Kent City Secondary Schools
Student Handbook
2026 - 2027

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KENT CITY SECONDARY SCHOOL
CONTACT INFORMATION

Secondary School Offices

High School phone	(616) 678-4210
High School Fax	(616) 274-5226
Middle School Phone	(616) 678-4214
Middle School Fax	(616) 274-5225

High School Principal - Jordan Stuhan
Middle School Principal - Curt Gerbers
Athletic Director - Jason Vogel
High School Counselor - Jeff Wilson
Middle School Counselor - Amy Tavares

Special Education Office

Phone	(616) 678-4219
Fax	(616) 274-5222

Director of Student Services - Eric VanTreese

Central Administration Office

Phone	(616) 678-7714
Fax	(616) 274-5227

Superintendent - Bill Crane

Bus Garage

Phone	(616) 678-7641
Fax	(616) 274-5221

Transportation Supervisor - Christine Beltinck

ADMINISTRATIVE 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.

Any questions or concerns about the student handbook can be directed to Jordan Stuhan, HS Principal or Curt Gerbers, MS Principal.

SECONDARY SCHOOLS SCHEDULES

KCMS/KCHS Schedules

Regular Schedule	
1st Hour	7:55 - 8:48
2nd Hour	8:53 - 9:46
3rd Hour	9:51 - 10:44
WIN Seminar	10:49 - 11:21
4th Hour (A)	12:01 - 12:54
*4th Hour (B)	11:26 - 11:52 12:27 - 12:54
4th Hour (C)	11:26 - 12:19
5th Hour	12:59 - 1:52
6th Hour	1:57 - 2:50

Lunches
KCTC: 10:55
A Lunch: 11:26 - 11:56
***B Lunch:** 11:54 - 12:24
C Lunch: 12:24 - 12:54
* MS only

2-hr Delay Schedule	
1st Hour	9:55 - 10:34
2nd Hour	10:39 - 11:18
3rd Hour	11:23 - 12:02
4th Hour (B)	12:07 - 12:47
4th Hour (A)	12:40 - 1:20
5th Hour	1:25 - 2:05
6th Hour	2:10 - 2:50

Lunches
A Lunch: 12:06 - 12:36
B Lunch: 12:51 - 1:21

Early Release Schedule	
1st Hour	7:55 - 8:24
2nd Hour	8:29 - 8:58
3rd Hour	9:03 - 9:32
4th Hour	9:37 - 10:06
5th Hour	10:11 - 10:40
6th Hour (A)	11:20 - 11:50
6th Hour (B)	10:45 - 11:15

Lunches
A Lunch: 10:45 - 11:15 **B Lunch:** 11:20 - 11:50

Half-day Schedule	
1st Hour	7:55 am - 8:20 am
2nd Hour	8:25 am - 8:50 am
3rd Hour	8:55 am - 9:20 am
4th Hour	9:25 am - 9:50 am
5th Hour	9:55 am - 10:20 am
6th Hour	10:25 am - 10:50 am

Lunches
No Lunches

*Half-day Schedule for the last day of the school year only

Online/50D Schedules

Regular Schedule	
1st Hour	7:55 - 8:54
2nd Hour	8:59 - 9:58
3rd Hour	10:03 - 11:02
4th Hour	11:42 - 12:41
5th Hour	12:46 - 1:45
6th Hour	1:50 - 2:50

Lunch
11:07 - 11:37

ATTENDANCE

STATE LAW

Regular attendance at school is vitally important to each student as it directly affects his/her progress academically and his/her development of attitudes and habits for later life. Studies of student progress in school show a high correlation between attendance and success or absence and failure. Employers and institutions of higher education request attendance records as part of student application data and weigh such records heavily in their decisions. *Beginning in 1999 State Law requires attendance to be included on the final student transcript*.

Michigan School Code; Section 1561 reads:

"Except as otherwise provided in this section, for a child who turned age 11 **before** December 1, 2009 or who entered grade 6 before 2009, the child's parent, guardian, or other person in this state having control and charge of the child shall send that child to a public school during the entire school year from the age of 6 to the child's sixteenth birthday. Except as otherwise provided in this section, for a child who turns age 11 **on or after** December 1, 2009 or a child who was age 11 before that date and enters grade 6 in 2009 or later, the child's parent, guardian, or other person in this state having control and charge of the child shall send the child to a public school during the entire school year from the age of 6 to the child's eighteenth birthday. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled."

The Board of Education as an agency of the State is required to enforce regular attendance of students. Regular attendance is considered part of the responsibility expected by the school of the students and families.

TRUANCY

It is the policy of the school and the State of Michigan to notify the parent and work with the family to eliminate such behavior.

380.1586 Nonattendance at school; notice; investigation; discussion of irregular attendance, failing work, or behavior problems with parent.

(1) The attendance officer shall investigate each case of nonattendance at school when notified by a teacher, superintendent, intermediate superintendent, or other person of a violation of this part. If the child complained of is not exempt from public school attendance under the conditions listed in section 1561, the attendance officer shall proceed immediately in the manner provided in this part.

(2) If a child is repeatedly absent from school without valid excuse, or is failing in schoolwork or gives evidence of behavior problems, and attempts to confer with the parent or other person in parental relationship to the child fail, the superintendent of schools, or the intermediate superintendent in a district which does not employ a superintendent, may request the attendance officer to notify the parent or other person in parental relationship by registered mail to come to the school or to a place designated at a time specified to discuss the child's irregularity in attendance, failing work, or behavior problems with the proper school authorities.

(3) The superintendent, or the teacher in a district which does not employ a superintendent, shall provide information concerning the nonattendance of each nonresident pupil to the intermediate superintendent of the intermediate school district in which the nonresident pupil resides. The intermediate attendance officer, when notified by the intermediate superintendent or superintendent of schools, shall investigate and proceed in all cases of nonattendance of nonresident pupils in the same manner provided in this part for enforcing attendance of pupils attending schools in districts in which they reside.

Parent Notification Procedures: Parents/Guardians will be notified daily of absences via PowerSchool messenger. Once a student accumulates absences totaling 10% or more of the scheduled school days, parents will receive an "Attendance Alert" that will require **immediate action**. Additional requirements must also be met:

1. No further absences unless written documentation is provided to the attendance officer from a doctor, dentist, or other professional stating the student had to be absent during regular school hours and no other time could be arranged outside of the regular school day.

2. A passing grade in the class or an acceptable option as determined by the teacher and the administration. The criteria may require students to make-up the time, assignments missed, and/or additional or alternative assignments by the individual teacher and/or principal.

EXCUSED ABSENCES
The following list indicates a number of reasons for which a student's absence should be excused.

A. School-initiated field trips or activities. (Does not apply to 10 absence limit)
B. Illness. Parent/guardian must call the high school or provide a written excuse to have days excused due to illness within 24 hours.
C. Court appearance whereby student must be in court.
D. Death in immediate family. This also includes a situation whereby the student must be present at a funeral.
E. Confidential matters arranged through the office.

WHEN A STUDENT IS ABSENT: It is the responsibility of the parent/guardian to call the school the day of the absence. If **the parent/guardian cannot call on the day of the absence he/she must call within 24 hours of the absence** or he/she may send a note *if* a phone call is impossible. Notes from home are to be brought to the main office. If the parent fails to notify the school of a student's absence within 24 hours following the absence, *THE STUDENT WILL BE MARKED UNEXCUSED.*

MAKING UP ASSIGNMENTS: It is the responsibility of the student to meet with each teacher regarding missed assignments the day following an absence from any class. It is recommended that students see each of their teachers before classes begin on the day they return. No student should be dismissed from class to inquire about missing assignments in another class. As a general rule, students will be allowed: one day to make-up work for each day missed. Example: A student missed Monday and Tuesday, he/she will have two days to complete work assignments due by class time Thursday.

UNEXCUSED ABSENCES
Students may be required to serve a disciplinary consequence for unexcused absences.

PREARRANGED ABSENCES
If a student has an extra-special occasion coming up that will keep him/her out of school, they may ask for an advance absence permit. The student must bring a note from their parents requesting that they be excused and give the reason *before they expect to be absent*. The note is to be taken to the main office and a prearranged absence slip obtained. The prearranged absence slip is then taken to each of the student's teachers who will sign the slip and provide homework assignments. After all teachers have approved the absence, the student returns the slip to the main office. Final approval will be given by the principal. IT IS THE STUDENT'S RESPONSIBILITY TO WORK OUT AN ARRANGEMENT WITH EACH TEACHER FOR WORK MISSED. The limit on the above is 5 days per semester. Prearranged excused absences for hunting or family vacation are limited to 5 days per semester. Days in excess of 5 will be classified as unexcused absences. (Requests for extensions must have prior approval of the principal - satisfactory academic standing and the student's attendance are both important factors considered).

COLLEGE VISITS
Absences on the day of college visits will be classified as school related provided the student completes the following procedures:
1. Contact the college they wish to visit and set an appointment date for the visit.
2. Inform the main office secretary of the planned visitation date and pick-up a College Day authorization form and have it signed by the parent and college tour guide or college receptionist.
3. Return the signed form to the main office secretary the first day you return from the college visit.

TARDY TO SCHOOL AND CLASS
***TO SCHOOL*:** When students are tardy to school at the beginning of the day they must sign in at the office. On the fourth tardy to school, the student will be referred to the office and the discipline rubric will be followed moving up one level with each two additional tardies. We do not count students tardy if they arrive late due to a late bus. Tardiness may be excused if a legitimate reason is provided by the parent/guardian in writing or by phone. (Alarm did not go off or overslept are not considered legitimate excuses.)

