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School History

In 2009, a secondary redesign team was formed in Kent County. This team was made up of area superintendents and leaders within Kent Intermediate School District. It was this team’s goal to model innovation and educational reform at the secondary level. Several learning models were considered in this search, but New Tech rose to the top. Its success in developing students’ 21st century skills and college and career readiness, while fostering a professional learning environment, provided a good match for Kent ISD’s best practices criteria. From this concept, Kent Innovation High (KIH) was formed.

Kent Innovation High will serve as a “lab school”. Local district educators and administrators will be able to observe these best practices in action and take these back to their home schools.

The environment at KIH is one of trust, respect and responsibility. Students at KIH will be empowered by contributing to the decision-making processes within the school and help set student norms and consequences. Students at KIH will become engaged in their education by working in a collaborative setting on projects that have real-life significance. Community involvement and feedback will contribute to the relevance of these projects.

This handbook is meant to guide and facilitate the development of this learning environment within Kent Innovation High.

Mission Statement
Kent Innovation High solves today’s and tomorrow’s problems by inspiring the community to think, collaborate, communicate and create in a culture of trust, respect and responsibility.

Vision Statement
Kent Innovation High leads by being a community of passionate learners innovatively solving problems of today and the future.

Kent ISD Non-Discrimination 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, origin, national origin, creed, ancestry, age, gender, marital status, height, weight, veteran status, political belief or disability which does not impair their ability to perform adequately in the individual’s particular position or activity, excluded from participation in, denied the benefit of, or to be subjected to discrimination in any program or activity for which the Kent ISD School Board is responsible for or received financial assistance from the U.S. Department of Education.

The Coordinator for Title IX, Section 504, the Age Discrimination Act and Title II is: Coni Sullivan, Assistant Superintendent for Human Resources and Legal Services, Kent Intermediate School District, 2930 Knapp N.E., Grand Rapids, MI 49525, (616) 364-1333.
<table>
<thead>
<tr>
<th>Name</th>
<th>Subject</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Barrett</td>
<td>Physics/Capstone</td>
<td><a href="mailto:robertbarrett@kentisd.org">robertbarrett@kentisd.org</a></td>
</tr>
<tr>
<td>Julia Bierema</td>
<td>Geometry/Pre-Calculus</td>
<td><a href="mailto:juliabierema@kentisd.org">juliabierema@kentisd.org</a></td>
</tr>
<tr>
<td>Jeff Bush</td>
<td>Principal</td>
<td><a href="mailto:jeffbush@kentisd.org">jeffbush@kentisd.org</a></td>
</tr>
<tr>
<td>Andrew Clausen</td>
<td>Counselor</td>
<td><a href="mailto:andrewclausen@kentisd.org">andrewclausen@kentisd.org</a></td>
</tr>
<tr>
<td>Caitlyn Dittel</td>
<td>English 10 &amp; 12</td>
<td><a href="mailto:caitlyndittel@kentisd.org">caitlyndittel@kentisd.org</a></td>
</tr>
<tr>
<td>Rachel Haddad</td>
<td>English 11</td>
<td><a href="mailto:rachelhaddad@kentisd.org">rachelhaddad@kentisd.org</a></td>
</tr>
<tr>
<td>Kim Hamilton</td>
<td>Administrative Assistant</td>
<td><a href="mailto:kimhamilton@kentisd.org">kimhamilton@kentisd.org</a></td>
</tr>
<tr>
<td>Todd Hendricks</td>
<td>Algebra II</td>
<td><a href="mailto:toddhendricks@kentisd.org">toddhendricks@kentisd.org</a></td>
</tr>
<tr>
<td>Michal Huizenga</td>
<td>Algebra I &amp; Personal Finance</td>
<td><a href="mailto:michalhuizenga@kentisd.org">michalhuizenga@kentisd.org</a></td>
</tr>
<tr>
<td>Phil Matthews</td>
<td>Economics &amp; Civics</td>
<td><a href="mailto:philmatthews@kentisd.org">philmatthews@kentisd.org</a></td>
</tr>
<tr>
<td>Dave Meyer</td>
<td>Teacher Consultant</td>
<td><a href="mailto:davemeyer@kentisd.org">davemeyer@kentisd.org</a></td>
</tr>
<tr>
<td>Karen Larsen</td>
<td>Teacher Consultant</td>
<td><a href="mailto:karenlarsen@kentisd.org">karenlarsen@kentisd.org</a></td>
</tr>
<tr>
<td>Laine Monks</td>
<td>Teacher Consultant</td>
<td><a href="mailto:lainemonks@kentisd.org">lainemonks@kentisd.org</a></td>
</tr>
<tr>
<td>Daniel Ozinga</td>
<td>Chemistry &amp; Gone Boarding</td>
<td><a href="mailto:danielozinga@kentisd.org">danielozinga@kentisd.org</a></td>
</tr>
<tr>
<td>Brenda Perry</td>
<td>Algebra I and Biology</td>
<td><a href="mailto:brendaperry@kentisd.org">brendaperry@kentisd.org</a></td>
</tr>
<tr>
<td>Dwain Reynolds</td>
<td>World History</td>
<td><a href="mailto:dwainreynolds@kentisd.org">dwainreynolds@kentisd.org</a></td>
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<tr>
<td>Grace Tesfae</td>
<td>American Studies</td>
<td><a href="mailto:gracetesfae@kentisd.org">gracetesfae@kentisd.org</a></td>
</tr>
<tr>
<td>Meredith Wallace</td>
<td>English 9</td>
<td><a href="mailto:meredithwallace@kentisd.org">meredithwallace@kentisd.org</a></td>
</tr>
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**Important Upcoming Dates**  
**August 2019 – June 2020**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
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<tbody>
<tr>
<td>August 8</td>
<td>Fun in the Sun</td>
<td>1:00 - 4:00 p.m.</td>
</tr>
<tr>
<td>August 13</td>
<td>New Student Orientation</td>
<td>2:00 – 3:00 p.m.</td>
</tr>
<tr>
<td>August 13</td>
<td>New Student Orientation</td>
<td>6:00 – 7:00 p.m.</td>
</tr>
<tr>
<td>August 19</td>
<td>First day for Students</td>
<td></td>
</tr>
<tr>
<td>August 23</td>
<td>No classes</td>
<td></td>
</tr>
<tr>
<td>August 30</td>
<td>No classes</td>
<td></td>
</tr>
<tr>
<td>September 2</td>
<td>Labor Day – No classes</td>
<td></td>
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<tr>
<td>October 2</td>
<td>Fall Count Day</td>
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<tr>
<td>October 16</td>
<td>Parent/Facilitator Conferences</td>
<td>5:00 – 7:30 p.m.</td>
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<td>October 17</td>
<td>Parent/Facilitator Conferences</td>
<td>12:00 – 3:00 p.m.</td>
</tr>
<tr>
<td>October 17</td>
<td>Innovator’s Showcase</td>
<td>5:00 – 7:00 p.m.</td>
</tr>
<tr>
<td>November 26</td>
<td>Thanksgiving Potluck</td>
<td>10:00 – 11:30 a.m.</td>
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<tr>
<td>November 27-29</td>
<td>Thanksgiving Break</td>
<td></td>
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<tr>
<td>December 23 – January 5</td>
<td>Winter Break</td>
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<tr>
<td>January 6</td>
<td>Classes Resume</td>
<td></td>
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<tr>
<td>February 12</td>
<td>Spring Count Day</td>
<td></td>
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<tr>
<td>February 17 &amp; 18</td>
<td>Midwinter Break</td>
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<tr>
<td>March 4</td>
<td>Parent/Facilitator Conferences</td>
<td>5:00 p.m. – 7:30 p.m.</td>
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<tr>
<td>March 5</td>
<td>Parent/Facilitator Conferences</td>
<td>12:00 – 3:00 p.m.</td>
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<tr>
<td>March 5</td>
<td>Innovator’s Showcase</td>
<td>5:00 – 7:00 p.m.</td>
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<tr>
<td>April 3 – 10</td>
<td>Spring Break</td>
<td></td>
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<tr>
<td>April 30</td>
<td>12th Grade Celebration</td>
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<tr>
<td>May 25</td>
<td>Memorial Day</td>
<td></td>
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<tr>
<td>May 29</td>
<td>Final Day of Classes</td>
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**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 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 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 2019/2020 school year. If any of the policies or administrative guidelines referenced herein are revised after the 2019/2020 school year, the language in the most current policy or administrative guideline prevails.

