KENT INTERMEDIATE SCHOOL DISTRICT

2930 Knapp NE
Grand Rapids, MI 49525

Ron Koehler, Superintendent

KENT ISD SCHOOL BOARD 2022-2023

PRESIDENT
Andrea Haidle

VICE PRESIDENT
David Drake

SECRETARY
Claudia Bajema

TREASURER
Matt Rettig

TRUSTEE
Laura Featherston

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

KCTC Main Campus Administrative Team
1655 East Beltline Ave NE
Grand Rapids, MI 49525

Joe Lienesch
Principal of KCTC/KTC

Gerry Verwey
Principal of MySchool@Kent/Kent Innovation High (KIH) Administrator

Sara Van
KCTC and KTC Assistant Principal

Kelly Bowers
KCTC and KTC Assistant Principal

Laura Robinson
KCTC and KTC Assistant Principal

Sara Van
KCTC and KTC Assistant Principal

Clayton Powell
KCTC Dean of Students

Kent Career Tech Center
REAL LIFE. REAL LEARNING.

www.kentisd.org

www.thetechcenter.org

Kent Career Tech Center Vision

Kent Career Tech Center will be the community's first choice for a world-class education focusing on career exploration, career preparation, and continuing education leading to successful employment.

Kent Career Tech Center Mission

Kent Career Tech Center will provide a world-class education through giving students opportunities to:

- Experience rigorous and relevant core content
- Challenge and develop thinking, foster creativity, and develop the ability to use technology
- Develop leadership, communication, and collaboration skills
- Interact with industry professionals
- Connect to post-secondary/continuing education

WELCOME TO YOUR TECH CENTER!

This handbook assists students and parents by identifying our expectations, policies, and support system to ensure a successful experience at the Kent Career Tech Center. KCTC, an educational service provided to the students of the Kent ISD for over 50 years, has an enrollment of over 2,500 students from over 60 high schools yearly. The Tech Center provides students with quality instruction and experiences in career and technical education. The career technical experience is aligned with business expectations, State Career Technical Standards, and the State of Michigan's high school graduation requirements. Students can earn college credit for successful program completion.

Our students are deeply engaged in their KCTC experience. State-of-the-art technologies, business partnerships, and college credit prepare our students to be college and career-ready. During this experience, instructors and Student Support Services professionals will assist students in finding employment and in exploring further educational opportunities. Success begins with students taking control of their personal learning and using KCTC's services while planning for career and college decisions.

For more information concerning programs, program development, and services, please contact Student Support Services at 616-365-2370.

Good luck to you this school year!

KCTC Staff
August 2022

Welcome Letter	2
Table of Contents	3
KentISD Secondary Campus Calendar 2022-2023	4
Important Telephone Numbers & Session Times	5
Foreword	5
Parent Involvement	5
Student Well Being	6
School & Home Communication	6
Attendance	7
Student Performance, Grades, & Evaluations	13
Student Support Services	17
Student Activities	16
Enrollment Policy	18
Transportation	19
School Building Operations and Property Use	21
Safety and Emergency Procedures	23
Computer Network/Internet Policy	26
Student Code of Conduct	27
Disciplinary Procedures	35
School Rules Violations	36
Level I Violation Disciplinary Actions / Responsible Thinking ProcessTM	39
Level II Violation Disciplinary Actions	41
Level III Violation Disciplinary Actions	41
EEO Statement/Grievance Procedures for Nondiscrimination	42
Kent ISD Policy Notices	43
Family Education Rights and Privacy Acts	45
KCTC Satellite Maps and Addresses	48

	Kent ISD Secondary Campus	
	2022-2023 Calendar	
Day	**Event**	**2022-2023**
Monday	First Day of School	Aug. 22
Friday	No Classes	Aug. 26
Tue.-Thur.	Student Pictures KCTC, KIH, and MS@K	Aug. 30-Sept.1
Fri.-Mon.	Labor Day (No Classes)	Sept. 2-5
Tuesday	Student Pictures - KCTC Airport	Sept. 6
Wednesday	Student Pictures - KCTC GRCC/GVSU	Sept. 7
Friday Wednesday	Staff PD - No Classes for Students Count Day	Sept. 30 Oct. 5
Mon.-Fri. Friday Wed.—Fri. Mon.—Fri.	College Week Quarter 1 Ends Thanksgiving Vacation First Semester Evaluations	Oct. 17-21 Oct. 21 Nov. 23-25 Dec 6-10
Friday Mon.—Fri. Monday Tues.-Wed.	Quarter 2/Semester 1 Ends Holiday Break (No Classes) Staff PD - No Classes for Students Community Open House Nights	Dec 16 Dec. 19-Jan.2 Jan. 16 Feb. 7-8, 5-7 PM
Monday Friday	Mid-Winter Break (No Classes) Staff PD - No Classes for Students	Feb. 20 Mar. 10
Friday	Quarter 3 Ends	Mar. 17
Fri.—Fri.	Spring Break (No Classes)	Mar. 31 - Apr. 7
Friday	Student Appreciation Day/Articulation Day	Apr. 28
Friday	Seniors' Last Day	May 19
Monday	Memorial Day (No Classes)	May 29
Friday	S2 Ends/ Last Day	June 2

IMPORTANT PHONE NUMBERS

Student Support Services 616-365-2370

KCTC General Information and Switchboard 616-364-8421

Work Based Learning and Job Placement 616-365-3618

*Current information on the school calendar and staff directory can be found on the Kent Career Tech Center website at: https://thetechcenter.org.