***TO CLASS*:** Students are expected to be in the classroom with all of their materials by the posted start time for each class. On the fourth tardy to class, the student will be referred to the office and the discipline rubric will be followed moving up one level with each two additional tardies.

CLOSED CAMPUS - SIGNING IN AND OUT
All Kent City Schools have a closed campus policy. Students must stay in the school building except when authorized or accompanied by a staff member. The one exception is for dual-enrollment seniors who do not have a scheduled class. If any student fails to gain permission before leaving campus, they will be considered skipping (after the fact authorization by a parent/guardian may not change the absence to excuse or exempt the student from disciplinary consequences).

If it is necessary for students to leave school before the time of dismissal, they will be released through the office only. Parents/guardians must come to the school office, sign the student out, and then the student will be called. Teachers and lunchroom supervisors may not release students without knowledge and approval of the school office. This policy is designed for the safety of each student. In addition, students are not allowed in the building after school hours or on other campuses without approval from the school office or participation in afterschool programs.

GRCC STUDENT CONSIDERATIONS

In instances where a dual-enrolled student does not have a scheduled class, they are allowed to remain in the school building but are required to be in the library/online learning lab. Students are not permitted to congregate in the hallways or to visit other classrooms or areas of the school building. Seniors who leave should arrive back to the building in time for their next regularly scheduled class. These students are not permitted to bring food and/or beverages back into the building for themselves or for other students. The only exception is if the students will have time to consume the food and/or beverages before their next regularly scheduled class and the student is not providing for another who would have to bring the items to a regularly scheduled class.

ACADEMIC INFORMATION

PROGRESS REPORTS

Parents and students have access to **Power School**, an online grade-tracking system, which allows the tracking of student progress on a daily basis. Parents are encouraged to review the report for areas of concern.

REPORT CARDS

Report cards will be posted on Power School at the end of each marking period. Please review the school calendar for end of the marking period dates and scheduled Parent-Teacher conferences. Report cards will only be mailed upon request.

GRADE POINT AVERAGES

Grade point averages include all subjects taken and are accumulative from grades nine through twelve. Online courses taken during the school year count towards your G.P.A.

Semester grades are computed by teachers, using the grades earned in each of the two quarters and the semester exam. Quarter grades combine to be 85% of the semester grade and the exam is worth 15%. Only the final semester grade becomes a part of a student's permanent school record. Value of grades used in computing student G.P.A's:

Letter Grade	Grade Point
A	4.0
A-	3.66
B+	3.33
B	3.0
B-	2.66
C+	2.33

Letter Grade	Grade Point
C	2.0
C-	1.66
D+	1.33
D	1.00
D-	0.66
F	0

HS EXAM EXEMPTIONS

Seniors meeting the following criteria may be exempted from taking the final exam:

- 90% score in the 2nd semester of a year long course
- 8 or fewer absences for the year (2 tardies = 1 absence)
- No ISS or OSS for the year

WEIGHTED GRADING SCALE

A weighted grading scale will be used to determine class rank, highest honors, valedictorian and salutatorian. Weighting of a grade means that a 1.0 will be added to the corresponding total for the letter grade received in an AP class or dual enrollment courses taken through GRCC and/or Launch U. Currently we only offer advanced placement courses through Michigan Virtual University. Talk to the high school counselor for information on this.

Example: A= 5.0, A- = 4.66, B+ = 4.3, B = 4.0, etc.

DUAL ENROLLMENT QUALIFYING SCORES
The MDE qualifying scores for the PSAT/SAT test will be used to help determine a student's eligibility for dual enrollment courses.

RETAKING A COURSE
With approval from the counselor, a student may retake a course "with a teacher" to try and earn a better grade. The previous grade will be replaced with the new grade and the old grade will become a no mark (NM), thus, not negatively affecting a student's G.P.A. If the previous grade for the course a student is retaking was a passing grade (D- or above), then the previous grade will become credit (CR). Students might choose this option to increase their G.P.A. for college acceptance purposes.

COURSE CHANGE REQUESTS
Course change requests, including parent requests for online courses under Michigan's 21f law, must be submitted to the school counselor within the first two weeks of each semester. After this deadline, changes will only be considered in exceptional circumstances.

Schedule changes will not be made for the following reasons:

- Wanting to be in the same class as friends
- Requesting a specific teacher or class period
- Changing your mind about taking a course

If a student moves from an in-person course to an online course, they will be required to start the online class from the beginning. Grades from the in-person class will not carry over or be blended into the online course.

TEST OUT POLICY
In compliance with the Michigan School Code, KCHS will allow students to "test out" of any course or subject credit area. The entire Test Out Policy is found in the KCHS Scheduling Handbook. Test out dates will fall in June, August, and December.

HONOR ROLL
The Honor Roll recognizes academic achievement and is published each **semester**. To be eligible, students' grades must have a 3.0 marking period grade point average.

GRADUATION REQUIREMENTS

A. **Total Credits** - Students graduating from Kent City High School must have earned a minimum of 22 total credits.
B. **Requirements** within the 22 total credits are as follows:

Credits	Coursework
4	**English**: English 9, English 10, English 11, English 12
4	**Mathematics**: Integrated Algebra I, Integrated Geometry, Integrated Algebra II, 4th Year of Math
3	**Science**: Applied Science Biology One from: Chemistry I Chemistry II Physics
3	**Social Studies**: World History, U.S. History, Government/Economics
1	**PE/Health**: Physical Education (0.5) / Health (0.5)
1	**Visual, Performing, and Applied Arts**
2	**World Language**
1	**Technology**
1	**Personal Finance**
2	**Elective Courses, Business, Vocational Education**
22	**Total Credits Needed**

- PE credit may be waived if the student completes:
  -two seasons of interscholastic athletics (start to finish and no suspensions).
  -four successful years in the instrumental band program.
- To graduate all students must have participated in the appropriate State-Required testing.
- All students will be required to complete 2 job shadows. See the counseling department for more information. Job shadow documents can be found on the student service section of the school website.
- All seniors must have completed all required credits needed for graduation and successfully pass check-out before they can participate in graduation exercises and receive a diploma. Only one diploma will be awarded by Kent City School District and no distinction between various programs of instruction.

SPECIAL EDUCATION/OTHER SERVICES

If a parent suspects that a child needs special attention for a handicap, including a learning disability, the parent should notify the teacher or the principal. If the parent has questions about the special education programs and services, he/she may get further information by contacting the building principal. Other services available to our students come from our Speech Therapists, Social Worker, and School Psychologist.

ENROLLMENT CLARIFICATIONS

A. **Transfer Students:** In cases where students transfer from another high school not requiring as many credits for graduation as does Kent City, and would thereby be in jeopardy of not graduating at the regular time, individual consideration will be given by prorating the number of credits needed for graduation according to the amount of time spent in the other school – see the high school counselor for that formula.

B. **Pre-Approval for Dual Enrollment, College Courses, Adult Education or Other Transfer of Credit or Waivers**: Credit for dual enrollment, college courses, adult education, and any other transfer of credit or waivers must be scheduled with the counselor and approved by the Principal. Without approval before enrollment in the other programs, credit will be denied. Students who withdraw from a dual-enrollment course assume responsibility for paying the tuition for that course.

C. **Students Who Failed a Course**: Students who fail courses are encouraged to complete summer school courses during the summer following their 9th or 10th grade year so they can stay on track for graduation. During the summer following the junior year and during the senior year, students needing to make up credit are encouraged to attend summer school or other alternatives off campus and may receive approval from the principal for correspondence course credit. Home school courses may not be used to replace failed courses. The principal will review the course and determine how the credit may be used. Generally, a course completed off campus may be substituted for a course in the subject area failed. However, credit will not be allowed to replace credit for required courses not yet taken at Kent City without prior approval (special considerations: scheduling conflicts, homebound).

D. **Dropping and Adding Courses**: Students who wish to withdraw from a class must receive permission from their parent(s), teacher, and counselor. Students who withdraw after the fifth class period will have a (W) recorded on their student record. Students who withdraw after the tenth class period will have an (F) recorded on their transcript. To drop or add courses, students must fill out a class change request found in the counseling office.

E. **Dual Enrollment Tuition Repayment**: Students who dual enroll in classes that have not been pre-approved by the counselor/principal, or fail to complete a class they enrolled in will be responsible for paying the tuition for the class or classes they take.

AGE OF MAJORITY

The Kent City School Board recognizes the rights of a person who reaches age of majority. However, the board and administration maintain the authority to establish rules and regulations for control of all pupils, no matter what their ages. Furthermore, it is our administrative procedure to notify parents whenever a student invokes his/her right to be treated as an adult. Students who are 18 or older should also realize that being able to act for oneself legally does not also give them the right to excuse themselves from following any and all school rules, policies and procedures especially in the areas of attendance and discipline. *The Kent City Community School district will continue to recognize parental/guardian control until we are notified, in writing, by the parent/guardian that they are relinquishing it.*

GRADUATION CEREMONY GUIDELINES

GRADUATION CEREMONY

1. The graduation ceremony is a privilege for any graduating senior who has met all academic requirements and is in good standing. This will include Launch U students who have completed their 12th grade year and these students will be eligible for valedictorian or salutatorian honors.
2. A cap and gown is required for participation in the graduation ceremony.
3. Students will not be allowed to participate in the graduation ceremony unless all credits are completed and the student has been cleared for graduation by the HS Counselor.
4. To provide ample time for the graduation program to be printed, the HS Principal will establish a cut-off date for student names to appear in the program. If a student is not cleared for graduation by this date, their name will not appear in the graduation program.