**Parent Involvement**

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

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

A. Participating in school functions, organizations and committees;
B. Supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
C. Requiring their child to observe all school rules and regulations;
D. Supporting or enforcing consequences for their child’s willful misbehavior in school;
E. Sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
F. Maintaining an active interest in their child’s daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
G. Reading all communications from the school, signing, and returning them promptly when required;
H. Cooperating with the school in attending conferences set up for the exchange of information of their child’s progress in school.
Student Well Being
Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, she/he must notify any staff person immediately.

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

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

School Information
School Hours: 6:55 a.m. – 11:30 a.m.
Office Hours: 6:15 a.m. – 2:15 p.m.

<table>
<thead>
<tr>
<th>9th, 10th, 11th Graders</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Tuesday, Thursday, Friday</td>
<td>Wednesday</td>
</tr>
<tr>
<td>6:55 – 8:00 1st period</td>
<td>6:55 - 7:45 1st period</td>
</tr>
<tr>
<td>8:05 – 9:10 2nd period</td>
<td>7:50 – 8:35 2nd period</td>
</tr>
<tr>
<td>9:15 – 10:20 3rd period</td>
<td>8:40 – 9:40 Advisory</td>
</tr>
<tr>
<td>10:25 – 11:30 4th period</td>
<td>9:45 – 10:35 3rd period</td>
</tr>
<tr>
<td></td>
<td>10:40 – 11:30 4th period</td>
</tr>
</tbody>
</table>

Seniors do NOT have an advisory time and maintain the same schedule for all weekdays.

School and Home Communication
KIH 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. KIH 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 KIH 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 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.kentinnovationhigh.org](http://www.kentinnovationhigh.org) – maintains current information about our programs, staff, calendar, events, login links to important sites, etc.
• **Facebook** – listed as Kent Innovation High – 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, and grant personal permissions for network access, field trips, media release, etc.

• Reliable **home addresses** for mailings – these can be updated through accessing the Parent Portal.

• Reliable **home and emergency contact phone numbers** – these can be updated through accessing the Parent Portal.

• Reliable parent/guardian and student **e-mail addresses** – these can be updated through accessing the Parent Portal.

• **School Messenger System** – this school notification system works via phone calls, e-mails, and/or text messages to inform you about student absences, low grades, school events, emergencies at school, and school closings. Parents can manage the methods by which you receive information.

• **School News Network** – [http://www.schoolnewsnetwork.org/](http://www.schoolnewsnetwork.org/) - This website includes articles about All 20 local school districts served by the KISD, organized by region.

Please help us communicate with you by using as many of these systems as you are able. If you have questions about accessing any of them, please contact our office at 616-363-8010 or by visiting in person.

**Attendance Policies**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a students’ success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming in to work every day and on time. This a habit the School wants to help students develop as early as possible in their school careers.

**Truancy**

Unexcused absences from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 10 days of truancy in any grading period, a student will be considered a “habitual truant” which can result in:

- Assignment to an alternative placement with loss of participation in school activities and events;
- A hearing before a judge in a court of law;
A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

Kent Innovation High provides a partnership with students’ home district high schools to provide the core content areas; home district high schools provide elective courses in order to satisfy the Michigan graduation requirements. Frequent absences hinder this learning process. Thus, good attendance is essential.

