and Technology Education
- Skills USA
- FFA – Future Farmers of America
- HOSA — Health Occupation Students of America
- ACF – Junior Chapter of American Culinary Federation
- Cyber Patriots
- BPA – Business Professionals of America

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

### **Extracurricular Activities**

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (see Appendix F) and any applicable team rules. For more information, see Policy 5507.

### **Student-Initiated Non-Curricular Clubs**

Students may voluntarily form clubs that are not directly related to the school curriculum to promote activities unrelated to curriculum. Membership in a student-initiated, non-



curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 5510.

#### Transportation To/From Extracurricular Activities

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

## **SECTION IV: DISCIPLINE AND CODE OF CONDUCT\***

### **General Discipline**

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

\*Within a GRCC classroom, GRCC policies apply.

### **Types of School Discipline & Applicable Due Process**

#### **In-School Suspension**

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

#### **Snap Suspension - Suspension from Class, Subject, or Activity by Teacher**

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;

- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

### **Removal for 10 or Fewer School Days**

Review protocol for contacting local district

Any suspension from Kent ISD secondary programs is made in consultation with the local district.

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

### **Removal for More than 10 and Fewer than 60 School Days**

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

### **Removal for 60 or More School Days**

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

### **Student Code of Conduct**

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

| Prohibited Conduct   | Potential Consequence(s)   |
|--|--|
| <b>Illegal Substances or Paraphernalia, including Alcohol:</b> possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs                   | <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>           |
| <b>Tobacco/Nicotine:</b> possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.   | <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>           |
| <b>Disruptive Behavior or Insubordination:</b> disrupting the learning environment or school activity or violating a school rule or directive.   | <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>                                      |
| <b>Dangerous Weapon Possession:</b> firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.   | <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul> |
| <b>Other Weapons and Look-Alike Weapons Possession:</b> an object that is not a "dangerous weapon," including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items. | <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul> |

|   |  |
|---|--|
| <p><b>Use of an Object as a Weapon:</b> any object used to threaten or harm another, regardless of whether injury results.</p>  | <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>             |
| <p><b>Arson:</b> purposefully, intentionally, or maliciously setting a fire on school property.</p> <p><b>Include Vandalism???? Arson or Vandalism -</b> purposefully, intentionally, or maliciously destroying school property, or an attempt to plan carry out arson or vandalism</p> | <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>             |
| <p><b>Physical Assault (Student to Student):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.</p>  | <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion up to 180 school days</li> <li>• Police Referral</li> </ul> |
| <p><b>Physical Assault (Student to Employee, Volunteer, or Contractor):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.</p>   | <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>             |
| <p><b>Verbal or Written Threat, including Bomb or Similar Threat:</b> statement and/or action that constitutes a threat against a student, employee, other person, or school property.</p>  | <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>                       |
| <p><b>Plagiarism, Cheating, or other Falsification of Schoolwork:</b> submitting work that is not your own, including copying from others' work.</p>  | <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Credit Loss or Grade Reduction</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>        |
| <p><b>Falsification:</b> Fraudulently using the name of another person, either in writing or verbally, or falsifying time dates, grades, address, on school records/forms or reporting procedures.</p>  | <ul style="list-style-type: none"> <li>• Loss of Privileges</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>   |

|   |  |
|---|--|
| <p><b>Discrimination, Harassment (including Sexual Harassment), and Bullying:</b> violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.</p>  | <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>                                      |
| <p><b>Criminal Sexual Conduct:</b> commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.</p> | <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul> |
| <p><b>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</b></p>  | <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>                                      |
| <p><b>Sexting:</b> distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p>  | <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>           |
| <p><b>Misuse of District Technology:</b> violating the District’s acceptable use policies and agreement.</p>  | <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>           |
| <p><b>Gambling:</b> To speculate, bet, wager, or play a game for money or other stakes.</p>   | <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>                                      |
| <p><b>Vandalism:</b> action involving deliberate destruction of or damage to public or private property.</p>  | <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>           |

## **VISITORS**

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

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



## **APPENDIX A: TITLE IX SEXUAL HARASSMENT**

### **3118 Title IX Sexual Harassment**

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of unlawful discrimination and harassment (e.g., race, age, disability) that cannot be reasonably separated into two distinct complaints should be investigated under this Policy. Investigating other forms of discrimination, including harassment and retaliation, through this Policy will fulfill the District's investigation requirements under Policies 4104 or 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, Decision-Maker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met.