DRESS CODE

1. A cap and gown is required for participation in the graduation ceremony.
2. Students are allowed to decorate the top of their cap.
3. Students may wear honors cords, medals, etc. that are provided by the school.
4. Students may purchase a stall to wear in addition to the stall provided by the school.
5. No alterations or additions to the above listed will be allowed.

VALEDICTORIAN/SALUTATORIAN ADDRESS

In the event that there are several valedictorians or salutatorians due to identical GPAs, the principal will use SAT scores to determine which students have the opportunity to provide an address at the graduation ceremony. There will be a limit of two addresses provided by the valedictorian(s)/salutatorian(s) with the highest SAT scores who accept the opportunity.

GRADUATION PRACTICE

Participation in the graduation practice is mandatory. In case of an emergency or illness the student or the student's parents must contact the principal.

EXTRA & CO-CURRICULAR ACTIVITIES

FIELD TRIPS
Field Trips may occur throughout the school year. Permission for these trips is obtained by permission slip. Parents wishing to assist on field trips should contact their child's teacher. As field trips are a privilege and not a right, students may be excluded from attending because of disciplinary reasons or poor academic performance.

SOCIAL EVENTS AND CLASS TRIPS
The Board of Education recognizes the value of student social events and class trips in enhancing and enriching the educational experience for the children of this community.

The Board will make school facilities available and provide appropriate staff for the conduct of social events within the school facilities which have been approved by the Building Principal.

School social events which take place outside school facilities must be approved by the Superintendent.

As voluntary participants in school social events and class trips, students shall be held responsible for compliance with guidelines set forth for their conduct, and infractions of those guidelines will be subject to the same disciplinary measures applicable during the regular school program.

Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the guidelines of the school.

The Building Principal shall develop administrative guidelines for the conduct of student social events and class trips which shall include:

A. designation of a staff member who shall be the Board employee responsible for the event;
B. provision for chaperonage, adult supervision, and/or police protection required by the circumstances of the event;
C. provisions for the safety of all students and adults involved.

DANCE & SOCIAL EVENT GUIDELINES
School sponsored dances and social events are held for the enjoyment of Kent City High School students and their registered guests. A student may register no more than one student guest. Guest registration must be obtained no later than one week before the dance/social event. Individual guests might not be allowed into the dance/social event with the discretion of the administration. Students will be held responsible for the behavior of their guests. Students are required to abide by the dance/social event rules and all other regulations set forth by Kent City High School.

Participation at dances and social events is a privilege and students may be denied participation – especially for students who repeatedly violate the school code of conduct,

demonstrate behaviors that create a safety concern or lack of respect for others, demonstrate a lack of effort in class, and/or fail to be accountable for violations of the code of conduct.

School administration has the final authority on what is determined acceptable for all dances and social events. Failure to follow these guidelines could result in being asked to leave the event without refund.

GENERAL GUIDELINES

- Lighting during dances/social events will be maintained at a level determined by the school administration.
- Music containing profanity or vulgarity will not be allowed at dances. School administration will make the final determination of what is deemed appropriate.
- Middle school students are not permitted to attend high school dances.
- Students will not be allowed re-entry once they have left the dance.
- All student code of conduct rules apply with an exception to the school dress code.

DANCE RULES

- All dancing should be face to face (no back to front dancing).
- There will be no grinding between dancers.
- Any dancing depicting lewd, lascivious acts or involving violent physical contact presenting a danger to the dance environment (i.e. moshing) will not be allowed.
- All dancers must remain on the ground, no lifting or carrying of dancers will be permitted.

DANCE DRESS GUIDELINES

- Do not wear jewelry or attire that presents safety concerns.
- No casual headgear (baseball caps, visors, etc.)
- No ripped clothing or clothes with holes
- No wearing of blue jeans, shorts, or T-shirts allowed at formal dances.
- Dresses should be an appropriate length using the fingertip test or longer.
- Dresses should not have a slit that shows undergarments or runs past the mid-thigh.
- Dresses should not expose the navel or below the navel.
- Dresses must have side panels.
- Dresses which are backless or strapless must meet the listed requirements.

ACTIVITIES ELIGIBILITY (NON-ATHLETIC)

A student is ineligible to participate in extracurricular activities such as Quiz Bowl or school drama productions if he/she is failing in one or more classes. Eligibility is determined on a weekly basis Monday through Sunday. Ineligible students may practice but may not participate in any team contest or other public performance during that period.

In order to participate in extra/co-curricular activities, students must have **passed all classes** the prior semester.

SAFE SCHOOLS

STUDENT'S RESPONSIBILITIES

- **Encourage Help:** Listen to your friends if they share troubling feelings or thoughts. Encourage them to get help from a trusted adult – such as a school psychologist, counselor, teacher, faith community, or other professionals. If you are very concerned, seek help for them and share the concerns with your parents.
- **Be a Positive Role Model:** Take personal responsibility by reacting to anger without physically or verbally harming others.
- **Understand and Respect Differences:** Participate in activities that promote student understanding of differences and that respect the rights of all others.
- **Lead by Example:** Know the school code of conduct and model responsible behavior. Avoid being part of a crowd if a fight were to break out. Refrain from and discourage peers from teasing, bullying, and intimidating other students.
- **Communicate with School Personnel:** Report (confidentially to a teacher, counselor, or the principal) incidents of threats, intimidation, weapon possession, drug selling or use, gang activity, and vandalism.

SCHOOL EMERGENCY PROTOCOL

Fire: If there is a fire in the building or on the premises that requires the evacuation of the school building, the fire alarm will be sounded. When students and staff hear the fire alarm they should hold in place until instructed by the office to evacuate and then everyone should promptly and calmly use the fire escape route (if circumstances allow) detailed on the map posted by each door to exit the building. Once at a safe distance from the building, students should assist teachers/school personnel in accounting for every student by cooperating with staff and listening to instructions given.

Tornado Watches: All students remain in school until regular dismissal. Parents may pick up their own children. Parents may not pick up children other than their own, unless written permission is on file at school. If the watch extends past end of the day, athletic activities immediately after school may be cancelled (depending on expiration time of warning and forecast); if events are cancelled all students who normally make use of school transportation will be transported home.

Tornado Warnings: During school hours students go to a designated area with teachers and remain until the warning is lifted. After-school bussing will be delayed until the warning ends. If during after-school activities, club sponsors and coaches seek safest shelter and remain until warning is lifted.

Lockdown (Locks, Lights, Out of Sight): In the event a life-threatening act of violence takes place or is perceived to be imminent in or on any school campus, students will immediately be notified by a PA announcement of "Lockdown". All outside and inside doors should be locked and students should follow the procedures below.

When students hear the "Lockdown" announcement they should:

1. If time permits, promptly and calmly go to the nearest attended room or assigned classroom; do not loiter or engage in any other activity.

2. Listen and obey the teacher or school employee in their room at all times. Remain quiet and stay out of sight from any windows.
3. Once in a secured room, do not leave for any reason until you are directed.

Hold (In Your Classroom): A Hold can be used when there is an external threat that presents a need for heightened awareness and security, but does not provide imminent danger to the school community. Another reason a Hold may be called is for a medical emergency to protect the privacy of the victims. Finally a Hold may be called to perform locker searches, employ a K-9 unit, or for any other reason Administration deems necessary. "Hold – In Your Classroom" will be announced by PA. Again, all outside and inside doors will immediately be locked and students should follow the procedures below.

When students hear the "Hold – In your Classroom" announcement they should:

1. Promptly and calmly go to their assigned classroom; do not loiter or engage in any other activity.
2. Listen and obey the teacher or school employee in their room at all times.
3. Once in a secured room, students are not to leave for any reason until directed to do so.
4. Do not leave the school building.
5. Listen for additional instructions and continue with learning.

Fire, Severe Weather, Lockdown Drills: Safety drills are a necessary precaution for the student's safety. Practice should be done with seriousness and caution. Drills may be conducted without notification. Students should move quickly without running and go where directed by school personnel.

SCHOOL CLOSINGS AND DELAYS

The superintendent or designee will decide school closings and/or delays. Such changes in regular hours or days will be made in consideration of the health and safety of students and staff. Closing or delay announcements can be heard on local radio and/or seen on television stations and the internet.

THREAT ASSESSMENTS

Student safety is a top priority for Kent City Community Schools. To ensure this, we have implemented a threat assessment process that will be utilized when students demonstrate behavior that threatens the safety of themselves and/or others. The threat assessment process may include interviews with the student who expressed the threat, school staff, and classmates as well as a public source social media review to determine if the student in question is a threat to themselves or others.

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

As noted above, Kent City Community Schools sometimes conduct threat assessments for students who may pose a threat of harm to themselves and others. Threat assessments may

inquire about sensitive information described in Appendix B. These threat assessments are not federally funded. While Kent City Community Schools will endeavor to notify parents about threatening behavior as quickly as possible, a threat assessment may be conducted before parents consent can be obtained. If you would like to opt your child out of the potential threat assessments that inquire about sensitive information as defined in Appendix B, please follow the opt-out process described in Appendix B.

CODE OF CONDUCT

STUDENT CONDUCT
Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property, pride in one's work, achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools and on school vehicles.

Discipline on District vehicles shall be the responsibility of the driver on regular bus runs. When District vehicles are used for field trips and other District activities, however, the teacher, coach, or advisor shall be responsible for student discipline. If a student becomes a serious discipline problem on the vehicle, the Superintendent may suspend the transportation privileges of the student providing such suspension conforms with due-process.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed annually.