KENT CAREER TECH CENTER SESSION TIMES

First Session: 6:55 - 9:10 AM

Second Session: 9:15 - 11:30 AM

Third Session: 12:00 - 2:15 PM

FOREWORD

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

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

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

PARENT INVOLVEMENT

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

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

A. Participating in school functions, organizations, and committees;
B. Supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
C. Requiring their child to observe all school rules and regulations;

D. Supporting or enforcing consequences for their child's willful misbehavior in school; E. Sending their children to school with proper attention to their child's health, personal cleanliness, and dress;

F. Maintaining an active interest in their child's daily work, monitoring and making it possible for their child to complete assigned homework by providing a quiet place and suitable conditions for study;

G. Reading all communications from the school, signing, and returning them promptly when required;

H. Cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

STUDENT WELL-BEING

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

State law electronically requires that all students must have **emergency medical information completed,** signed by a parent or guardian, and filed with the School office.

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

SCHOOL AND HOME COMMUNICATION

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

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

- Our **Webpage** – www.thetechcenter.org – maintains current information about our programs, staff, calendar, events, login links to important sites, etc.
- **Facebook** – listed as Kent Career Tech Center – regular updates and photos showcasing student successes, school events, career and employability links, scholarship opportunities, etc.
- Establishing a **Parent Portal** account through PowerSchool – this is accessed from our webpage and allows parents to view grades, attendance, missing assignments, manage demographic updates, provide emergency contact information, provide emergency medical information and grant parental permissions for network access, field trips, media release, etc.
- Reliable **home addresses** for mailings – can be updated through accessing the Parent Portal.
- Reliable **home and emergency contact phone numbers** – can be updated through accessing the Parent Portal.
- Reliable parent/guardian and student **e-mail addresses –** can be updated through accessing the Parent Portal.
- **School Messenger System –** this school notification system works via phone calls, e-mails, and/or text messages to inform you about student absences, low grades, school events, emergencies at school, and school closings. Parents can manage the methods by which they receive notifications.

- **School News Network – http://www.schoolnewsnetwork.org/ -** This website not only includes school news articles and information about the happenings at KCTC but includes articles about ALL 20 local school districts served by the Kent ISD, organized by region.

Please help us communicate with you by using as many of these systems as you are able. If you have questions about accessing any of them, please contact our office at 364-8421 or by visiting in person.

ATTENDANCE

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

Kent 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.

ATTENDANCE PROCEDURES

ABSENCES

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

- Students name (proper spelling)
- Class/ session (1st, 2nd, or 3rd)

- Parents name calling in
- Reason for the absence
- Date of the absence
- If the absence is for more than one-day

Absences not called or emailed in, or not returning with proper legal documentation within 48 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.

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

PRE ARRANGED/EXCUSED ABSENCE

Board Approved Acceptable Excused Absence with Documentation

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

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

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.
- **When possible, students should obtain their early dismissal slip from the office *before* class begins. These slips will be shown to the teacher before leaving class and then presented to security before leaving the building.**
    - Students failing to present the pass to security before leaving campus will be considered UNEXCUSED for that absence.

● When students return from a medical/legal appointment, they must present an official document to the attendance secretary in order for the absence to be considered EXCUSED. ● ***Work schedules are NOT excusable absences. See Board Approved Acceptable Excused Absences***

Family Trips

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

SUSPENSION

When a student is suspended from their high school, they are also suspended from attendance at 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.

Unexcused Absence Examples

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

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

MAKEUP WORK

Excused Absences

Upon returning from an ***excused*** absence, all students must make up missed work ● Students will have two (2) days per absence to complete missed work. This only applies to ***excused*** absences.

- It will be the responsibility of the student or parent/guardian(s) to contact the teacher for any missed work.

Unexcused Absences

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

ATTENDANCE INTERVENTION PROCESS

Intervention Process

TIER I

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

Tier II

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

Tier III

- **Students with 7-9 absences (unexcused) or meet criteria for Chronic Absenteeism (unexcused and excused):** meeting with parents/guardian, Local District, student, counselor/or Teacher Consultant and Dean - Attendance Intervention Plan is revised
- Students with 9 absences (excused and unexcused) **or meet criteria for Chronic Absenteeism (unexcused and excused)**: meeting with parents/guardian, Local District, student, counselor/or Teacher Consultant and Dean - Attendance Intervention Plan is revised, collaboration with Local District to file referral for Truancy
- **Students with 10+ absences or meet criteria for Chronic Absenteeism (excused and unexcused**)
- Continuous action above plus:
    - If a student has significant attendance issues they may be denied return to a program for the second year. This may be appealed through the administration. The request for appeal must be in writing.
    - A meeting will be held with parents/guardians, the Local District, student, counselor, and administration to determine if there continues to be an educational benefit in the student continuing their placement at 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.
    - (Board Policy 5200) In courses in which student participation in experiments, "hands-on" training in techniques and the like are essential to achieving the goals of a course and provision for makeup is not feasible educationally or logistically, the student shall be notified that absences beyond a given number shall result in his/her withdrawal from the course with no credit. A grade of W shall be given with the notation that the W grade is a result of excessive absence.

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

responsibility of the Local District.

TARDINESS

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

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

EARLY RELEASE (Board Policy/Administrative Guide 5230)

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

ABSENCE DEFINITIONS IN POWERSCHOOL

Lost instruction codes (first letter)
Absent A__ (Absent)
Tardy, after bell rings T__ (Tardy)
Tardy, over 15 min of session A__ (Absent)
Early departure w/o documentation A__ (Absent)
Early departure w/ documentation D__ (Early Departure)

Explanation codes (second letter)
Confirmed/Called-in __C
Not confirmed/Not called-in __N
Uncounted (e.g. documented medical/ legal/ ect. __U
Quarantine __Q

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

Truancy; ten unexcused absences in a school year.
This definition focuses on absences not sanctioned by a parent/guardian, generally a student "skipping school."