The Investigator, Decision-Maker, Appeals Officer, and any person designated to facilitate an informal resolution process cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process must meet the training requirements in Section M of this Policy.

Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

#### **B. Definitions**

For purposes of this Policy, the below terms are defined as follows:

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

- a. A District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;
  - b. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
  - c. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC 1092(f)(6)(A)(v).
    - i. "Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
    - ii. "Dating violence" means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
    - iii. "Domestic violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.
    - iv. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.
2. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.
  3. "Appeals Officer" is the person designated by the District to handle appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter.

4. "Complainant" is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.
5. "Consent" means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.
6. "Day," unless otherwise indicated, means a day that the District's central office is open for business.
7. "Decision-Maker" is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker's conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.
8. "Education Program or Activity" means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.
9. "Formal Complaint" means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.
10. "Grievance Process" is the process by which the District handles Formal Complaints.
11. "Investigator" is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.
12. "Report" means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).
13. "Respondent" is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.

14. "Supportive Measures" are non-disciplinary, non-punitive, individualized services offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

15. "Title IX Coordinator" is the person(s) designated by the District to coordinate the District's Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on a specific matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

#### C. Posting Requirement

The Title IX Coordinator's contact information (name or title, office address, electronic mail address, and telephone number), along with the District's Title IX nondiscrimination statement, must be prominently posted on the District's website and in any catalogs or handbooks provided to applicants for admission or employment, students, parents/guardians, and unions or professional organizations with a collective bargaining or professional agreement with the District.

The District will provide notice of this Policy to all applicants, students, parents/guardians, employees, and unions or professional organizations with a collective bargaining or professional agreement with the District by prominently posting this Policy on its website and referencing this Policy in its handbooks, which will include the Title IX Coordinator's name or title, office address, electronic mail address, and telephone number.

#### D. Designation of Title IX Coordinator

The District designates the following person(s) as the Title IX Coordinator(s):

Assistant Superintendent of Human Resources and Legal Services  
Kent Intermediate School District  
2930 Knapp St., Grand Rapids, MI 49525  
616-365-2220  
[daverodgers@kentisd.org](mailto:daverodgers@kentisd.org)

#### E. Reporting Title IX Sexual Harassment:

A person may make a report of sexual harassment or retaliation at any time. Reports may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

Any other person who witnesses an act of sexual harassment is encouraged to report it to a District employee and may do so anonymously. No person will be retaliated against based on any report of suspected sexual harassment or retaliation.

## F. General Response to Sexual Harassment

### 1. District's Obligation to Respond without Deliberate Indifference

Upon actual knowledge of Title IX sexual harassment, the Title IX Coordinator must respond promptly in a manner that is not deliberately indifferent. The District will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

If the Title IX Coordinator receives a report of sexual harassment and the Complainant does not file a Formal Complaint, the Title IX Coordinator must evaluate the information and determine whether to sign and file a Formal Complaint. If the Title IX Coordinator determines not to sign and file a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

### 2. Response to Report of Title IX Sexual Harassment

Upon receipt of a report of sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

### 3. Formal Complaint Filed

Upon the receipt of a Formal Complaint, the District must follow the Grievance Process in Section F of this Policy. A Formal Complaint may be submitted using the Title IX Sexual Harassment Formal Complaint Form.

### 4. Equitable Treatment

The District will treat the Complainant and Respondent equitably throughout the Grievance Process, which may include offering supportive measures as described in Subsection E(6) of this Policy.

## 5. Documentation and Recordkeeping

The Title IX Coordinator will document all sexual harassment reports and all incidents of sexual harassment that the Title IX Coordinator receives or personally observes.

The District will retain this documentation in accordance with applicable record retention requirements in Section N of this Policy.

## 6. Supportive Measures

After receiving a report of Title IX sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed.

Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party.