DISORDERLY CONDUCT
It is the purpose of the Board of Education, acting within the intent and letter of the laws of this State, to provide instruction for students at public expense. Any act of any person(s) to interfere with or to thwart that purpose is unlawful or is in violation of Board policy. Therefore, actions by a student(s) to interfere materially or substantially with the operations of the School District by defacing or destroying school property, by rioting, breaking-in, sitting-in, lying-in, smashing-in, or picketing to force students not to cross picket lines are illegal. Students who engage in such activities may be punished to the full extent of the law and Board policies and District administrative guidelines promulgated thereunder.

For the purposes of this policy, the term "disorderly conduct" shall mean any unlawful student assemblage; or group act of violence, disruption, vandalism, or building seizure; or interference with the functioning of school personnel or any student or group of students.

CARE OF SCHOOL PROPERTY
Basic to the philosophy of the Board of Education is a respect for the rights of others. Students are urged to exercise this respect in regard to the belongings of others, including school property. Each student should realize that vandalism to school property is costly to repair.

Attempts should be made to teach students respect for property which can be done in connection with the care of textbooks and the use of school materials and equipment.

In accordance with law, students who cause damage to District property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law, except that students over eighteen (18) years of age shall also be liable for damage they cause.

The Board authorizes the imposition of fines for the loss, damage, or destruction of District equipment, apparatus, musical instruments, library materials, textbooks, and for damage to District buildings and reserves the right to withhold a report card or credits from any student whose payment of such fine is in arrears.

The Board may report to the appropriate juvenile authorities any student whose damage of District property has been serious or chronic in nature.

PERSONAL COMMUNICATION DEVICES
Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities) and/or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

KCMS - phones must be stored in the student's locker and they cannot be used at lunch

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web- enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until a

parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, 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. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

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

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any

search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

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

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

DRUG FREE SCHOOLS
The Kent City Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school and community. The school district strives to use education as the primary means to prevent use of illegal and illicit drugs. Social skills, resisting peer pressure, recognizing messages that promote the use of drugs, expressing thoughts and feelings, benefits of proper diet and exercise, and learning how the human body functions are part of the curriculum offered to all students.

Prevention Measures & Monitoring Procedures:
Although education is the preferred means of prevention, the secondary administration recognizes that education alone may not prevent the use and/or possession of drugs by some students. Therefore, the district administration with approval of the Superintendent and School Board may use other deterrents including:

1. Law enforcement.
2. Unannounced inspection of lockers and parking lots by school officials.
3. Locker and parking lot inspections by canine teams.

Drugs Defined:
For the purpose of school policy, “drugs” shall mean:

1. All dangerous controlled substances as so designated and prohibited by Michigan statute;
2. All chemicals which release toxic vapors
3. All alcoholic beverages
4. All tobacco products and e-cigarettes/vapes
5. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to board policy;
6. Anabolic steroids;
7. “Look-alike drugs”;
8. Any other illegal substances designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of a drug or “look-alike” drug at any time on district property or at any district-related event.

USE OF TOBACCO BY STUDENTS
The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use or possession of tobacco products by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event.

For purposes of this policy,

A. "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth.
B. "use of a tobacco product" means any of the following:
    a. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device
    b. the inhaling or chewing of a tobacco product
    c. the placing of a tobacco product within a person's mouth
    d. and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

The term “tobacco” includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students at all times (twenty-four (24) hours a day, seven (7) days a week) on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds, athletic facilities, any school-related event, and on or off Board premises.

Advertising/Promotion
In accordance with Policy 9700.01, tobacco advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events.

Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles are not permitted on school grounds, in school vehicles, or at school-sponsored events.

Notification
"No Tobacco" signs will be posted throughout the District. Students will be provided notice of this policy through student handbooks.

Educational Programming
Tobacco-use prevention education shall be coordinated with the other components of the school health program. Staff responsible for teaching tobacco-use prevention education shall have adequate pre-service training and participate in ongoing professional development activities to effectively deliver education programming. Preparation and professional development activities shall provide basic knowledge about the effects of tobacco use and effects of peer pressure on tobacco use combined with effective instructional techniques and strategies and program-specific activities.

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board. Students subject to such action may also be referred for smoking cessation treatment, support, and education services.

PERFORMANCE-ENHANCING DRUGS/COMPOUNDS
The Board of Education recognizes that the use of dietary supplements that contain performance-enhancing compounds and/or performance-enhancing drugs poses a serious health risk to students.

Accordingly, no staff member, volunteer, or contractor shall knowingly sell, market, distribute, or promote the use of a dietary supplement that contains a performance-enhancing compound or a performance-enhancing drug (e.g., anabolic steroids) to a student with whom the staff member, volunteer, or contractor has contact as a part of his/her duties. Furthermore, the staff member, volunteer, or contractor shall not endorse or suggest the ingestion, intranasal application, or inhalation of a dietary supplement that contains a performance-enhancing compound or a performance-enhancing drug by a student with whom s/he has contact as part of his/her duties.

However, nothing herein prohibits the staff member, volunteer, or contractor from selling, marketing, distributing, or promoting the use of a dietary supplement that contains a performance-enhancing compound to, or suggesting the ingestion, intranasal application, or inhalation of a dietary supplement that contains a performance-enhancing supplement by the individual's own child. A staff member, volunteer, or contractor may also sell, market, distribute, or promote the use of a dietary supplement by a student as part of an activity that:

A. does not occur on school property or at a school-related function;
B. is entirely unrelated to the staff member, volunteer, or contractor's school-related duties;
C. does not involve any information about or contacts with a student that the staff member, volunteer, or contractor has had access to because of his/her school-related duties.

WEAPONS
The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, including athletic events, or in a District vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C. 921.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish instructional programs on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

A. weapons under the control of law enforcement personnel;
B. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved;
C. theatrical props that do not meet the definition of "weapons" above, used in appropriate settings.

SCHOOL CODE 1311 (Weapons, Arson, Rape)
SC (2) Subject to subsection (3) and section 1310d, if a pupil possesses in a weapon free school zone a weapon that constitutes a dangerous weapon, commits arson in a school building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, the school board, or the designee of the school board as described in subsection (1) on behalf of the school board, shall expel the pupil from the school district permanently, subject to possible reinstatement under subsection (6). However, a school board is not required to expel a pupil for possessing a weapon if the pupil establishes in a clear and convincing manner at least 1 of the following:

A. The object or instrument possessed by the pupil was not possessed by the pupil for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.

B. The weapon was not knowingly possessed by the pupil.
C. The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
D. The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

3. There is a rebuttable presumption that expulsion under subsection (2) for possession of a weapon is not justified if both of the following are met:

A. The school board or its designee determines in writing that at least 1 of the factors listed in subsection (2)(a) to (d) has been established in a clear and convincing manner.
B. The pupil has no history of suspension or expulsion.

STUDENT HAZING

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing involves conduct such as but not limited to:

A. illegal activity, such as drinking or drugs;
B. physical punishment or infliction of pain;
C. intentional humiliation or embarrassment;
D. dangerous activity;
E. activity likely to cause mental or psychological stress;
F. forced detention or kidnapping;
G. undressing or otherwise exposing initiates.

[NOTE: If the school club or organization does not have an official and approved initiation procedure, and if no school staff is involved in the activity, there is a significant likelihood that the activity may result in violation of this policy. Michigan law also makes hazing a crime, punishable by fine and/or imprisonment.]

Administrators, faculty members, and other employees of the District shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other

employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties.

ANTI-HARASSMENT

General Policy Statement
It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy
The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions
Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Respondent is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means a business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Bullying
Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and the bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation, or unreasonably interfere with the individual's school or work performance or participation, and may involve:

A. teasing;
B. threats;
C. intimidation;
D. stalking;
E. cyberstalking;
F. cyberbullying;
G. physical violence;
H. theft;
I. sexual, religious, or racial harassment;

J. public humiliation; or
K. destruction of property.

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

A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment
For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:

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

A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

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

A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
B. Unwanted physical and/or sexual contact.

C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
D. Unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.
F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.
H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
I. Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship.
J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
L. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
M. Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

Race/Color Harassment
Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a

person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment
Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment
Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment
Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

BULLYING
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.

Notification
Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Procedure
Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to school staff member either verbally or in written form. Students may fill out a Bullying/Incident Report form found in the appendix of this document, on the school website, or in the school office. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy **5517** - Anti-Harassment.

Non-Retaliation/False Reports
Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions
The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"**At School"** is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, 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.).

"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.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

DRESS CODE
Kent City Community Schools acknowledges that a correlation exists between good grooming and personal attire and student achievement. A similar relationship exists between student dress and acceptable standards of conduct.

Accordingly, the Building Principal shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- present a hazard to the health or safety of the student himself/herself or to others in the school;
- interfere with school work, create disorder, or disrupt the educational program;
- cause excessive wear or damage to school property;
- prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement;

Unacceptable apparel includes, but is not limited to the following items:

- Spaghetti straps, bare midriff shirts, see through material.
- Tank tops are permissible if the straps are at least 3 fingers wide. Anything less will result in disciplinary actions.
- Clothing that depicts the use of alcohol or tobacco; or advertises these products.
- Clothing that displays or encourages the use of drugs or drug paraphernalia.
- Clothing that displays vulgar, indecent, or inappropriate messages or pictures.
- Spiked or heavy chained jewelry, or any items that might be used as a weapon.
- Clothing that reveals undergarments.
- Shorts and skirts must be fingertip length when a student's arms are held at his/her side.
- Hoods or hats.
- Flags of any kind.