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

ARRIVING TO AND LEAVING CAMPUS

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

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.

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.

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% 1st Quarter
45% 2nd 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 PowerSc ho ol	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 0.01 0	0.74 0.49 0	57 54 50	Minimal knowledge Minimal knowledge Minimal knowledge	0 0 0	E E 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 initiative, being responsible, being respectful, being safe and being PROFESSIONAL, as outlined in the course syllabus.

EMBEDDED ACADEMIC CREDIT

Each of our programs has Math and ELA content embedded in the instruction. Students going through the program and earning a passing grade may be eligible in their home district to earn Math credit and ELA credit. If a student or parent is interested, they should contact their local high school counselor.

- **MATH:** Math content is embedded in every program as part of the standards. We have alignments that indicate up to 1.0 credit in Math can be awarded. This would be a 4th Math credit, not Algebra, Geometry, or Algebra 2.
- **ELA:** Each program's delivery includes reading, speaking, listening, and writing. These activities have been aligned by our ELA consultants at Kent ISD, and we recommend up to 1.0 credit of 11th and 12th grade ELA that does not include the literature standards.
- **Science, World Language, and Visual, Performing & Applied Arts (VPAA):** Completer in CTE programs (students who finish the program with a 2.0/C or better in each class) are able to waive the MMC required 3rd Science credit, 2nd World Language credit, and receive credit for meeting the VPAA requirement. Work with your local counselor to see how your high school utilizes this flexibility.

ON-LINE INFORMATION

Grades are updated weekly by the instructor. Attendance is taken during the first 15 minutes of class. Attendance and grades are available online for parents/guardians through the PowerSchool Parent Portal on the KCTC website. The web address and the passwords for parents are mailed to students'

homes or can be received by contacting ext. 2240. The login access for students can be obtained by contacting the instructor.

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 3rd academic quarter. This allows time for remediation and the intervention process to support students after the end of the 1st 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 3rd 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 2nd 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 2nd 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 2nd 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.

STUDENT RECOGNITION

The Kent Career Tech Center recognizes students for outstanding performance and attendance in their technical areas by honoring them with PROs of the Month Celebrations and Perfect Attendance Awards.

INCOMPLETE GRADES

Incomplete grades must be made up within two weeks after the end of the quarter

APPEALING A STUDENT'S GRADE (BOARD POLICY 5421C)

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

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

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

C. The principal will chair the meeting and inform participants of the meeting guidelines:

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

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

STUDENT SUPPORT SERVICES

Student Support Services provides students with a wide range of services aimed at ensuring that each student receives the full benefit of attending KCTC. The primary focus of these services is to ensure that students have the academic and technical support necessary for success in the classroom and laboratory, that they receive assistance in making good career choices, and that they continue their education and/or obtain related employment.

Student Support Services will work with the instructor and student to meet the specific needs of the student. Listed below are some of the services which will be available to students while they attend Kent Career Tech Center:

- Help with program selection, career planning and decision making
- Help with learning about further training and educational opportunities.
- Classroom help with English, reading, math and science skills.
- Technical assistance from experienced and skilled support services staff.
- Language support.
- Career guidance services/career counseling.
- Assistance with completing job applications and resumes.
- Assistance with finding related part-time, co-op or full-time jobs.
- Assistance with the post-secondary articulation of credit.
- Special education support services.
- Section 504 support services.

A parent/guardian or student is required to notify and verify that KCTC is in possession of the most

current IEP or 504 plan.

ENROLLMENT

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.

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.

WITHDRAW FROM KCTC

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

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 FOR THE SECOND YEAR OF A 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.

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:

- Ford/AAA Auto Skills
- MITES — Michigan Industrial and Technology Education
- Skills USA
- FFA – Future Farmers of America
- HOSA — Health Occupation Students of America
- College Preparation and Readiness
- J.A.C.E. – Junior Association of Culinary Educators
- Cyber Patriots
- BPA – Business Professionals of America

FIELD TRIPS

Instructors may arrange field trips related to their technical areas. The trips usually occur during KCTC class times. Transportation is provided by KCTC. The parent/guardian signs a field trip form at the beginning of the school year, which gives the student permission to participate in **all** scheduled field trips. In order to go on a field trip the student must:

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

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

EXTENDED FIELD TRIPS

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

STUDENT FEES

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

TRANSPORTATION

Transportation is the responsibility of each student's high school. KCTC 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 KCTC Parking Permit.

PARKING PERMIT VEHICLE TAG

If the high school determines that a student may drive to KCTC, the student must obtain a KCTC 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/KCTC roads is 15 miles per hour. Driving to KCTC 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 KCTC.

OCCASIONAL DRIVING (TEMPORARY / DAILY PARKING PERMITS)

Students driving on an "occasional" basis must register the vehicle with the Safety & Security Officers desk within 30 minutes of arriving at KCTC (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-OFFS AND PICK-UPS

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 KCTC main office and the police. **KCTC is not responsible for lost/stolen items or vehicle damage**.

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, Downtown Market, and GRCC. Students are expected to take the provided shuttle buses to these locations.

SCHOOL BUILDING OPERATIONS AND PROPERTY USE

VISITORS

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

Parents/guardians visiting KCTC 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.