Kent Innovation High, like many professional organizations, values individual responsibility and self-management. Therefore, KIH will create an environment that encourages students and their parents to support these values. One of the clearest ways to demonstrate this is regular and punctual attendance. We believe that parents should routinely monitor their student’s attendance by using PowerSchool. KIH students are not permitted to clear their own absences or tardies unless they are an emancipated minor. Absences and tardies are reported on individual course progress reports. Parents who have questions and/or concerns about their student’s attendance may call the office at 616-363-8010.

School-Related Absences which occur as a result of school meetings/events, testing days, snow days/weather days, or teacher in-service days occurring at the sending school will be recorded as school-related. Students will be expected to make up any work missed, including their group projects through provided online tools such as Edify and Google Apps. Failure to do so will result in a loss of collaboration points.

**Definition of Absences in PowerSchool:**

- **XM** Excused Medical: requires a doctor’s note submitted to the main office
- **CI** Called In: the student or the parent/guardian has called in the absence
- **SR** School Related: the local school is not sending students & has contacted Kent ISD attendance
- **A** Absent: the student or the parent/guardian has not called in the absence
- **T** Tardy: student arrived to KIH after class has begun
- **S** Suspended: student has been suspended from either their local school or KIH

*Each time a student is marked absent, called in or school related, a School Messenger automatic phone call will be made to the home phone number on file informing the parent of the type of absence.*

Absences/Tardies

Punctuality is emphasized and expected at Kent Innovation High. Unexcused or excessive absences/tardies will negatively affect the student’s Agency grade.

It is the parent/guardian’s responsibility to notify the Attendance Office by phone or written notice each day of an absence to explain the reason for the absence. If the parent/guardian has not explained the absence by a written note or phone within two school days, the absence will be officially entered as unexcused. A physician’s note may be required when there are excessive absences.
**Students late to school MUST be signed in at the main office by a parent/guardian. Students may not excuse their own tardies.** If the unexcused absence is the result of a student skipping class, the student is subject to disciplinary action and possible expulsion from their team and/or school.

**Truancy/Chronic Absenteeism**
Chronic Absenteeism is when students miss 10% or more of scheduled school days (to date). This includes excused and unexcused absences.

**Arriving to and Leaving Campus**
KIH staff and administration are responsible for the well-being of students while they are attending class. During non-class time, students are not permitted to loiter at or near neighboring businesses. Once a student enters the KIH building, they should remain in the building until scheduled to leave. Students should have transportation arrangements to leave the KISD building no later than 3:00 p.m. unless there are extenuating circumstances.

**Field Trips**
Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school’s co-curricular and extra-curricular program. No student may participate in any school sponsored trip without parental consent.

Attendance rules apply to all field trips.

**Frequently Asked Attendance Questions:**

*What if my student’s home school is closed (for any reason)?* Your student will be marked as a “school related” absence. The absence does not count against them.

*What if my student’s home school is closed (for any reason) and KIH is open?* Your student will be marked as a “school related” absence. This absence does not count against them. If it is safe for you to do so, and you so desire, your student may still attend KIH that day. Transportation will not be provided by a district that is closed; please make appropriate arrangements. Students may also choose to join their team/classrooms by electronic communications instead. **No student is expected to be at KIH if their home district is closed.**

*What if my student has exams or a mandatory school event?* Your student will be marked as a “school related” absence. This absence does not count against them. No student is expected to be at KIH if their home district asks them to be in attendance.

*Do I need to call the office if my student has a school-related absence?* Please call the attendance line anytime your student is absent, just in case your homeschool doesn’t. The attendance line is: 616-363-8038.

*How do I know if KIH is closed?* Please watch/listen to local television and radio stations as any and all closing information will be reported there. Please do not call the office.
How do I find out when standardized tests are scheduled? Please contact your child’s sending school. KIH will share as sending schools share with us.

Suspensions
In instances when a student is suspended from their local high school, KIH is typically notified by the local high school and the student is also suspended from attending KIH. If a student is suspended by KIH administration, KIH 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 KIH student also attends KCTC or MySchool@Kent on the ISD campus, a suspension from one program means the student is suspended from all KISD programs. Work must be made up within one week after the student returns from suspension. For suspensions longer than ten days, KIH will make every effort to provide work for the suspended student. During the period of the suspension, the student must maintain contact with their team and complete work on projects using Google and Edify.

Early Dismissal
If a student must leave school before the end of the school day they are required to obtain prior permission. Parents MUST sign their student out at the main office. A student is not allowed to sign him/herself out for dismissal. Permission may be granted based on the following:

- A written note from the student’s home district or a parent/guardian to be verified by KIH staff.
- A phone call from the student’s home district or parent/guardian.
- A parent/guardian signature when parent/guardian signs student out in the office.
- Communication from MySchool@Kent or KCTC staff member if student is remaining on campus.

Student Performance, Grades and Evaluations
The New Tech model at KIH emphasizes 21st Century Skills in addition to content in each subject area. These reflect current skills of today’s business world demands. At Kent Innovation High, it is these skills, along with subject area content, that make up a student’s grade referred to as School Wide Learning Outcomes (SWLO). The specific SWLO by percentage are as follows:

- Content – 60 percent
- Critical/Creative Thinking – 10 percent
- Collaboration and Communication – 10 percent
- Agency – 10 percent
- Research/Information – 10 percent

Grading Policy
Our goal at KIH is to model best practices in teaching and learning. Using a 4.0 scale versus a traditional percentage scale has been found to be a better indicator of student performance. The following scale will be used to assess student progress at Kent Innovation High.

Kent Innovation High Grade Scale
A = 3.75 +
A minus = 3.5+
B plus = 3.25+
B = 3.0+
B minus = 2.75+
C plus = 2.5+
C = 2.25+
C minus = 2.0+

**To receive course credit, students must earn a C minus or better.** It is highly recommended that students and parents routinely check Powerschool Parent Portal to monitor grades. KIH does not issue a report card; grades from KIH are issued to home schools who in turn will issue a report card. Coursework ending in a “NC” may impact placement.