Supportive measures are offered without charge to all parties and are designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to:

- a. District-provided counseling;
- b. Course-related adjustments, such as deadline extensions;
- c. Modifications to class or work schedules;
- d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and
- e. No-contact orders.

All supportive measures must be kept confidential, to the extent that maintaining such confidentiality would not impair the District's ability to provide the supportive measures.

## 7. Respondent Removal

- a. Emergency Removal (Student)

The District may only remove a student Respondent from a District program or activity if, following an individualized safety and risk analysis, the District determines that there is an immediate threat to the physical health or safety of any student or other person arising from the sexual harassment allegations. The District must provide the Respondent with notice and an opportunity to immediately challenge the removal decision. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

b. Administrative Leave (Employee)

The District may place an employee Respondent on non-disciplinary administrative leave during the pendency of the Grievance Process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

8. Law Enforcement

In appropriate circumstances, a District employee will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701.

The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will notify the parties in writing of the delay and the reasons for the delay.

If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within 10 days that the District's investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

G. Grievance Process

1. Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint and concludes the date the parties receive the Appeals Officer's written decision or the date on which an appeal is no longer timely. The District will endeavor to complete the Grievance Process within 90-120 days, absent extenuating circumstances or delays as described below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process.

Neither the Title IX Coordinator, the Decision-Maker, the Investigator, Appeals Officer, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or

Respondents generally or for or against an individual Complainant or Respondent.

The Grievance Process requires an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

Throughout the Grievance Process, there is a presumption that the Respondent is not responsible for the alleged conduct unless, in the determination of responsibility, the Decision-Maker finds the Respondent responsible for the alleged conduct.

At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include absence of a party, party's advisor, or witness; concurrent law enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action.

Any disciplinary action resulting from the Grievance Process will be issued in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue a determination of responsibility within 30 days, absent extenuating circumstances.

## 2. Notice of Allegations

Upon receipt of a Formal Complaint, the District must provide written notice to the parties who are known at the time that includes:

- a. A copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;
- b. The sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;
- c. A statement that the Respondent is presumed not responsible for the alleged conduct;
- d. A statement that a determination of responsibility is made at the Grievance Process's conclusion;



- e. A statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;
- f. A statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and
- g. If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during the disciplinary process, a citation to that portion of the Code of Conduct. If the Code of Conduct does not address false statements by students, the notice is not required to include any reference.

If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in this notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

### 3. Informal Resolution

During the Grievance Process, *after* a Formal Complaint has been filed but before a determination of responsibility has been made, the District may offer to facilitate an informal resolution process, or either party may request the informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. The Title IX Coordinator will determine the informal resolution process that will be used, including the person who will facilitate that process.

Informal resolution is not available for a Formal Complaint alleging that an employee sexually harassed a student.

A party is not required to participate in an informal resolution process.

When offering informal resolution, the Title IX Coordinator must (1) provide both parties written notice of their rights in an informal resolution; and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

- a. Allegations;
- b. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;
- c. Right to withdraw from informal resolution and resume the Grievance Process at any time prior to agreeing to a resolution; and

- d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared

#### 4. Investigation

The District has the burden of proof and the burden to gather evidence sufficient to reach a determination of responsibility.

##### a. Investigation Process

The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege in writing.

The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment unless the District obtains that party's voluntary, written consent to do so for the Grievance Process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence.

Parties may be accompanied by an advisor of their choice, including an attorney, in any meeting or Grievance Process proceeding. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Superintendent or designee may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties (e.g., abusive, disruptive behavior or language will not be tolerated; advisor will not interrupt the investigator to ask questions of witnesses).

The Investigator must provide the date, time, location, participants, and purpose of all hearings (if any), investigative interviews, and meetings, to a party whose participation is invited or expected. Written notice must be provided a sufficient time in advance so that a party may prepare to participate.

As described in Section L of this Policy, retaliation against a person for making a complaint or participating in an investigation is prohibited.

The Investigator must ensure that the Complainant and Respondent have an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party has the opportunity to meaningfully

respond to the evidence before the investigation's conclusion. This evidence includes (1) evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and (2) inculpatory or exculpatory evidence obtained from any source.

Before the investigation's completion, the Investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response to the Investigator. The party's response must be considered by the Investigator before completing the final investigation report.