LOCKERS

Lockers are assigned as needed. Lockers are to be used for storage of protective clothing, 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. The principal or a designee may search the contents of student lockers and storage areas at any time for any justifiable reason.

LOST ARTICLES

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

PERSONAL PROPERTY

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

COMMUNICATION DEVICES

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

TEXTBOOKS, TOOLS, AND SUPPLIES

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

All tools and equipment needed to be successful in classes are provided by KCTC. There is no need to bring any equipment to KCTC for the class. Knives are provided in programs where they are needed. Bringing your own knife to school can result in confiscation and possible disciplinary action.

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, staff, and the general public and they accept cash and credit/debit cards.

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

in this unique circumstance. Questions about accessing this program should be directed to the main office.

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

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.

REPLACEMENT AND REPAIR COSTS

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

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

UNIFORMS

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

- Wear it when required
- Leave the uniform in 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.

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

STUDENT SALES

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

SAFETY AND EMERGENCY PROCEDURES

EMERGENCY CARE AUTHORIZATION

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

SAFETY INSTRUCTION

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

FIRST AID

Although KCTC takes all necessary safety precautions, the possibility of accidents still exists. First aid treatment is available in the main office.

STUDENT MEDICATION

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the student by completing a "Student Medical Authorization Form." No school or district employee can administer to any student or supervise a student's self-administration of any prescription or non-prescription medication until a complete and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student can possess or consume any prescription or non-prescription medication on school grounds or at school-related functions other than as described in the procedure above. A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided that the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form.

EPI-PENS

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

FOOD ALLERGIES

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

Parents/guardians and age-appropriate students should communicate with school staff, informing them about their food allergies. This allergy information will be electronically entered and stored in their KCTC student information records.

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

REPORTING INJURY OR EXPOSURE

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

COVID-19 POLICIES AND STATEMENT

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

SCHOOL CLOSING

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

WEATHER WATCHES

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

WARNINGS

If a tornado warning is received while KCTC is in session, instructors will make every effort to see that students are kept safe. Students will be detained until the National Weather Service issues an “all clear report” and weather conditions improve sufficiently for dismissal.

EMERGENCY PROCEDURES AND DRILLS

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

For a fire drill, an alarm will be sounded. This alarm will be both audio and visual. Students are expected to refrain from talking and to follow the directions of their teacher/adult supervisor. On command from administration, all building occupants will execute an **evacuation**. All occupants will

leave the building and will move to a location outside the building approximately 300 feet from the point of exit. Per state law, a minimum of five (5) fire drills will be conducted each school year.

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

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

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

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

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

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

KENT ISD COMPUTER NETWORK/INTERNET POLICY

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

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

The School Board has implemented technology protection measures that block/filter Internet access to visual displays that are obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless,

parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the School Board has not authorized for educational purposes and/or which they and/or their parent/guardian may find inappropriate, offensive, objectionable or controversial. Parents/guardians assume this risk by consenting to allow their students to participate in the use of the Internet. A student accessing the Internet through the school's

computers assumes personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

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

NETWORK ACCESS

A Network Login ID and a Network Password are required of anyone who uses the Network. Before being issued a Login ID and Password, the student must read the **Computer Network/Internet Policy** and **Acceptable Network/Internet Use Guidelines**. A parent/guardian **must** log into PowerSchool to electronically grant permission for their student to use the Computer Network/Internet. The student will then be assigned a System Account and will be the sole, authorized owner of said account.

INTERNET USE

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

NETWORK MONITORING

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

ACCEPTABLE NETWORK/INTERNET USE GUIDELINES

1. Any use of the system must conform to state and federal laws, network provider policies, licenses, and the Kent ISD policy.
2. Use of the system for commercial solicitation is prohibited.
3. Access to chat rooms and non-school-related email accounts on the Internet is prohibited.
4. No use of the system shall disrupt the operation of the system by others. System components, including hardware and software, shall not be destroyed, modified or abused in any way.
5. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system (hacking) and/or damage the components of a computer or computing system is prohibited.
6. The user is responsible for the appropriateness and intent of materials he/she stores/downloads, transmits or publishes on the system. Hate mail, harassment, discriminatory remarks, pornographic materials, use of obscene or defamatory language or other anti-social behaviors are expressly prohibited.

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

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

9. System accounts are to be used only by the authorized owner/user of the account for the authorized purpose. Users may not share their log-in names or passwords with another person or KCTC without logging out of the Network. The account owner is ultimately responsible for all activity under his or her account.

10. A signed Computer Network/Internet Agreement form must be on file at KCTC prior to student use of the district computer network. Violations of the Computer Network/Internet Use Agreement will be handled by the RTP™ and/or suspension.

STUDENTS' RIGHTS AND RESPONSIBILITIES

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

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

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

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

STUDENT RIGHTS OF EXPRESSION (BOARD POLICY 5723)

In accordance with Board Policy 5722 and Policy 9700, students have the right, protected by the First Amendment to the U.S. Constitution, to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia, except expression which:

A. Is obscene to minors or adults;
B. Is libelous;
C. Is pervasively indecent or vulgar;
D. Advertises any product or service not permitted to minors by law;
E. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic

origin);

F. Presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

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

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

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

ENROLLMENT ELIGIBILITY

Enrollment Eligibility, Immunizations, Physicals, and Background Checks

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

Students are eligible to attend KCTC if they:

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

AGE OF MAJORITY

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

MEDIA RELEASE

Students may be photographed or interviewed as part of promotional activities. Photographs and comments may be included in materials that Kent Intermediate School District is developing for our schools and community if permission is granted by the parent/guardian through the parent portal.