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

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

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

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

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

D. The principal’s decision may be appealed to the Superintendent in accordance with the procedure described in Policy 9130.
Review of Instructional Materials and Activities
Parents have the right to review any instructional materials being used in the school. They may also observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents’ rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Student Support Services
A parent/guardian or student is required to notify and verify that KIH is in possession of the most current IEP or 504 Plan.

Student Activities

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 member of the community in accordance with school guidelines.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

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

Through the KCTC Hospitality and Culinary Program, food services are frequently available for students between the hours of 11:00 a.m. and 12:00 p.m. in the Commons Cafeteria. Typically, the cafeteria line is open on Tuesday – Friday starting about the 3rd week of September. Additionally, the Culinary Café’ (restaurant) and Bakery Store is open at various times throughout the year based on the curriculum output of the department. All of these services are available to students, staff, and the general public and they accept cash and credit/debit cards.

On days when food service is not provided by the KCTC Hospitality and Culinary Program, pizza and pop sales are often held. These are typically cash only and are fundraisers for various student organizations.

For students who attend KCTC and another Kent ISD Program (KIH or MySchool@Kent) 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 qualified for free or reduced lunch in their local high school, free or reduced lunch is available to these students. This is not part of a Federal School Lunch Program, but rather, a service that Kent ISD elects to
provide to students in this unique circumstance. Questions about accessing this program should be directed to the KSSN office.

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

**Dress Code**
Shoes or sandals must be worn.

Students are not to wear clothing or any item, which advertises alcoholic beverages, tobacco products, illegal substances, or those with obscene print, symbols, pictures, or innuendos.

No clothing or jewelry or any other items are to be worn which are defamatory, potentially dangerous, discriminatory, disruptive; promote anarchy, harassment, abuse or violence.

No midriff skin is to show at any time.

Sunglasses are not be worn in the school building unless teacher/administration approval has been given.

“Spaghetti strap,” “tube”, “muscle shirts” and/or sleeveless tops are not to be worn. Tops worn need to cover both shoulders with a minimum strap no less than one inch in width.

“Transparent or see-through” tops are not acceptable. Tops must cover both shoulder blades in the back with no skin showing down the entire backside.

Shorts/skirts, etc., will be a length so that when you stand in a relaxed fashion with your arms down to your sides, they reach your fingertips or have MORE than a 3” inseam.

Jeans, slacks or shorts are not to be a style which allows skin to show.

Students cannot wear sagging pants, pants with inappropriate holes or showing underwear, or shirts with ripped out sleeves.

Students are not permitted to wear pajamas, sleepwear or slippers to school.

If the dress of any student is distracting and/or disruptive to the normal classroom procedure, or is determined to be unsafe for the individual or others, he/she will be asked to change into something more appropriate. Parents may be called to bring in clothing or pick up the student.

Interpretation of the Dress Code is at the discretion of the KIH staff.

**Transportation**
Transportation is the responsibility of each student’s sending school. KIH strongly encourages students to utilize bus service offered by their sending school. Students must ride the bus, have a parent provide transportation, or obtain a driving permit. Students who drive to KIH must have a driving tag. It is recommended that students do not give rides to other students. Please direct questions regarding transportation to your home district:
Parking and Driving Permit Vehicle Tag
If the student’s sending school determines that a student may drive to KIH, the student must obtain a KIH driving permit. The high school principal or designee, and the student’s parent/guardian, must sign the application. A driving permit tag will be issued, at no charge, once the application is approved. Cost for a replacement vehicle tag is $5.00. All vehicles must display the official vehicle tag. The vehicle tag belongs to the student to whom it was originally distributed. Driving Permit Vehicle Tags are NOT transferable from student-to-student.

Driving Privileges
The speed limit on Kent ISD roads is 15 miles per hour. Driving to KIH is a privilege. Drivers are expected to observe all safety rules, road signs posted speed limits. Reckless driving, parking illegally, or other driving violations could result in the suspension or revocation of driving privileges. Severe or repeated instances of reckless driving may result in a student’s loss of driving privileges.

Occasional Driving
Students driving on an “occasional” basis must register the vehicle with the main office within 30 minutes of arrival. Vehicles that are parked without permission may be immobilized.

Parking Lots to be Utilized
Students will park only in Lot 3.
Vehicle Theft/Vandalism
Students must report any incident involving a vehicle to the main office and the police. KIH is not responsible for vehicle damage. KIH is not responsible for lost/stolen items.

School Building Operation and Property Use

Visitors
Visits and tours by interested parties or student groups are welcomed throughout the school year. Visits are pre-arranged and coordinated through the KIH office. Students may not bring visitors or guests to their classrooms without advance permission.

Parents/guardians visiting KIH must first report to the main office. If the parent/guardian wishes to speak/meet with a staff or administrator during the school day, they must call ahead to arrange an appointment. Visitor parking is in Lot #3.

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 KIH 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. KIH 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 be used by students during class or lab time. For classroom management purposes, instructions can request cell phones and other electronic devices from students at any time.

Textbooks, Tools and Supplies
Instructors in each program will provide students will 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 class are provided by KIH. There is no need to bring any outside equipment to a Kent ISD Secondary Program for the class.

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

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

Electronic Devices
The use of electronic devices during class will be for educational purposes only. Violation of this policy will result in the student forfeiting the device.

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

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

Safety and Emergency Procedures

Emergency Care Authorization
A student’s parent/guardian will provide KIH with a Parent Consent for Emergency Care and Authorization for Medical Treatment. In the event of a serious injury, a staff member will consult, if possible, with the student’s parent/guardian as the best course of action. If immediate hospital treatment is necessary, the KIH administrator will arrange transportation to the hospital. The cost of emergency services is the responsibility of the student or parent/guardian’s insurance, unless the parent/guardian is uninsured. In cases where the parent/guardian is uninsured, the student will be covered by the Kent ISD supplemental insurance. If there is not designate 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 injuries severity. The student must inform the instructor by the end of the session.