#### b. Investigation Report

The Investigator must create an investigation report that fairly summarizes relevant evidence and submit the investigation report to the Decision-Maker.

At least 10 calendar days before a determination of responsibility is issued, the Investigator must send the investigation report to each party for review and written response. Written responses to the investigation report must be submitted directly to the Decision-Maker.

The Investigator will endeavor to complete the investigation and finalize the report within 60 days.

### 5. Determination of Responsibility

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, Appeals Officer, or person designated to facilitate an informal resolution process.

Before the Decision-Maker reaches a determination of responsibility, and after the Investigator has sent the investigation report to the parties, the Decision-Maker must:

- a. Afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and
- b. Provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the Respondent committed the alleged misconduct, or the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If the Decision-Maker decides to exclude questions from either party as not relevant, the Decision-Maker must explain the decision to the party proposing the questions.

The Decision-Maker must issue a written determination of responsibility based on a preponderance of the evidence standard (i.e., more likely than not) simultaneously to both parties. The written determination of responsibility must include:

- a. Identification of the sexual harassment allegations;
- b. Description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:
  - i. Notification to the parties;
  - ii. Party and witness interviews;
  - iii. Site visits;
  - iv. Methods used to collect evidence; and
  - v. Hearings held.
- c. Factual findings that support the determination;
- d. Conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;
- e. A statement of, and rationale for, the result as to each allegation, including:
  - i. A determination of responsibility;
  - ii. Any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and
  - iii. Whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.
- f. Appeal rights

## 6. Appeals

Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights.

Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

- a. A procedural irregularity that affected the outcome.
- b. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.
- c. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.

An appeal must be filed with the Title IX Coordinator within 5 calendar days of the date of the determination of responsibility or dismissal decision.

Upon receipt of an appeal, the Title IX Coordinator will assign an Appeals Officer who will provide both parties written notice of the appeal and an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal decision.

The Appeals Officer must provide a written decision describing the result of the appeal and the rationale for the result to both parties simultaneously. The Appeals Officer will endeavor to decide an appeal within 30 days.

The Appeals Officer cannot be the same person who acts as the Title IX Coordinator, Investigator, Decision-Maker, or person designated to facilitate an informal resolution process on the same matter. The Appeals Officer also cannot have a conflict of interest or bias against Complainants and Respondents generally or individually.

The determination of responsibility is final upon the date the parties receive the Appeals Officer's written decision or on the date on which an appeal is no longer timely.

## H. Dismissal

### 1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

- a. The Formal Complaint's allegations, even if proven, would not constitute sexual harassment as defined in this Policy;
- b. The Formal Complaint's allegations did not occur in the District's programs or activities; or
- c. The Formal Complaint's allegations did not occur in the United States.

### 2. Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

- a. The Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;
- b. The Respondent's enrollment or employment ends; or
- c. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with Grievance Process).

The Title IX Coordinator will promptly and simultaneously notify both parties when a Formal Complaint is dismissed. The notice must include the reasons for mandatory or discretionary dismissal and the right to appeal. Appeal rights are discussed above in Subsection F(6) of this Policy.

Dismissal of a Formal Complaint under this Policy does not excuse or preclude the District from investigating alleged violations of other policy, rule, or law, or from issuing appropriate discipline based on the results of the investigation.

#### I. Consolidation of Complaints

The Title IX Coordinator or Investigator may consolidate Formal Complaints where the allegations arise out of the same facts or circumstances. Where a Grievance Process involves more than one Complainant or more than one Respondent, references in this Policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

#### J. Remedies and Disciplinary Sanctions

The District will take appropriate and effective measures to promptly remedy the effects of sexual harassment. The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appropriate remedies will be based on the circumstances and may include, but are not limited to:

1. Providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
2. Offering the parties school-based counseling services, as necessary;
3. Providing the parties with academic support services, such as tutoring, as necessary;
4. Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;
5. Moving the Complainant's or the Respondent's locker or work space;
6. Issuing a "no contact" directive between the Complainant and Respondent;

7. Providing counseling memoranda with directives or recommendations;

These remedies may also be available to any other student or person who is or was affected by the sexual harassment.