STUDENT RECORDS

Permanent student records are maintained for all students attending Kent Career Tech Center. These contain objective information relating to the students' attendance at KCTC and are available to students, parents/guardians and designated school officials who have legitimate educational interest in the records' contents.

RELEASE OF INFORMATION

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

DIRECTORY

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

INFORMATION AND RIGHTS TO PRIVACY

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

FIRST AMENDMENT RIGHTS

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

NEGLECT

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

DRESS CODE AND GROOMING

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

- **Footwear**: Appropriate footwear must be worn at all times. Bedroom/household slippers are not acceptable. Many programs at KCTC require closed-toe shoes (no sandals) for health and safety reasons.
- **Shorts/skirts**: Shorts and skirts must be of an appropriate length. They must be of at least fingertip length at the shortest part with the waistband at the waistline. Many programs at KCTC prohibit skirts and shorts for safety reasons.
- **See-through Clothing**: Bare midriffs, exposed cleavage, cutout clothing, tank tops, muscle shirts, halter (bare back) tops, spaghetti straps, and bare shoulder styles are not permitted.
- **Pants**: Pants are to be pulled up at the waist and not worn below the waist or sagging at any time.

Undergarments, navels, and buttocks should not be seen.

- Clothing with writing or attached **symbols** that are obscene, libelous, suggestive or illegal to students is not permitted.
- Clothing that represents or implies **gang affiliation** is not permitted.
- **Personal hair grooming** shall be of a style, which will not jeopardize the health and safety of any individual.

SEARCH AND SEIZURE

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

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

School Property and Equipment, Personal Effects of Students

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

Students

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

Seizure of Property

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

POLICE INVESTIGATIONS

(Board Policy 5540) The School Board is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with law enforcement and public children's services agencies. The building administrator shall attempt to contact the parent prior to questioning, unless the investigator specifically requests that s/he not make such contact due to potential impact on the investigation. The building administrator or designated guidance counselor will remain in the room during questioning of the student unless prohibited by the agency investigator.

HARASSMENT

Harassment of a student by other students or any member of the staff is contrary to the Kent ISD School Board's commitment to provide a physically and psychologically safe environment in which to learn and may be in violation of federal or state law.

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

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

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

ONLINE HARRASSMENT

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

BULLYING

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

A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students

B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or

D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

HARRASSMENT

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

A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;

B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or

C. has the effect of substantially disrupting the orderly operation of a school.

SEXUAL HARASSMENT

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

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

A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.

B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.

C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.

B. Unwanted physical and/or sexual contact.

C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.

F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.

G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.

H. Remarks speculating about a person's sexual activities or sexual history or remarks about one's

own sexual activities or sexual history.

I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

EMPLOYEE HARRASSMENT

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

CYBERBULLYING

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

KNOWLEDGE OF WEAPONS OR THREATS OF VIOLENCE

The administration at KCTC acknowledges that students, staff members, and visitors have the right to function in a safe school environment. Students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to disciplinary procedures.

KCTC participates in the program OK2SAY. This is a program designed to empower Michigan students, parents, school personnel, community mental health service programs, and law enforcement to share and respond to student safety threats.

VIDEO RECORDING ON DISTRICT PROPERTY

The Board of Education has installed video cameras on District property to monitor student behavior. If a student violated the Code of Conduct and his/her actions were recorded on a video file, the file will be submitted to the Administration and may be used as evidence of the misbehavior. Since these files are considered part of a student's record, they can be viewed only in accordance with Federal law (FERPA).

STUDENT CONCERNS, QUESTIONS, AND GRIEVANCES

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

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

student government.

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

STUDENT CODE OF CONDUCT

Any student who disrupts the normal operation of the school or behaves in a manner that creates a danger to the health, safety, or welfare of themselves, other students or school employees will be subject to a referral to the Student Success Center (SSC) or disciplinary action up to and including suspension or termination from KCTC. Every student has the right to learn, and teachers have the right to teach in a safe environment.

POSITIVE SCHOOL CULTURE

Promoting a positive school culture is at the core of our learning environment. While providing an educational experience in alignment with our mission, we want all students to be responsible learners and be respectful of our school environment. Our school culture focuses on professional practices that support the character growth and development of our students. Our students demonstrate the "Going

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

DUE PROCESS

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

EXPECTATIONS FOR ALL STUDENTS

1. Behave and speak in a way that meets generally accepted standards for a school setting. 2. Dress and groom according to school standards and the professional requirements of the occupation for which the student is preparing.
3. Avoid disruptive or distracting behavior.
4. Respect others and their property.
5. Refrain from public displays of affection on the KCTC campus.
6. Be prepared and report to class on time.
7. Maintain ethical standards of truthfulness, integrity, and accountability.
8. Obtain permission from the instructor before leaving the classroom.
9. At the end of the class session, wait for the instructor to dismiss the class.
10. If instructed to leave the class, report immediately to the specified destination, and return promptly and directly to class.
11. Attend class from beginning to end.

DISCIPLINARY PROCEDURES

DISCIPLINE REFERRAL

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

SUSPENSIONS

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

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

Michigan's Public Act 360 of 2016 requires schools to consider factors such as the pupil's age, the pupil's disciplinary history, whether the pupil is a student with a disability, the seriousness of the violation or behavior committed by the pupil, whether the violation or behavior committed by the pupil threatened the safety of any pupil or staff member, whether restorative practices will be used to address the violation or behavior committed by the pupil, whether a lesser intervention would properly address the violation or behavior committed by the pupil. The law also requires districts to consider using alternatives to expulsions and suspensions – such as one that brings the victim and offender together to discuss the incident, allowing victims to get answers and heal and offenders to understand the impact of their actions. This new field of study, restorative practices (RP) is a social science that integrates developments from a variety of disciplines and fields, including education, psychology, social work, criminology, sociology, and leadership. Through participatory learning and decision-making, RP seeks to develop community and build relationships and to repair harm and restore relationships when conflict arises.