First Aid
Although all Kent ISD Secondary Programs take all necessary safety precautions, the possibility of accidents still exists. First aid treatment is available in the main office.

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

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

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

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

While it is not possible to guarantee absolute elimination of food allergens in a school setting, appropriate terminology is posted on food area doors and/or windows to assist in preventing allergic emergencies.
**Reporting Injury or Exposure**
All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School’s emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

**Control of Casual-Contact Communicable Diseases and Pests**
Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school’s professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient-pest, such as lice.

**Control of Noncasual-Contact Communicable Diseases**
In the case of noncasual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-conduct communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A,B,C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child’s blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

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

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

Fire, Tornado, Lockdown, & Shelter in Place Drills
Fire, tornado and lockdown drills are very important and serious exercises which may save students’ lives. KIH complies with all fire safety laws and will conduct all drills in accordance with State law.

In the event of a fire drill, an alarm will be sounded, the students will follow exit instructions as designated, refrain from talking, evacuate the building and proceed walking to a distance approximately 300 feet from the point of exit. State law requires a minimum of five (5) fire drills per school year.

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

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

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

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

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

Evacuation Procedure
In the event of emergency evacuation of KIH, exit the building as practiced during fire drills in an orderly manner to the designated area and wait for the “all-clear” signal.

In the event an evacuation occurs when students are not in class (lunchtime, between classes, etc.), students should immediately leave through the nearest available emergency exit and move around the outside of the building to locate their instructor at their evacuation site to be accounted for when roll is taken. If the evacuation occurs between classes or at lunchtime, they should find the instructor of their next course.
Preparedness for Toxic and Asbestos Hazards
The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazard that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District’s Preparedness for Toxic Hazard and Asbestos Hazard Policy and Asbestos Management Plan will be made available for inspection at the Board offices upon request.

Kent ISD Computer Network/Internet Policy
The Kent ISD has made electronic technology available to the students in Kent ISD Secondary Programs. Under this policy, the Computer Network allows students to access computer programs, printers and the Internet.

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

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

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

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

Laptops
Kent Innovation High Student Laptop Distribution Agreement
Laptops will be issued to students at the beginning of the school year. Each laptop will contain identifying information including serial number, Kent ISD asset tag, and bar code sticker. This information will identify and connect the equipment to each recipient; therefore it is imperative that the identifying information not be covered, removed, or tampered with in any way. Supporting equipment
will also be issued, including the necessary battery, power adapter, power cord and neoprene cover. *Students are required to bring this equipment to school each day allowing for the use of this tool to accommodate Kent Innovation High’s learning environment. At the end of the school year all equipment will be collected to allow for annual maintenance. Additionally, students who withdraw or terminate enrollment as KIH will be required to return all equipment immediately.*

### Laptop Care – General Precautions

Any laptop that is broken or fails to work properly must be immediately checked into the Technology Help Desk; only the KIH technician is authorized to disassemble or repair equipment. Students are responsible for general equipment care and must adhere to the following:

- No food or drink will be allowed near any laptop or associated equipment.
- Laptop cords, cables, and removable storage devices must be inserted with care.
- Never carry a laptop while the screen is open.
- All laptops must remain free of any writing, drawing, stickers, or labels unless placed there by Kent ISD.
- Laptops must never be left in any unsupervised area including automobiles.
- Laptop power cords must be kept track of. Power cords may be decorated for easy identification. Replacement of a power cord is at the expense of the student/family.
- Students should follow best practices by backing up their work daily utilizing Google Docs or an external device; do not store this information on the laptop. In the event of equipment failure this procedure ensures that student work remain secure.
- We value instructional time. Please check in your device and immediately return to class, as needed.

### Carrying Laptops

It is strongly suggested that laptop backpacks be purchased to help protect laptops and provide a means for carrying the equipment to, from, and within the school. Students should adhere to the following:

- Laptops should always be carried inside backpacks after first turning off equipment
- Students may carry other items in their backpacks such as folders, workbooks, etc. Extra items must be kept to a minimum to avoid damaging the equipment.

### Screen Care

Laptop screens are more vulnerable to damage, especially if not treated/used appropriately, including excessive pressure applied to equipment. Students should adhere to the following by not:

- Leaning on the top of the laptop.
- Placing anything near or on top of the laptop cover that could put pressure on the screen.
- Placing anything in the carrying case that will press against the cover.
- Poking objects/fingers at the screen.
- Placing anything on the keyboard before closing the lid, such as pens, pencils, etc.

Always clean the laptop screen with a soft, dry cloth or anti-static cloth. Request assistance from IT, if needed.
Damage and Breakage
Laptops that are broken or fail to work properly must immediately be brought to the Technology Help Desk; only Kent ISD technicians are authorized to disassemble or repair equipment. All laptop equipment includes warranty coverage against mechanical hardware failure that is not due to misuse/abuse. It is very important to note that this coverage does not extend to repair due to misuse/abuse of equipment. Therefore, students should adhere to the following:

- If failure is not due to any misuse by the student, he/she will be issued temporary replacement equipment while the laptop is being repaired.
- If failure is due to misuse or abuse, replacement equipment might not be issued and the student will be held responsible for the cost of repair.
- Equipment issues remains the sole responsibility of the student. Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include, but are not limited to, school grounds, cafeteria, commons area, locker rooms, library, unlocked classrooms, dressing rooms, hallways, vehicles. Any computer equipment left in these areas is in danger of being damaged or stolen.

Theft/Loss
Laptop computers and power cords are portable and valuable, making them attractive targets for thieves. Parents are encouraged to seek the advice of their insurance agent to see if a low-cost policy rider can be added to their current insurance policy to cover their child’s computer in case an incident does occur. If a laptop, or any part of it, is lost or stolen the student is responsible for the full replacement cost.

Software
All installed software must remain on the computer unless removed by a Kent ISD technician. Under no circumstances is additional software/plug-in/toolbars/add-ons etc. to be installed by students, only Kent ISD technicians are authorized to do so. Periodic checks will ensure compliance. A list of installed software is available on request.