The District will impose disciplinary sanctions consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts. Discipline may range from warning or reprimand to termination of employment, or student suspension or expulsion.

After a determination of responsibility, the Title IX Coordinator should consider whether broader remedies are required, which may include, but are not limited to:

1. Assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
2. Additional staff training;
3. A climate survey; or
4. Letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

If the Complainant or Respondent is a student with a disability, the District will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the Complainant or Respondent continues to receive a free appropriate public education. Any disciplinary action taken against a Respondent who is a student with a disability must be made in accordance with Policy 5206B and the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

K. False Statements

Any person who knowingly makes a materially false statement in bad faith in a Title IX investigation will be subject to discipline, up to and including discharge or permanent expulsion. A dismissal or determination that the Respondent did not violate this Policy is not sufficient, on its own, to conclude that a person made a materially false statement in bad faith.

L. Confidentiality

The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except as permitted or required by law or to carry out any provision of this Policy, applicable regulations, or laws.

M. Retaliation

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation

against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with District Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this Section.

When processing a report or Formal Complaint of sexual harassment, pursuing discipline for other conduct arising out of the same facts or circumstances constitutes retaliation if done for the purpose of interfering with that person's rights under Title IX.

Any person who engages in retaliation will be disciplined in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

#### N. Training

All District employees must be trained on how to identify and report sexual harassment.

Any person designated as a Title IX Coordinator, Investigator, Decision-Maker, Appeals Officer, or any person who facilitates an informal resolution process must be trained on the following:

1. The definition of sexual harassment;
2. The scope of the District's education programs or activities;
3. How to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and
4. How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Investigators must receive training on how to prepare an investigation report as outlined in Subsection F(4)(b) above, including, but not limited to, issues of relevance.

Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including, but not limited to, when questions about a Complainant's prior sexual history or disposition are not relevant.

Any materials used to train District employees who act as Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, or who facilitate an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints. These training materials must be posted on the District's website.



## O. Record Keeping

The District will maintain records related to reports of alleged Title IX sexual harassment for a minimum of seven years. This retention requirement applies to investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, such as supportive measures.

The District will also retain any materials used to train Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, and any person designated to facilitate an informal resolution process.

## P. Office for Civil Rights

Any person who believes that he or she was the victim of sexual harassment may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education Office for Civil Rights  
1350 Euclid Avenue, Suite 325  
Cleveland, Ohio 44115  
Phone: (216) 522-4970  
E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

An OCR complaint may be filed before, during, or after filing a Formal Complaint with the District. A person may forego filing a Formal Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to sexual harassment also file a Formal Complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions under this Policy. An investigation by OCR will occur separately from any District investigation.

Legal authority: Education Amendments Act of 1972, 20 USC §§1681 - 1688; 34 CFR Part 106

Date adopted: August 15, 2022

## **APPENDIX B: ANTI-BULLYING**

### **5207 Anti-Bullying Policy**

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

#### **A. Prohibited Conduct**

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
  - a. substantially interfering with a student's educational opportunities, benefits, or programs;
  - b. adversely affecting a student's ability to participate in or benefit from the 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; or
  - d. causing substantial disruption in, or substantial interference with, the District's orderly operations.
2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

#### **B. Reporting an Incident**

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

#### C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

#### D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

#### E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

#### F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

#### G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

#### H. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. "At school" also includes any conduct

using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.

2. "Telecommunications access device" means any of the following:
  - a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
  - b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
3. "Telecommunications service provider" means any of the following:
  - a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;
  - b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
  - c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Date adopted: August 2022

## **APPENDIX C: PROTECTION OF PUPIL RIGHTS**

### **5308 Protection of Pupil Rights**

#### **I. Surveys, Analyses, and Evaluations**

Parents/guardians may inspect any survey created by a third party before that survey is administered or distributed to their student. All survey inspection requests must be made in writing to the building principal before the survey's scheduled administration date.

The District must obtain written consent from a student's parent/guardian before the student is required to participate in a survey, analysis, or evaluation funded, in whole or in part, by the U.S. Department of Education that would reveal sensitive information. For all other surveys, analyses, or evaluations that would reveal sensitive information about a student, the District will provide prior notice to the student's parent/guardian and an opportunity for the parent/guardian to opt their student out.