PERMANENT REMOVAL FROM PROGRAM

After due process, if it is concluded that there is no educational benefit in a student continuing their placement at KCTC, the student, guardian and LEA will be notified of this determination. This may

include being banned from KCTC's campus.

APPEALS PROCESS

Main Campus:

A suspension of one (1) day or less will not be subject to appeal. Suspension of more than one (1) day, but not more than ten (10) school days may be appealed in writing to the principal within two (2) school days of the parent's receipt of the written suspension notice. The appeals process follows:

Step 1: The written appeal must contain the reason(s) the suspension is being appealed. The student shall be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of others.

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

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

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

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

SCHOOL RULES VIOLATIONS

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

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

- **Level II Violations*** Moderate severity of disciplinary measures
- **Level III Violations*** Most severe of disciplinary measures

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

- **Administrative Discretion** The principal reserves the right to amend any provision in this handbook, which the principal deems to be in the best interest of the educational process. The principal retains the right to apply consequences for student choices not specifically stated herein and to alter consequences if considered necessary.

*EXAMPLES OF LEVEL I VIOLATIONS AND DEFINITIONS**

**Including but not limited to:*

DISRUPTIVE BEHAVIOR

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

environment.

CLOSED-CAMPUS

Leaving KCTC without prearranged written permission from a parent/ guardian or school authority.

LEAVING CLASS WITHOUT PERMISSION

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

INSUBORDINATION

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

INAPPROPRIATE DISPLAYS OF AFFECTION

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

OBSCENITY/PROFANITY

The use of obscene or profane language in oral or written form, pictures or gestures.

GANG-RELATED SIGNS, CLOTHING OR SYMBOLS

Wearing clothing that represents or implies gang affiliation, writing gang symbols, or flashing gang signs.

UNIFORM/DRESS CODE

Failure to comply with uniform or dress code requirements, which also include wearing the visible identification badge provided by the school.

DRIVING VIOLATION

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

CHEATING and ACADEMIC DISHONESTY

Academic Dishonesty includes but is not limited to:

- Copying another student's work, including electronic and visual mediums
- Submitting copied information from the Internet
- Participating in or contributing to the academic dishonesty of another student ●

Using or possessing "crib" or "cheat notes, or accessing text when not permitted ●

Providing classwork or homework to another student

- Copying an author's work without citation
- Disclosing test-related material
- Recycling previous work

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

- Copying another student's work or previously published material or ideas from any source and submitting them as one's own.
- Allowing a student to copy one's work

- Intentionally or inadvertently leaving your written work available in a place that makes it possible for someone to copy, sending it electronically to someone, or lending someone a notebook, a paper, or disk that contains your written work.
- Altering words or the order of words from another source and submitting them as one's own. ● Submitting work written by college students, former students, tutors, friends, or other adults as one's own.
- Submitting work as one's own that was produced by unauthorized collaboration on assignments designed to be completed independently.

CELL PHONES AND COMMUNICATION DEVICES

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

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

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using

PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

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

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

MISCELLANEOUS SITUATIONS

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

LEVEL I VIOLATIONS - GOING PRO SUCCESS PLAN PROCESS

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

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

After an acceptable plan is written and a commitment is made to resolve the issue, the student will meet with their teacher to review their Going PRO Success Plan, prior to returning to the classroom. If the student refuses to follow the Going PRO Success Plan and continues to display repetitive Level I violations, this behavior may be considered Gross Insubordination and classified by the administration as a Level II violation.

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

EXAMPLES OF LEVEL II VIOLATIONS AND DEFINITIONS*

**Including but not limited to:*

GROSS INSUBORDINATION

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

MAJOR DISRUPTIVE BEHAVIOR

Any example of disruptive behavior deemed excessive by administrative discretion.

COMPUTER VIOLATION

inappropriate use of computer hardware or software.

EXTORTION

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

DRIVING VIOLATION

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

FIGHTING

Inflicting or attempting to inflict bodily injury on another person.

HARRASSMENT OR INTIMIDATION

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

TOBACCO VIOLATION

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

TRESPASSING

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

FORGERY/FALSIFICATION

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

GAMBLING

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

HARMFUL SUBSTANCES AND OTHER MATERIALS

KCTC has a “drug-free zone” that extends 1,000 feet beyond Kent ISD boundaries, as well as any school activity, transportation, or field trip. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, prescriptions, over-the-counter medications, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers, wines, and the like. Students who

break this rule could be suspended or referred back to the sending school. Law enforcement officials may be called.

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

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

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

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

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

LEVEL II VIOLATION DISCIPLINARY ACTION may include 1 to 10 days suspension and could result in permanent removal from KCTC. Restorative Practices will be considered and utilized when possible and appropriate. Law enforcement may be involved. Students will also be required to complete the Going PRO Success Plan process for Level II infractions.

EXAMPLES OF LEVEL III VIOLATIONS AND DEFINITONS*

**Including but not limited to*

ARSON

The intentional setting of fire on school grounds.