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

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

Acceptable Network/Internet Use Guidelines

1. Any use of the system must conform to State and Federal laws, network provider policies, licenses and the Kent ISD policy.
2. Use of the system for commercial solicitation is prohibited.
3. Access to chat rooms and non-school related e-mail accounts on the Internet is prohibited.
4. No use of the system shall disrupt the operation of the system by others. System components, including hardware and software, shall not be destroyed, modified or abused in any way.
5. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system (hacking) and/or damage the components of a computer or computing system is prohibited.
6. The user is responsible for the appropriateness and intent of materials he/she stores/downloads, transmits or publishes on the system. Hate mail, harassment, discriminatory remarks, pornographic materials, use of obscene or defamatory language or other anti-social behaviors are expressly prohibited.
7. Use of the system to access, store, distribute or print obscene or pornographic material is prohibited.
8. The unauthorized installation, use, storage or distribution of copyrighted software/materials on district computers is prohibited.
9. System accounts are to be used 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 and is required to log 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 with KIH prior to student use of the district computer network. Violations of the Computer Network/Internet Use Agreement will be handled by the RTP and/suspension.

“To Do List”
- Keep private information private. Your password and identity belong to you and cannot be shared.
- Treat others with respect, both online and offline.
- Report anyone who tries to use the computer to hurt or harass others, including you, other students, teachers, and other adults
- Strive to be a responsible digital citizen.
- Encourage others to be good digital citizens.
- Have appropriate conversations in all interactions with others.
- Tell adults when someone makes you feel uncomfortable.
- Use computers for school-related purposes only.
- Credit my sources when I am using other people’s information, images or other material.
- Respect the work of other students and do not copy, damage, or delete their work.
- Follow policies, rules, and regulations contained in the KIH handbook.
- Ask for permission before connecting your devices to the District network.

“Not To Do List”
- Read another student’s private communications without permission.
- Use improper language or pictures.
- Use communication Tools or websites to spread lies, slurs, or rumors.
- Pretend to be someone else online.
• Engage in cyber-bullying on any electronic device defined as deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.
• Use a camera to take and send embarrassing and/or sexually explicit photographs/recordings.
• Post misleading or fake photographs of students on websites.
• Communicate with anyone outside of the KIH Network during school hours without permission.

“I Understand...”
• That I am financially responsible for any damage occurred at school or home to my assigned laptop and/or power cord.
• That sometimes my computer work (digital files) may be lost so I should be careful to back up all work.
• That some things I read on the Internet may not be true.
• That all computers and network belong to KIH and that using them is a privilege, not a right.
• That the computers, network and printers may not work every day.
• That the things I do while using a school computer or network are not private and that my teachers and KIH staff may review my work and activities at any time.
• That I am completely responsible for my computer and any information that is downloaded onto or viewed on it.
• Use of the Internet and any information procured from social networks is at my own risk.
• KIH and Kent ISD are not responsible for damage a user may suffer, including loss of data resulting from delays, non and missed deliverables, or service interruptions.
• KIH and Kent ISD are not responsible for the accuracy or quality of information obtained through its service.
• All information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects must be cited in the same manner as printed materials using APA format.
• Disclosure, use and/or dissemination of personal identification information of minor via the Internet is prohibited, except as expressly authorized by the minor student’s parent/guardian on the “Student Network and Internet Acceptable Use and Safety Agreement Form.”
• Proprietary rights in the design of web sites hosted on KIH’s server remains at all times with KIH.

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 right to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers’ directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

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

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

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

Student Rights of Expression
Students have the right protected by the First Amendment to the U.S. Constitution, to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia, except expression which:

- Is obscene to minors or adults;
- Is libelous;
- Is pervasively indecent or vulgar;
- Advertises any product or service not permitted to minors by law;
- Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person’s race, sexual orientation, religion, or ethnic origin);
- 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:

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

Age of Majority
A student who is 18 years old or older may sign a student waiver, in which case KIH will deal directly with the student in all of the following areas: attendance, punctuality, behavioral problems, grades, records and school-related activities. *The parent/guardian will receive a copy of the Age of Majority paperwork, as notification of this change. Please be informed that you may revoke this application if you claim your child on your federal income tax forms.
Media Release
Students may be photographed or interviewed as part of promotional activities. Photographs and comments may be included in materials that the 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 a Kent ISD Secondary Program. These contain objective information relating to the students’ attendance at the Kent ISD Secondary Program. They 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 KIH 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 Right to Privacy
Parents/guardians and adult students may refuse to allow Kent ISD to disclose any or all of such directory information via written notification to the District within the (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. KIH has the authority to put limitations on student rights if materials or clothing contain obscene language, are libelous, or are disruptive. It is the student’s responsibility to make sure speech and written materials do not contain such statements. Freedom of Speech does not give anyone the right to violate the rights of other people.

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

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

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

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

Interrogation
(Board Policy 5540) The School Board is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with law enforcement and public children’s services agencies. The building administrator shall attempt to contact the parent prior to questioning, unless the investigator specifically requests that she/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 KIH.

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

Bullying
Bullying is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device that, without regard to it 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:

- Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students
- 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;
- Having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
- 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 RTC, possible suspension, to filing a police report.

Employee Harassment
If a student considers the words or actions of an instructor or other Kent ISD Secondary Program 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 KIH 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.

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

If you see or hear something that doesn’t seem right, you can submit a confidential tip to OK2SAY. OK2SAY allows anyone to confidentially report tips on criminal activities or potential harm directed at Michigan students, school employees, or schools.

Anyone may contact OK2SAY to submit a report through any of the following methods: phone call: 1-555-565-2729, text message: 652729, email: ok2say@mi.gov, website: www.mi.gov/ok2say or search the Google Play or App Store for the OK2SAY smart phone application.