Employees may not request or disclose the identity of a student who completes a survey, evaluation, or analysis containing sensitive information.

"Sensitive information" includes:

- political affiliations or beliefs of the student or the student's parent/guardian;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other persons with whom the student has close family relationships;
- legally recognized privileges or analogous relationships, such as those with lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
- income (other than that required by law to determine eligibility for participating in a program or for receiving financial assistance under that program).

#### **J. Invasive Physical Examinations**

Parents/guardians may refuse to allow their students to participate in any non-emergency, invasive physical examination or screening that is: (1) required as a condition of attendance, (2) administered and scheduled by the District, and (3) not necessary to protect the immediate health and safety of a student.

“Invasive physical examination” means:

1. any medical examination that involves the exposure of private body parts; or
2. any act during an examination that includes incision, insertion, or injection into the body that does not include a hearing, vision, or scoliosis screening.

#### K. Collection of Student Personal Information for Marketing

No employee will administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or selling that information.

“Personal information” means individually identifiable information that includes:

1. student’s and parents’/guardians’ first and last name;
2. home or other physical address;
3. telephone number; or
4. Social Security Number.

This Policy does not apply to the collection, disclosure, or use of personal information for the purpose of providing educational services to students, such as:

5. post-secondary education recruitment;
6. military recruitment;
7. tests and assessments to provide cognitive, evaluative, diagnostic, or achievement information about students; or
8. student recognition programs.

#### L. Inspection of Instructional Material

Parents/guardians may inspect instructional material consistent with Policy 5401.

#### M. Notification of Rights and Procedures

The Superintendent or designee will notify parents/guardians of:

1. this Policy and its availability upon request;
2. how to opt their child out of participation in activities as provided for in this Policy;
3. the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;
4. the approximate date(s) when the District or its agents intend to administer a non-emergency, invasive physical examination or screening required as a

condition of attendance (except for hearing, vision, or scoliosis screenings);  
and

5. how to inspect any survey or other material described in this Policy.

This notification will be given to parents/guardians at least annually at the beginning of the school year and within a reasonable period after any substantive change to this Policy.

Parents/guardians who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Legal authority: 20 USC 1232h

Date adopted: August 15, 2022



**APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM**  
**DIRECTORY INFORMATION AND OPT-OUT**

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

The Family Educational Rights and Privacy Act (FERPA) requires that Kent ISD obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, and the District may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary.

If you *do not* want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office by [Insert Deadline Date].

If you fail to complete and return this form, the District will presume that you give permission to release your student's directory information for all the uses listed below.

Your Opt-Out request will be recorded in the student information system and kept on file in the school's office for 1 school year.

"Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information:

- a. student names, addresses, and telephone numbers;
- b. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
- c. date and place of birth;
- d. major field of study;
- e. grade level;
- f. enrollment status (e.g., full-time or part-time);
- g. dates of attendance (e.g., 2013-2017);
- h. degrees, honors, and awards received; and
- i. the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

**Please check the boxes next to the purpose(s) for which you *do not grant* the District permission to disclose your student's directory information, below.**

Kent ISD *may not* disclose my student's directory information for the following purposes:

[Insert District's chosen list of uses of directory information. See examples of common uses of directory information below]

- For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.
- For School or District auto-dialer system to communicate School or District information.
- To news media outside the School or District.
- To the School PTO or District parent organization.
- To other groups and entities outside of the School or District, including community, advocacy, and/or parent organizations.
- On official school-related websites or social media accounts.
- On school employees' personal classroom websites or social media accounts.

**Information to U.S. Military Recruiters and Institutions of Higher Education Recruiters**

Federal law requires the District to release a secondary school student's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon their request. If you do not want your student's information released for one or both of those purposes, please check one or both of the boxes below:

- Do not release my student's name, address, or telephone number to U.S. Military recruiters without my prior written consent.
- Do not release my student's name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

\_\_\_\_\_  
Parent/Guardian/Eligible Student Signature

\_\_\_\_\_  
Date

**APPENDIX E: ACCEPTABLE USE AGREEMENT**

**[Insert Forms 3116 F-1 and F-2 Acceptable Use Agreement here]**