PHYSICAL ASSAULT

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

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

VERBAL ASSAULT

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

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

POSSESSION, USE OR TRANSFER OF WEAPONS/EXPLOSIVES

According to State and Federal Law, any object that is used to threaten, harm or harass another may be considered a weapon. Weapons include a gun or firearm, dagger, dirk, stiletto, knife, pocket knife opened by a mechanical device, iron bar, and brass knuckles. Intentional injury to another can be a felony and/or a cause for civil action. Violation may subject student to suspension or termination.

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

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

CRIMINAL SEXUAL CONTACT

The act of, or attempt to perform, an unlawful sexual activity with a person without the person's consent on school property.

FALSE ALARM VIOLATION

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

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

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

SALE OF CONTROLLED SUBSTANCES
Any verbal or written attempt to sell or transfer to another individual controlled substances and related paraphernalia will result in termination. Controlled substances include, but are not limited to: ● Illegal drugs such as LSD, ecstasy, cocaine, marijuana, crack, heroin, methamphetamine, and others

- Cold medicine containing pseudoephedrine
- Alcoholic beverages as described previously in this Handbook

RECKLESS DRIVING
Endangering others through willful disregard for rules of the road.

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

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

KENT INTERMEDIATE SCHOOL DISTRICT BYLAWS & POLICIES

EEO STATEMENT

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

3122.03 – GRIEVANCE PROCEDURES FOR NON-DISCRIMINATION

SECTION I

If any person believes that the Kent Intermediate School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II, Title VI, Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation

Act of 1973, (4) the Age Act, and/or (5) the Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator:

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

SECTION II

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

- **Step 1:** A written statement of the grievance signed by the complainant shall be submitted to the District Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.
- **Step 2:** If the complainant wishes to appeal the decision of the District Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.
- **Step 3:** If the complainant remains unsatisfied, the complainant may appeal through a signed written statement to the Board within five (5) business days of the complainant's receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the School Board shall meet with the concerned party within ten (10) business days of this meeting. The decision of the School Board shall be final**.**
- **Step 4:** The District Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Civil Rights Coordinator's office.

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

KENT INTERMEDIATE SCHOOL DISTRICT POLICY NOTICES

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

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

Asbestos Hazard Emergency Response Act (AHERA) Compliance

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

Student Records (# 8330)

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

Search and Seizure (# 5771)

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

Public Complaints (# 9130)

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

Matters Regarding Instructional Materials (# 9130)

The Superintendent shall prepare administrative guidelines to ensure that students and parent/guardian are adequately informed each year regarding their right to inspect instructional materials and the procedure for completing such an inspection.

Pesticide Application (# 8431F)

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

Student Accident Insurance (# 8760)

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

Blood-borne Pathogens (# 8453.01)

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

Bullying and Other Aggressive Behavior Toward Students (#5517.01)

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACTS

NOTIFICATION OF RIGHTS UNDER FERPA FOR STUDENTS OF KENT CAREER TECH CENTER

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

1. The right to inspect and review the student's education records within 45 days of the day Kent Career Tech Center (KCTC) receives a request for access.

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

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

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

   Parents or eligible students may ask KCTC to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. KCTC 45 has published a Directory Information policy that describes the circumstances in which it will disclose designated personally identifiable information about students.

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

   A school official is and includes all the following:

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

interest in the information contained in the records and is performing a task authorized or delegated by the Board.

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

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

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

- KCTC may disclose personally identifiable information about students to organizations conducting research only if the research project meets any applicable standards established by law and the Pupil Accounting office.
- KCTC discloses personally identifiable information about students to auditing agencies and organizations to the extent permitted or required by law.

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

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

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

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

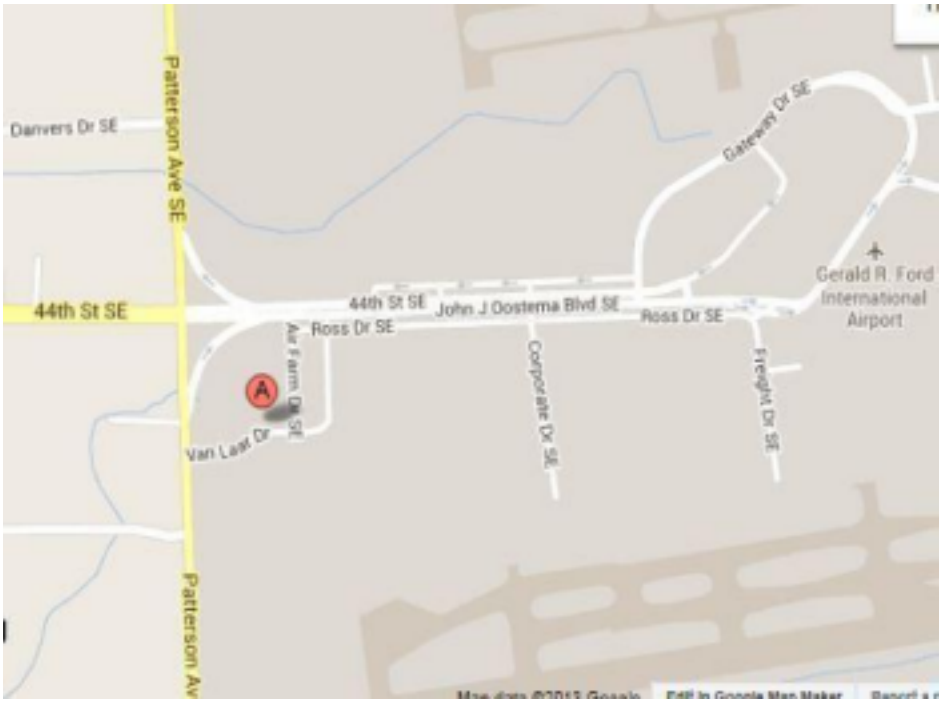
1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have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