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 file 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, she/he should feel free to offer them. Written suggestion 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 she/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
A major component of the educational program at Kent Innovation High is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors
Each student shall be expected to:

- Abide by National, State and local laws as well as the rules of the school;
- Respect the civil rights of others;
- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal, regardless of the other’s ability, gender, race, religion, height, weight, disability, or ethnic background;
- Complete assigned tasks on time and as directed;
- Help maintain a school environment that is safe, friendly, and productive;
- Act at all time in a manner that reflects pride in self, family, and in the school.

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, or other students or school employees will be subject to a referral to the Responsible Thinking Center (RTC) or disciplinary action up to and including suspension or termination from KIH. Every student has the right learn, and teachers have the right to teach in a safe environment.

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

Expectations for All Students

- Behave and speak in a way that meets generally accepted standards for a school setting.
- Dress and groom according to school standards.
- Avoid disruptive or distracting behavior,
- Respect others and their property.
- Refrain from public displays of affection on the KIH campus.
- Be prepared and report to class on time.
- Maintain ethical standards of truthfulness, integrity, and accountability.
- Obtain permission from the instructor before leaving the classroom.
- At the end of the class session, wait for the instructor to dismiss the class.
- If instructed to leave the class, report immediately to the specified destination, and return promptly and directly to class.
- Attend class from beginning to end.
Disciplinary Procedures

Student Discipline Code
The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff’s responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a “safe” and “orderly” environment. Discipline is within the sound discretion of the School’s staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

Post Graduate Students
Post graduate students are considered guests and are held to higher standards in matters of behavior and responsibility. Postgraduate students are subject to the same rules at KIH as students.

Discipline Referral
Staff may contact a parent/guardian when there is a concern about a student’s behavior or attendance. Staff will use the Responsible Thinking Process for Level I violations. Staff must refer a student to the principal or assistant principal for disciplinary action for Level II and III offenses. The principal or assistant principal will handle the situation as quickly and as fairly as possible, and will notify parents or guardians about the disciplinary action.

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

In instances when a student is suspended from their local high school. KIH is typically notified by the local high school and the student is suspended from attending Kent ISD Secondary Programs. If the student is suspended by the KIH administration, KIH 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 KIH student also attends KCTC or MySchool@Kent on the KISD campus, a suspension from one program means the student is suspended from all KISD secondary programs.

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

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

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

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

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

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

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

School Rules Violations

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

- **Level I Violations**: Students will be referred to the Responsible Thinking Center
- **Level II Violations**: Moderate severity of disciplinary measures
- **Level III Violations**: Most severe of measures
- * Level II and III violations may result in police notification and possible termination.
- Administration Discretion: The principal reserves the right to amend any provision in this handbook, which he/she 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, as he/she considers necessary.

Examples of Level I Violations and Definitions*

*Including but not limited to:

- **Disruptive Behavior** - Any behavior that disrupts the learning environment or the normal functioning of the safe school environment
- **Closed-Campus Violation** – Leaving KIH without prearranged written permission from a parent/guardian or school authority.
• **Leaving Class without Permission** – Exiting the classroom or lab without express permission from the instructor.

• **Insubordination** – Refusal to follow reasonable requests made by school personnel, or showing disrespect to school personnel. Students are expected to cooperate with and give respect to staff at all times.

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

• **Obscenity/Profanity** – The use of obscene or profane language in oral or written form, pictures or gestures.

• **Gang-Related Signs, Clothing, or Symbols** – Wearing clothing that represents or implies gang affiliation, writing gang symbols, or flashing gang signs.

• **Dress Code** – Failure to comply with dress code requirements.

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

• **Identification** – Upon entering the campus, all students must have student ID’s on the outermost garment.

• **Cheating/Plagiarism** – Taking credit on a test, exam or project for work or answers copied from another source or person.

• **Cell Phones and Communication Devices** – Use of a cell phone, MP3, iPod, laptop, video game and personal electronics is prohibited in classrooms and labs unless approved by the instructor.

• Students may not use Personal Communication Devices (PCD’s) 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. PCD’s, 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 PCD’s 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, ex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in “sexting” – i.e. sending, receiving, sharing, viewing, or possessing pictures, text message, 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 PCD’s. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCD’s brought onto its property.

**Miscellaneous Situations** – KIH reserves the right to set forth as part of a Code of Conduct those rules and regulation necessary for a learning environment. When situations arise not described in this handbook, administration will decide upon the appropriate disciplinary action.

**Level I Violations Disciplinary Actions/Responsible Thinking Process**

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

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

If a student continues to be disruptive while in RTC, he/she has chosen to go home. The student will be allowed back in school only after a successful meeting is held with an assistant principal and the disruptive student in order to complete a plan. If there are continued problems with disruptive behavior, an intervention meeting will be scheduled. An intervention meeting may include the student, parents/guardians, and appropriate staff. The primary purpose of this meeting is to discuss the problem and to formulate strategies to assist the student in becoming successful. These meetings are attempts to provide the student with the opportunity to succeed.

**Responsible Thinking Questions**

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

**Examples of Level II Violations and Definitions***

*including but not limited to:

- **Gross Insubordination** – Any example of insubordination deemed excessive by administrative discretion.
- **Major Disruptive Behavior** – Any example of disruptive behavior deemed excessive by administrative discretion.
- **Computer Violation** – Inappropriate use of computer hardware or software.
• **Extortion** – Borrowing or accepting a payoff or attempting to borrow or accept a payoff of money, services or goods, or anything of value from another by using an implied or expressed threat.

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

• **Fighting** – Inflicting or attempting to inflict bodily injury on another person.

• **Harassment or Intimidation** – Using derogatory slurs, name-calling, causing psychological harm or threatening physical harm to any student, employee, or visitor.

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

• **Forgery-Falsification** – Fraudulently using the name of another person, either in writing or verbally, or falsifying time, dates, grades, address, or other data on school records or forms.

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

• **Harmful Substance/Other Materials** – KIH 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.

• **Tobacco** – 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.