**Determination of appropriate dress is ultimately at the discretion of building administration.

LOCKERS/PERSONAL ITEMS/BOOK BAGS
The school provides each student with a locker for their use. Students should only use the locker assigned to them and not allow others to store any items - personal or otherwise, in their locker.

- Under no circumstances should students give their locker combination or allow others to use their locker. NO LOCKER SWITCHES EXCEPT THROUGH THE OFFICE.
- Lockers are to be kept clean at all times. No opened containers of pop, juice, or other beverages (excludes water). Candy and sweets should not be kept in lockers.
- No stickers, markings and/or writing should be on the lockers.
- All bags (book bags, backpacks, purses, fanny packs, etc.) should be left in lockers and not taken to class or lunch (with the exception of PE and students leaving for KCTC) unless authorized by the administration.
- School lockers are the property of the district. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. The school

authorities for any reason may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant.

MEAL DELIVERY SERVICES

Students are prohibited from ordering food and/or beverages that are delivered to the school via meal delivery services (ex. DoorDash). Disregarding this rule will be considered Severe Insubordination on the Discipline Rubric and repeated offenses will be handled with administrative discretion for the assigned consequence.

SKATEBOARDS, ROLLER SCOOTERS, AND ROLLER BLADES

The use of skateboards, roller scooters, roller blades, “heallies”, and such devices are prohibited on all Kent City Community Schools property.

STUDENT DISCIPLINE CODE

DISCIPLINE

It is the responsibility of teachers, students, and parents to ensure a safe and orderly environment for all students. School rules apply to any student who is on school premises, in a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. Acts of misconduct shall be regarded as those actions which interfere with the safe, orderly environment; endanger the health and safety of any person; infringe on the rights of others; cause any disruption of educational programs; cause damage, loss, or destruction of facilities; and/or any actions that violate state or local laws, school district policies, regulations, and school or classroom rules.

Kent City Community Schools reserves the right to set forth as part of a code of conduct, those rules and regulations necessary and proper for facilitating a learning environment. When situations arise not described in this handbook or covered in the discipline rubric; the administration will decide upon the disciplinary action necessary.

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

A. respect the dignity and self worth of each individual;
B. conform to reasonable standards of socially-acceptable behavior;
C. respect the person and property of others;
D. preserve the degree of order necessary to the educational program in which they are engaged;
E. respect the rights of others;
F. obey constituted authority and respond to those who hold that authority.

A student who has been disorderly on a school vehicle may be excluded from transportation services in accordance with Board policies on transportation.

The Building Principal shall have the authority to assign discipline to students, subject to District administrative guidelines and the student's due process right to notice, hearing, and appeal.

Teachers and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

RESTORATIVE PRACTICES
Public Act 360 adds section 1310d when reviewing student discipline. Schools must consider the following factors before suspending and/or expelling a student.

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the violation or behavior committed;
5. Whether the violation or behavior committed threatened the safety of any student or staff member.
6. Whether restorative practices will be used to address the violation or behavior committed; and
7. Whether a lesser intervention would properly address the violation or behavior committed.

For suspensions of eleven (11) or more days and expulsions, there is a rebuttable presumption against the suspension or expulsion. For suspension of ten (10) days or less, there is no presumption against the suspension, but these factors must still be considered.

Public Act 361 adds section 1310c and requires school officials to consider using restorative practices as an alternative or in addition to suspending or expelling a student. Restorative practices are defined as "practices that emphasize repairing the harm to the victim and the school community caused by a pupil's misconduct."

DUE PROCESS RIGHTS
The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines which District administrators shall use when dealing with students:

Students subject to short-term suspension:
A student must be given both written notice of his/her suspension and the reasons therefor and the opportunity to respond to the charges against him/her prior to the suspension. An appeal may be addressed to the Superintendent whose decision will be final.

Students subject to long-term suspension and expulsion:
A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion, to a request for reinstatement, or to a request for admission after being permanently expelled from another district (Policy 5610.).

SEARCH AND SEIZURE
The Board of Education 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
The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

Student Person and Possessions
The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines may subject the user to disciplinary action and may result in the communication device being confiscated.

Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in

exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

Metal-Detector Wand Screening
All students may be subject to screening. When school administration has reasonable suspicion that a student has an object on their person that is in violation of the student code of conduct, a metal detector screening may be used. In the event metal detector screenings are conducted:

- Metal detector screening of students and their personal belongings shall be conducted in an orderly and safe manner, consistent with product operating instructions and use, and consistent with minimizing the intrusion into students' privacy.

- Students and their belongings shall be screened by District Employees using a hand-held metal detector (wand) owned by the District. Scanning shall be conducted in a private room by a person designated by the principal. At least one (1) but not more than three (3) additional staff members shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same gender as the student designated by the student, and then reasonably available on school premises, shall witness the search. The student's parents shall be notified of the search as soon as reasonably possible (PO5771).

- Consistent scanning techniques will be used for each student.

- The District employee conducting the metal detector search should not make contact with the student's body with the wand.

Prior to being scanned, a student will be asked to remove any metal objects (i.e keys, phone, belt buckles, etc.) and set these objects aside. If the wand is activated during screening, the student will be asked if he or she has anything made of metal in the scanned area. If the article is removable (i.e. phone) the student shall be asked to remove the article and screening repeated. If the wand is activated again and the article can not be removed (ie. pants buckle), the staff member shall visually confirm the student's explanation.

Under this procedure district employees shall not conduct a strip search or arrange any clothing of an individual to permit visual inspection of underclothing, breasts, buttocks, or genitalia.

DISCIPLINE INTERVENTION REPORTS

When a rule-infraction occurs, staff members will first address the unacceptable behavior with the student (as time permits) and participate in restorative practices with the student. The staff member will then log the rule-infraction in Power School and send it to an administrator after he/she contacts the parent/guardian of the student. Once administration receives the report, he/she will discuss the infraction with the student at his/her earliest convenience. The administration will apply the discipline rubric to determine the consequences for the student.

The above procedures may not be followed before a student is called to the office if:

- The seriousness of the offense warrants instant removal of the student(s) from the premises.
- The offense occurred outside of the classroom.
- A student is found guilty of an infraction after an investigation.

All discipline intervention reports will be logged on **Power School**. Each incident will also be charted on the individual student's discipline rubric.

DISCIPLINE RUBRIC

Consequences for discipline infractions are determined using our discipline rubric. The discipline rubric consists of ten categories encompassing a *majority* of the issues that could arise during the course of the school day or at a school related activity. Each category is divided into 4 levels that include consequences that progressively increase with each new offense. Naturally, more severe offenses will receive a more severe penalty.

- The consequences move up after each offense, with the exception of bus consequences, and are **tracked all year**. A violation of bus rules will move students to the next level on the rubric, however, bus consequences only move to the next level with subsequent bus infractions.
- With repetitive behavior, school staff will design an individual behavior plan. While the specifics of the plan may vary from person to person, the expectations for behavior will be consistent with the standards for all students.
- KCHS/KCMS Administration reserves the right to impose additional consequences when necessary.

STUDENT CALLS PARENT(S)/GUARDIAN(S)

Communication is a key component to solving discipline problems a student is having at school. After discussing the discipline intervention report with the student and looking at the student's discipline rubric, we will have students call home in most cases. This gives the student a chance to notify his/her parents of the problem and take ownership of the unwanted behavior that landed him/her in the office. If no one answers the phone, students are usually directed to leave a message detailing the incident.

LUNCH-DETENTION

When students are assigned a lunch detention by school administration they will abide by the following procedures:

- Immediately report to the ISS supervisor upon being released from class (prior to lunch).
- Students will be escorted to the High School/Middle School Cafeteria after 10 minutes, where they can purchase a lunch if need be. Students are welcome to bring a lunch from home.
- The ISS supervisor will then bring the students to ISS room where they will eat their lunches.
- When finished eating, students are expected to have work to complete for the remainder of the time period or something to read silently. Any student who does not have work or a book may be assigned an article by the ISS supervisor.
- Students will be released to their next hour at the completion of the lunch period.
- If a student does not satisfactorily cooperate with the ISS supervisor, then he/she may be subject to additional consequences.

AFTER SCHOOL DETENTION

Students assigned to after school detention will be notified by school administration. Those assigned to after school detention should report immediately after school to the in-school suspension room. Students must bring materials to work on during the time they are assigned or learning activities will be provided. Rules governing after school detention are:

- Bring all materials with you. Students who fail to do so will be given assignments at the after school detention monitor's discretion that they will be required to do.
- No electronic devices or games.
- Students will be dismissed by the after school detention monitor at a pre-determined time; however, the monitor has the right to retain the students for a longer duration if necessary.
- The after school detention monitor has the right to devise and enforce the rules and procedures for after school detentions. If a student does not satisfactorily cooperate with the after school detention monitor, then he/she may be subject to additional consequences.

Any violation of the above during detention may result in being reassigned to after school detention or being assigned to ISS.

STUDENT RESPONSIBILITY CENTER

The student responsibility center (SRC) is a consequence assigned to students. When a student is referred to the SRC, they will report immediately.

While in the SRC, the student will complete the student responsibility form (SRF) to reflect on their behaviors that led to the SRC assignment with the ultimate goal of creating a plan for how their behaviors will improve to be readmitted to class.

Prior to the next class meeting, the student will be required to take their SRF to the classroom teacher to discuss their previous behaviors and plan to improve their behavior. With teacher approval, the student will be readmitted to class for the day. Should the student's work on the SRF be unsatisfactory, the student will be given time in the SRC to address any shortcomings and can be readmitted once the teacher's expectations are met.