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

KCTC SATELLITE MAPS AND ADDRESSES

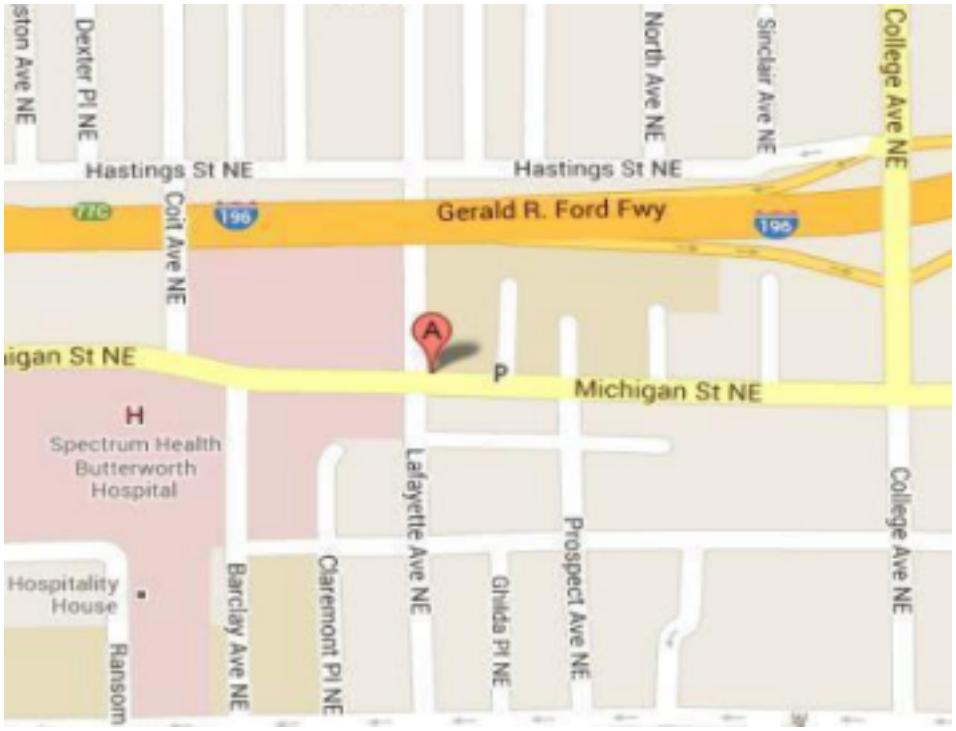
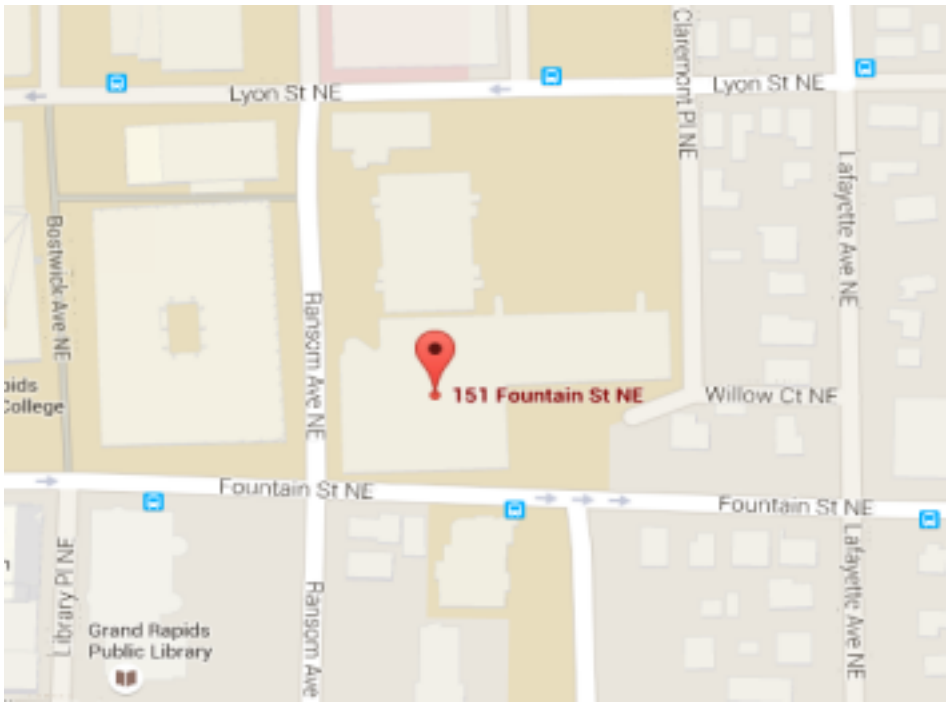
Aviation Maintenance Technology and Avionics

Held near the airport at **4958 VanLaar Drive SE,** Grand Rapids MI 49512. This address is east of Patterson Ave SE, off 44th Street, and located on the campus of Gerald R. Ford International Airport. KCTC will provide transportation shuttles to the offsite locations.



Health Careers GVSU

Held at Grand Valley State University's Cook-DeVos Center for Health Sciences located at **301 Michigan Street NE** in downtown Grand Rapids, between Ottawa Ave. and College St. Students may get to the building via provided shuttles. KCTC students shall not drive to the Cook-DeVos Center for Health Sciences, as adequate parking is not available.



Precision Machining
Held at GRCC's Applied Technology Center located at **151 Fountain St. NE.** Located on the corner of Fountain St and Ransom Ave. KCTC will provide transportation shuttles to the offsite locations.