Policy 5530A – Detection of Drug Use and Standards of Conduct for Participation in CTE Programs and Work-Based Learning at KCTC

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

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

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. Law enforcement may be involved.

Examples of Level III Violations and Definitions*
*including but not limited to:

- **Arson** – The intentional setting of fire on school grounds.
- **Physical Assault**
- **Student to Adult**: Any student who intentionally causes or attempts to cause physical harm to any school employee, volunteer, or contractor through force or violence, shall be referred to the sending school.
- **Student to Student**: Any student who intentionally causes or attempts to cause physical harm to another student on school property, at any school-sponsored activity, or on a school-related vehicle, will be referred to the sending school.
- **Student to Adult**: Any student who verbally assaults a school employee, volunteer, or contractor, will be referred to the home school.
- **Verbal Assault** – Any statement or act, oral or written, which can create an expectation of bodily injury or harm by another person or person.
- **Possession, Use, or Transfer of Weapons** – According to State and Federal Law, any object that is used to threaten, harm or harass another may be considered a weapon. Weapons include a gun or firearm, dagger, dirk, stiletto, knife, pocket knife opened by a mechanical device, iron bar, and brass knuckles. Intentional injury to another can be a felony and/or a cause for civil action. Violation may subject the student to suspension or termination.
  - An explosive is any weapon which will or is designed to convert to a form of explosive and certain destructive devices which include explosives, incendiary or poison gas such as a bomb, grenade, missile, rocket, or mine.
  - Any weapon not addressed under school law will be, at a minimum, confiscated and the parent/guardian will be called to retrieve it.
- **Criminal Sexual Conduct** – The act of, or attempt to perform, an unlawful sexual activity with a person without his/her consent on school property.
- **False Alarm Violation** – Initiating a false alarm, or a false warning, of a fire, bombing or other catastrophic event.
- **Vandalism** – The deliberate damage to or misuse of school property or the personal property of students, school employees, or school visitors.
- **Theft/Unauthorized Possession of Property** – Acquiring the property of another, or of the school, without appropriate authorization.
- **Sale of Controlled Substances** – any verbal or written attempt to sell or transfer to another individual controlled substances and related paraphernalia will result in termination. Controlled substances include but are not limited to:
  - Illegal drugs, such as LSD, ecstasy, cocaine, marijuana, crack, heroin, methamphetamine, and others.
  - Cold medicine containing pseudoephedrine or prescription drugs.
  - Alcoholic beverages as described previously in this handbook.
- **Reckless Driving Violation** – Endangering others through willful disregard for rules of the road.
All Level III Violation Disciplinary Actions will be five (5) to ten (10) days of out-of-school suspension and possible removal from KIH. Law enforcement may be involved.

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

Kent Intermediate School District

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 received financial assistance from the U.S. Department of Education.”

3122.02 – Grievance Procedures for Nondiscrimination

Section I

If any person believes that the Kent Intermediate School District or any of the District’s staff has inadequately applied the principles and/or regulations of (1) Title II, Title VI, Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Act, and/or (5) the Americans with Disabilities Act, she/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
Section II
The person who believes she/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. She/he may initiate formal procedures according to the following steps:

Step 1
A written statement of the grievance signed by the complainant shall be submitted to the District Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2
If the complainant wishes to appeal the decision of the District Civil Rights Coordinator, she/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, she/he may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent’s response in step two. In an attempt to resolve the grievance, the School Board shall meet with the concerned party within ten (10) business days of this meeting. The decision of the School Board shall be final.

Step 4
The District Coordinator, on request, will provide a copy of the District’s grievance procedure and investigate all complaints in accordance with this procedure.

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

P.L. 101-126

Drug-Free Workplace Act of 1988, 41 USC 701 et seq.

20 U.S.C. 3224A

Revised 12/17/90
Revised 3/16/98
Revised 11/22/99
Kent Intermediate School District Policy Notices

As required by law, KIH must provide notices regarding Kent Intermediate School District Policies and Guidelines. The purpose of the notices is to inform students and parents/guardians about rights and procedures.

Listed below are policy summaries. Students and parents/guardians may request complete policy text by contacting the principal’s secretary at 616-364-8421, ext. 2316.

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

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

**Search and Seizure (#5771)** The School Board has charged school authorities with the responsibility of safeguarding the safety and well-being of the student 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 the 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 see a remedy where appropriate.

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

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

**Student Accident Insurance** (#8760) The School Board shall provide insurance coverage for injuries to students caused by accidents occurring in the course of attendance at District programs.

**Blood-borne Pathogens** (#8453.01) Administrative guidelines establish appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure, and for providing record-keeping in order to comply with both federal and state laws.

**Bullying and Other Aggressive Behavior Toward Students** (#5517.01) It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

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

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**Family Educational Rights and Privacy Acts**

**Notification of Rights Under FERPA**

**For Students of a Kent ISD Secondary Program**
The Family Educational Rights and Privacy Acts (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student’s education records. They are:

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

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

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

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Kent ISD Secondary Program to amend a record that they believe is inaccurate or misleading. They should write the school principal clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.

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

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

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

A school official is and include all of the following:

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

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

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

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

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

g) Personally identifiable information is also provided to child study/student support teams in accordance with appropriate building protocol, such as child study/student support teams, or Community and Student Support Services Child Study Team may include individuals employed by community support agencies who provide professional services such as social, emotional, mental, physical health needs to the student or student’s family. However, these community support agencies shall only have access limited to information relevant to specific services provided and limited to the specific students with whom they are involved.

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

Upon request, the Kent ISD Secondary Program discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
The Kent ISD Secondary Program may disclose personally identifiable information about students to organizations conducting research only if the research project meets any applicable standards established by law and the Pupil Accounting office.

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

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

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

**PPRA Model Notice and Consent/Opt-Out for Specific Activities**

The Protection of Pupil Rights Amendment (PRPA), 20 U.S.C. & 1232h, requires KCTC to notify you and obtain consent or allow you to opt your children 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.