STRUCTURED DAY
Students who are assigned a structured day as a disciplinary consequence will have full access to classroom instruction but will be restricted in all the other components of the school day.

The student should report immediately to the office in the morning. They will be escorted to their first class of the day. At the end of each class period, the student must remain in the classroom until passing time ends and then they will be supervised as they transition to their next class. The student will report for lunch detention instead of eating in the cafeteria.

IN-SCHOOL SUSPENSION (ISS)
The in school suspension (ISS) room is another consequence assigned to students. When a student is assigned ISS, he/she will report to the office immediately in the morning to serve his/her time. The rules for the ISS room are similar to those outlined in the "After School Detention" section above.

While in the ISS room students are expected to work on homework from his/her teachers. Administration will send out a message to the entire building's staff making them aware of the student's time in the ISS room. Upon arrival, students document the work to be done while in the room as well as participate in restorative practices (in writing) on the actions that landed them in the ISS room, if this was not already completed with a classroom teacher.

If a student fails to abide by the rules of the ISS supervisor will be sent home after parents are contacted or will serve the remainder of their suspension as an out of school suspension.

OUT-OF-SCHOOL SUSPENSION (OSS)
There are times when the best option for a student is complete removal from the school building for a set number of days. It is in situations like this that an out of school suspension (OSS) is assigned. If a student is assigned OSS, the student does not come to school until his/her sentence is served. Administration will send out a message to the entire building's staff making them aware of the student's time away from school and asking for homework to be compiled. Students need to make arrangements to have the work picked up from the office while in OSS.

OSS restricts students from all co- and extracurricular activities, and classroom activities.

SOCIAL PROBATION

Definition
Social probation is a disciplinary status that limits a student's privilege to attend non-academic, school-sponsored events and activities. This includes, but is not limited to, dances, plays, concerts, assemblies, field trips, and other extracurricular social opportunities.

Application
Social probation is automatically applied in connection with In-School Suspension (ISS) and Out-of-School Suspension (OSS). Administrators retain discretion to modify the duration based on the circumstances of the violation, the student's disciplinary history, attendance record, and overall standing.

Social Probation Tiers
Tier 3: Suspension totaling 10 or more days
Social Probation Duration: 18 weeks minimum

Tier 2: Suspension totaling 5–9 days
Social Probation Duration: 9 weeks minimum

Tier 1: Suspension totaling 1–4 days
Social Probation Duration: 4 weeks minimum

Early Reinstatement of Privileges
Administration may restore social participation privileges before the conclusion of the probation period when a student:

• Maintains regular school attendance
• Receives no additional disciplinary referrals
• Demonstrates compliance with school expectations
• Successfully follows any behavior or attendance improvement plan

Attendance Requirement for Social Participation
Students identified as chronically absent (absences totaling 10% or more of the school days completed during the current school year) are not eligible to attend school-sponsored social activities or events until an Attendance Improvement Plan has been developed and the student demonstrates compliance with that plan.

The Attendance Improvement Plan will be developed collaboratively by the student, parent/guardian, and school administration.

Eligibility may be restored when the student demonstrates sustained improvement and compliance with the plan as determined by administration.

Additional Considerations

• Repeat or severe violations may result in extended social probation or additional disciplinary consequences.
• Students on social probation may not attend school-sponsored events as spectators or guests during the probationary period.
• Students who attempt to attend restricted events while on social probation may face additional disciplinary consequences.
• Social probation is considered an extension of school discipline and is not separately appealable.

INDEFINITE SUSPENSION PENDING A DISCIPLINE HEARING

The student is suspended (typically out of school) until the completion of a discipline hearing. The discipline hearing will determine if the student is suspended long-term (often 10 days, the remainder of a marking period, or the remainder of the school year) or expelled from the school permanently. A discipline hearing includes a review of the student behavioral and academic record; a summary of the offense by school administration, and an opportunity for students/parents to speak on their own behalf. It may be conducted in a closed meeting if so requested by the parent/guardian.

TRANSPORTATION

KENT CITY BUS TRANSPORTATION

Kent City Community Schools contracts Dean Transportation for a majority of their transportation needs. A safe, convenient and economical transportation system is the goal of the district. Students are expected to comply with the bus safety rules in order to achieve this goal.

TRANSPORTATION REGULATIONS

It is the responsibility of the school, students, parents, and Dean Transportation to work cooperatively in maintaining a safe, convenient, and economical transportation system. At times infractions of the rules do occur which require action. Your child's bus driver and the transportation supervisor will report all bus incidents to the school's administration. The discipline rubric will be applied to bus infractions. Student discipline may include temporary or long term loss of bus privileges. Our mutual goal is to develop student self-discipline which leads to mature behavior and responsibility. Your child's cooperation and yours is needed in this attempt.

REMEMBER that the bus driver is not only responsible for the bus but has complete authority to control the conduct of all passengers. All passengers must follow these rules and other instructions given by the driver for their safety. If at any time, in the judgment of the driver, a student fails to follow instructions or becomes a violator of the rules, the driver will issue a written student discipline referral to the school's administration after informing the student of the infraction before he/she exits the bus. The referral will be applied to the discipline rubric. All school rules apply to the bus.

BUS STOP RULES & PROCEDURES

- Be on time. Passengers must be at their designated stop FIVE minutes before the bus is scheduled to arrive. DRIVERS MAY NOT WAIT FOR LATE PASSENGERS.
- Remain off the roadway in one designated waiting area at all times
- As the bus approaches, line up in an orderly line at least 10 to 20 feet from the bus stop.
- If you must cross the road to board the bus:
    - Wait until the bus has come to a complete stop and the driver has instructed you to cross.
    - Cross in front of the bus where you can see the driver. Walk directly to the door, not along the side where the driver can't see you.
    - Look both right and left as you proceed across the street in front of the bus.
    - Walk (Do not run) in front of the bus when crossing the street.
- You should expect to walk some distance to a bus stop. DRIVERS ARE NOT ALLOWED TO CHANGE STOP LOCATIONS.
- Passengers are to refrain from fighting, horseplay, running, vulgar talk, smoking and screaming while waiting for the bus.
- Passengers must get on and off the bus at their assigned location. **NO BUS PASSES ALLOWED!**
- At a single passenger stop, if no one boards for three days, the driver will discontinue the stop until notified by the parent.
- Students are not allowed to go to the paper or mailbox while the bus is present for safety reasons.

BUS SEATING

- Each passenger will board the bus, find a seat, sit down and stay in that seat for the ride.
- Passengers must stay seated at all times and shall not move to load or unload until the bus is completely stopped.
- Passengers can be required to occupy assigned seats at the driver's discretion, up to THREE in a seat if necessary. Students are not allowed to save a seat for a friend.
- Passengers may not carry on the bus anything that cannot be safely and comfortably held on their lap. NOTHING CAN BE PLACED IN THE AISLE, NEAR DRIVER, OR BY THE EMERGENCY EXIT. Animals, reptiles, or other pets are not permitted on the bus.
- Passengers are not permitted in the driver area at any time.

STUDENT BUS CONDUCT

- Passengers are forbidden to do anything hazardous to the health and safe transportation of all passengers.
- Passengers shall not throw any objects inside or outside the bus, or at the driver.
- Do not make any contact whatsoever with the outside of the bus.
- The use of tobacco, alcohol, or narcotics in any form is not allowed.
- Damage to the bus will result in payment.
- Fighting, pushing, shoving, and horseplay are not permitted.
- The EMERGENCY DOOR and EMERGENCY WINDOWS are for emergencies only.
- Passengers are forbidden to use loud or undesirable language or signs. Also, passengers may talk to their neighbors in normal conversation tones. Shouting and yelling are inappropriate.
- Passengers should never extend anything out of the windows, nor should they yell out the window.
- Dangerous objects such as knives, guns, etc., are not permitted.
- Eating is not allowed on a school bus. Exception: special trips with supervisor's permission.
- Passengers must not litter. Bus is to be kept clean.
- Passengers must always follow the directions of the driver.
- Passengers are to observe classroom conduct while getting on, off and while riding the bus.
- The use of electronic devices on the bus is a privilege, not a right. If the bus driver asks a student to put away some form of electronic device the passenger should immediately comply.
- Students are **not** allowed to sell, buy or trade anything on the bus.
- SILENCE IS MANDATORY AT ALL RAILROAD CROSSINGS.

PARENTS' BUS RESPONSIBILITIES:

- To ascertain and insure that their child arrives at the bus stop on time in the morning.
- To provide the necessary protection of their children when going to and from the bus stop.
- To accept joint responsibility with the school authority for proper conduct of their children.
- To make reasonable effort to understand and cooperate with those responsible for pupil transportation.

- Parents are not allowed to step onto the bus. If you have an issue that needs to be addressed please contact the bus garage.
- Parents must contact the school office by 1:00 p.m. if a student is not going to be riding the bus home.

STUDENT DRIVING PRIVILEGES

The Kent City Community School Board directs the building principal to develop administrative guidelines and rules for operation and parking of motor vehicles on school grounds. The principal is also directed to set standards for the granting of permits which shall contain the warning that infraction of rules may result in loss of privilege to operate a vehicle on school grounds.

- Students are permitted to use motor vehicles on school grounds provided they are licensed drivers.
- Students who violate safety regulations may lose their driving privileges.
- Careless, reckless, and exhibition driving will not be tolerated. Students who drive recklessly will be referred to the Sheriff's Department for prosecution and have their driving privileges suspended.
- IF A STUDENT USES A PRIVATE VEHICLE DURING SCHOOL HOURS TO LEAVE CAMPUS AND/OR TAKES ANOTHER STUDENT(S) WITH HIM/HER WITHOUT AUTHORIZATION, HIS/HER DRIVING PRIVILEGE MAY BE SUSPENDED.
- Students may not drive or enter their vehicles during school hours including lunch hour during the school day unless they have permission from school administration.
- KCTC students wishing to drive and/or ride must fill out a permission slip found in the appendix of this document or in the high school office. Students without permission to drive and or ride in private cars to KCTC will face discipline from school administration.
- Drivers are expected to use caution at all times and obey a **five miles per hour speed limit**.
- Where two lanes of traffic narrow to one, drivers should alternate right-of-way.
- During winter, anticipate that there may be icy areas in the lot.
- Pedestrians and bicycles have the right of way!

MOTOR SCOOTERS, MOPEDS, & MOTORCYCLES

Motor scooters, mopeds, and motorcycles may be driven to school provided they are legally registered, the operator meets legal requirements, and they are registered with the school. For safety reasons, a special area for parking will be designated by the administration and the vehicle must be parked in the designated area only.

STUDENT PARKING

- Should park in the lot on the east side of the high school.
- In the parking lot on the east side of the high school (front of high school), students should not park in the spaces closest to the building along the sidewalk, these spaces are reserved for staff and visitors.
- Students should not occupy two parking spaces.
- School officials may search motor vehicles on school grounds if reasonable suspicion arises.

- Vehicles parked improperly (out of parking spaces, on grass areas, in an unauthorized lot etc.) may be towed away at the owner's expense.
- Please report any incidents of reckless driving to school officials and/or the school resource officer immediately. Loss of driving privileges may occur.
- Students need to register their vehicles in the high school office.

**Repeat driving and parking offenders will be referred to the Sheriff's Department and prosecution may be requested.

STUDENT HEALTH

HEALTH SERVICES

In compliance with law, the Board of Education may require students to submit to periodic health examinations to:

A. protect the school community from the spread of communicable disease;
B. determine that each student's participation in health, safety, and physical education courses meets his/her individual needs;
C. determine that the learning potential of each child is not lessened by a remediable, physical disability.

The District shall specify the need for services which may include, but not be limited to:

A. student physical examinations;
B. athlete physical examinations;
C. dental examinations;
D. tests for communicable disease;
E. vision screening;
F. audiometric screening;
G. scoliosis test;

Any health services program should also include instruction to staff members on the observance of students for conditions that indicate physical defect or disability.

The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.

IMMUNIZATION

The Board of Education believes that immunization is one of the most cost-effective measures to protect children from vaccine- preventable diseases. Accordingly, the Board requires that all students be properly immunized at the time of registration or not later than the first day of

school pursuant to the provisions of the Department of Health and Human Services (DHHS) regulations.

Students must meet the immunization requirements set by State for attendance at school in order to enroll or attend.

Students who do not meet the immunization requirements on the opening day of school shall be admitted by the Superintendent in accordance with District administrative procedures. Transfer students shall not be admitted without proof of immunization as required by the State.

There are three (3) circumstances in which a required vaccine may be waived or delayed:

A. A valid medical contraindication exists to receiving the vaccine. The child's physician must certify the contraindication on Form 5320 F2.
B. The parents hold religious or philosophical beliefs against receiving a vaccination. Any parent/guardian/in loco parentis who wants to claim a nonmedical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified nonmedical waiver form through the Local health Department.
C. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.

When the District provides information on immunizations, infectious, disease, medications, or other school health issues to parents and guardians of students in at least grades, 6, 9, and 12, the Board shall include information about meningococcal meningitis and, the vaccine for meningococcal meningitis and about human papillomavirus and the vaccine for human papillomavirus. The information shall include at least the causes and symptoms of meningococcal meningitis and how it is spread and the risks associated with human papillomavirus. In addition, the information shall include sources where parents/guardian may obtain additional information about both diseases and where they may obtain meningococcal meningitis and/or human papillomavirus vaccination of a child.

STUDENT ILLNESS
Parents should keep children home when they show symptoms of illness. If symptoms occur while in school, parents (or emergency contacts) will be called to arrange for the child to be taken home. In the event of an accident at school, every effort will be made to notify the parent of an injured child. If medical attention is required and parents or other emergency contacts cannot be reached, 911 may be called. (Information on the emergency forms will be used for this procedure).

COMMUNICABLE DISEASES
Communicable disease control is an integral part of our school health services. The school follows current public health practices, rules, and regulations governing control and

prevention of communicable diseases. If your child has or is recovering from a communicable disease such as a cold, chickenpox, head lice, pink eye, strep infection, etc., please check with your doctor concerning how soon your child may return to school.

Head Lice is also a communicable disease. We follow a recommended policy from the Michigan Department of Health which is designed to keep head lice cases at a minimum. See more information on our Lice Policy in the Elementary Appendix.

USE OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Discipline Code/Code of Conduct.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All medication shall be kept in a locked storage case in the school office.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication in accord with the Superintendent's administrative guidelines.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Superintendent’s guidelines, if the following conditions are met:

A. There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler (Form 5330 F1c) and
B. the building administrator has received a copy of the written approvals from the physician and the parent/guardian. and
C. there is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and his/her parent/legal guardian. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency.

Students with a need for emergency medication may also be allowed to self possess and self administer such medication, provided that they meet the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self possess and administer the medication if they meet the conditions stated above.

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration (FDA) approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of his/her parent/guardian to the Principal.

This policy and the administrative guidelines developed to establish appropriate procedures shall be implemented in such a manner to comply with District's obligations and the student's needs under any Individualized Education Plan, Section 504 Plan, or other legally required accommodation for individuals with disabilities.

EPINEPHRINE AUTO-INJECTORS
Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and self-administer the medication if they meet the conditions as stated in Policy 5330.

Commencing with the 2014-15 school year, each school in the District shall have at least two (2) epinephrine auto-injectors (Epi-Pens) available at the school site. It shall be the responsibility of the principal to be sure that the supply of Epi-Pens is maintained at the appropriate level and they have not expired. The principal shall also be responsible for coordinating the training of District employees to administer Epi-Pen injections and to maintain the list of employees authorized to administer such injections.

Individuals Qualified to Administer
Only a licensed, registered professional nurse employed or contracted by the District or a school employee who has successfully passed the required training shall be allowed to possess and administer Epi-Pen injections to students. The persons authorized to use the District maintained Epi-Pens will be maintained in each school by the Principal, and shall be available on an electronically accessible site for employees' reference.

Each school shall have at least one person trained in the appropriate use and administration of an Epi-Pen injection. In each school with ten (10) or more combined instructional and administrative staff, at least two (2) employees at that site shall be appropriately trained in the use of an Epi-Pen.

Training of employees on the appropriate use and administration of an Epi-Pen injection shall be done in accordance with any guidelines provided by the Michigan Department of Education, and shall be conducted under the supervision of a licensed registered professional nurse. The training shall include an evaluation by the nurse of the employees' understanding of the protocols for administering an Epi-Pen injection.

Students to Whom Injections May Be Administered
A licensed, registered, professional nurse or trained and authorized employees under this policy may administer Epi-Pen injections to 1) any student who has a prescription on file with the District, in accordance with the directives in such prescription, and 2) any individual on school grounds who is believed to be having an anaphylactic reaction.

Reporting of Injections
Any person who administers an Epi-Pen injection to a student shall promptly notify the student's parent/guardian.

All Epi-Pen injections by District employees to students shall be reported in writing to the Superintendent. The report shall include whether the school's or student's Epi-Pen was used, and whether the student was previously known to be subject to severe allergic reaction (anaphylaxis).

The Superintendent shall at least annually report to the Department of Education, in the form and manner determined by the Department, information on the number of injections provided to students, the number of injections with District Epi-Pens and the number of incidents where students were not know to be subject to severe allergic reactions.

STUDENT ACCIDENTS
The Board of Education believes that school personnel have certain responsibilities in case of accidents which occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident.

The Superintendent may provide for an in-service program on first aid and CPR procedures.

Regardless of the seriousness of any accident, the administrator in charge must submit an accident report to the Superintendent.

CONCUSSION LAW

A concussion is a brain injury, caused by a blow, bump or jolt to the head that can have serious consequences. It can occur in any sport or recreational activity.

Michigan was the 39th U.S. state to enact a law that regulates sports concussions and return to athletic activity. The law goes into full effect on June 30th, 2013.

The sports concussion legislation requires all coaches, employees, volunteers, and other adults involved with a youth athletic activity to complete a concussion awareness on-line training program.

The organizing entity must provide educational materials on the signs/symptoms and consequences of concussions to each youth athlete and their parents/guardians and obtain a signed statement acknowledging receipt of the information for the organizing entity to keep on record. You can find this information in Appendix E of this handbook

The law also requires immediate removal of an athlete from physical participation in an athletic activity who is suspected of sustaining a concussion. The student athlete must then receive written clearance from an appropriate health professional before he or she can return to physical activity.

FOOD SERVICE

MEAL SERVICE
Lunchdeposit.com is available for families to make online deposits (with fee) or just to check account balances.(no fee) There is no charging allowed at the Middle School or High School. Students must have cash, money in their accounts, or have been approved for free meals. An alternate meal will be provided (Cheese or Peanut butter sandwich) for those students that do not have money to pay.

FREE AND REDUCED LUNCH
Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that he or she is eligible, contact the office.

Online applications are available through Lunchapp.com. Just find the state, county and district to apply. A very confidential way to apply and no lost papers in book bags, lockers, etc. the office. Secretaries will also be available to help you enroll online.

APPENDIX A – DISCIPLINE RUBRIC

Student Name: _____ School Year: 2026 -- 2027 DISCIPLINE RUBRIC - KCCS

Behavior	Level One	Level Two	Level Three	Level Four
1. Moderate Disrespect: Name calling, rude gestures, swearing, wearing hats or hoods in the building, failure to comply with school dress code*, bag infractions, public display of affection, using emergency exit, parking violations, disruptive/ distracting behaviors, or other actions determined to fall into this category.	**Report Date:** ❑ Student Calls Parent(s)	**Report Date:** ❑ Student calls Parent(s) ❑ 1 Lunch Detention	**Report Date:** ❑ Student Calls Parents ❑ 2 lunch or 1 After School Detention	**Report Date:** ❑ Student Calls Parent(s) ❑ Behavior Agreement ❑ Discipline to be determined by Administration
2. Excessive Tardiness: Students may not be tardy to each class more than 4 times per semester. Once a student reaches his/her 4th tardy, the discipline rubric will be followed moving up 1 level with each 2 additional tardies. Students may be given a tardy if they do not come to class prepared with the appropriate materials.	**Report Date:** ❑ Student Calls Parents	**Report Date:** ❑ Student Calls Parents ❑ 1 Lunch Detention	**Report Date:** ❑ Student Calls Parent(s) ❑ 2 lunch or 1 After School Detention	**Report Date:** ❑ Student Calls Parent(s) ❑ Discipline to be determined by Administration
3. Cell Phone/Technology Violations: Cell phone violations* and any other technology violations determined to fall into this category. *Failure to comply with a staff member's request to confiscate the device in question will result in more severe consequences.	**Report Date:** ❑ Student Calls Parent(s) ❑ Parent/guardian must pick up device.	**Report Date:** ❑ Student Calls Parent(s) ❑ 1 Lunch Detention ❑ Parent/guardian must pick up device.	**Report Date:** ❑ Student Calls Parents ❑ 2 lunch or 1 After School Detention ❑ Parent/guardian must pick up device.	**Report Date:** ❑ Student Calls Parent(s) ❑ Behavior Agreement ❑ Discipline to be determined by Administration
4. Moderate Insubordination/School Decorum: Lying, disregard of adult request, hallway/lunch time violations, minor substitute incidents, skipping, leaving classroom or building without permission, driving/riding to KCTC without permission, throwing objects, cheating/plagiarism*, or other actions determined to fall in this category. *Student's grade and ability to resubmit will be determined by the classroom teacher.	**Report Date:** ❑ Student Calls Parent(s) ❑ 1 Lunch Detention	**Report Date:** ❑ Student Calls Parent(s): ❑ 1 After School Detention or 2 Lunch Detentions	**Report Date:** ❑ Student Calls Parent(s) ❑ 2 After School Detentions – 2 Days of I/OSS	**Report Date:** ❑ Student Calls Parent(s) ❑ Behavior Agreement ❑ Discipline to be determined by Administration
5. Severe Insubordination/School Decorum: Profanity directed at staff, blatant disregard of multiple reasonable requests, reckless driving on school grounds, propping doors, major substitute teacher incidents, or any other actions determined to fall into this category.	**Report Date:** ❑ Student calls Parent(s) ❑ 3 After School Detentions - 3 Days ISS/OSS	**Report Date:** ❑ Student calls Parent(s) ❑ Counseling Notification ❑ 1 Day I/OSS - 4 Days I/OSS	**Report Date:** ❑ Administration calls Parent(s) ❑ Counseling Notification ❑ 3-6 Days ISS and/or OSS ❑ Behavior Agreement	**Report Date:** ❑ Administration calls Parent(s) ❑ Counseling Notification ❑ Behavior Agreement ❑ Refer to Behavior Agreement
6A. Moderate Physical Contact: Hitting, pushing, shoving, grabbing, tripping, slapping, poking, kicking, play fighting (horseplay) or any other physical contact determined to fall in this category. --- **6B. Moderate Intimidation and Bullying:** Threats of emotional or physical violence, intimidation, social alienation, shunning, exclusion, emotional blackmail, directed profanity or any other harmful behavior.	**Report Date:** ❑ Student calls Parent(s) ❑ 3 After School Detentions and/or 3 Days ISS/OSS	**Report Date:** ❑ Student calls Parent(s) ❑ Counseling Notification ❑ 2 Days I/OSS - 5 Days I/OSS	**Report Date:** ❑ Administration calls Parent(s) ❑ Counseling Notification ❑ 3-6 Days ISS/OSS ❑ Behavior Agreement	**Report Date:** ❑ Administration calls Parent(s) ❑ Counseling Notification ❑ Refer to Behavior Agreement
7A. Severe Physical Contact: Physical fighting, issues related to bodily fluids, or behaviors that might injure others. --- **7B. Severe Intimidation and Harassment:** Racial, ethnic, sexual, religious, extortion, or other forms of severe harassment or intimidation (includes gossip and/or rumors more serious in nature).	**Report Date:** ❑ Student to Office ❑ Administration calls Parent(s) ❑ Counseling Notification ❑ Possible Police Referral ❑ 2–5 Days ISS/OSS	**Report Date:** ❑ Student to Office ❑ Administration calls Parents ❑ Possible Parent Meeting ❑ Possible Police Referral ❑ Behavior Agreement ❑ 5-10 Days I/OSS	**Report Date:** ❑ Student to Office ❑ Administration calls Parent(s) ❑ Parent Meeting Required ❑ Possible Police Referral ❑ Possible Expulsion Referral ❑ Refer to Behavior Agreement	**Report Date:** ❑ Student to Office ❑ Administration calls Parent(s) ❑ Parent Meeting Required ❑ Possible Police Referral ❑ Possible Expulsion Referral ❑ Refer to Behavior Agreement
8. Severe Offenses: Vandalism*, possession of weapons, stealing*, gang activity, fireworks, illegal substances (alcohol, tobacco, e-cigarettes or drugs, or look alike drugs), assault, or other behaviors that violate State statutes. *Offenders will have to pay cost of restitution.	**Report Date:** ❑ Student to Office ❑ Administration Calls Parent(s) ❑ Vaping: See BOE ag5500a ❑ 5-10 Days ISS and/or OSS ❑ Possible Police Referral ❑ Possible Expulsion Referral	• The consequences move up after each offense regardless of behavior and are **tracked all year.** • With repetitive behavior, school staff will design an individual behavior plan. While the specifics of the plan may vary from person to person, the expectations for behavior will be consistent with the standards for all students. • If a student is not able to comply with the dress code they will be sent home. • Failure to attend lunch or after school detentions **will** result in additional discipline measures. • KCMS/HS Administration reserves the right to impose additional consequences when necessary.		

APPENDIX B -- COMPLIANCE

Family Educational Rights and Privacy Act (FERPA)
All parents and guardians and students age 18 years of age or older have the right to examine official records, files and data of the school district that directly relates to the student. Procedures for examination and any challenges of records have been established by the Board of Education and will be made available on request. FERPA prohibits the release of educational records to a third party without parental or eligible student consent. The Board of Education has authorized the administration to: 1) forward educational records on request to a school in which a student of this district seeks or intends to enroll, 2) send "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals, and 3) request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information to a third party.

The district will make available upon request certain "directory information" which would not generally be considered harmful or an invasion of privacy, if disclosed. Among organizations and vendors who may request this information are military institutions/academies, trade and technical schools, photographers, and ring/graduation announcement companies. Directory information may include a student's name, address, date of birth, major field of study, participation in recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, date of graduation, awards received, and pictures of the student participating in school events. If, for some reason, a parent or a student who has reached the age of majority does not want their son/daughter's name included on directory information lists, we ask that they notify the building-level school office in writing.

Complying With Student Needs Regulations
The Board of Education of the Kent City Schools complies with the regulations of the Americans with Disabilities Act and other related laws. In accordance with these provisions, no student or other person will be discriminated against on the basis of age, race, sex, or non-disqualifying disability, religion, national origin, or other protected characteristic in any District sponsored curricular or co-curricular program offering. Reasonable accommodation for those disabilities, including adaptive aids and devices, can be provided upon request to allow students, parents, and others to attend and/or participate in school programs and school sponsored events. Requests for accommodation should be made in advance by calling the building-level Principal at least 48 hours in advance. All grievances filed in relation to this policy shall contact the following individuals as outlined below. Any person that believes that he/she has been discriminated against has the right to file a complaint. A formal complaint may be made in writing to the District's Compliance Officer. The complaint will be investigated and a written response will be provided within 10 days. Under no circumstances will the District threaten or retaliate against anyone who raises/files complaint.

FAPE (Free Appropriate Public Education)
Section 504 of the Rehabilitation Act of 1973 protects the rights of individuals with disabilities in programs and activities that receive federal funds. Section 504 provides that: "No otherwise qualified individual with a disability in the United

States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance . . .” 1
The U.S. Department of Education (ED) enforces Section 504 in programs and activities that receive funds from ED. Recipients of these funds include public school districts, institutions of higher education, and other state and local education agencies. ED has published a regulation implementing Section 504 (34 C.F.R. Part 104) and maintains an Office for Civil Rights (OCR), with 12 enforcement offices and a headquarters office in Washington, D.C., to enforce Section 504 and other civil rights laws that pertain to recipients of funds.

TITLE IX

The District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations. A full copy of the Districts Title IX policy is available at this link.

EQUAL ACCESS FOR NON DISTRICT-SPONSORED STUDENT CLUBS, AND ACTIVITIES

The Board of Education will not permit the use of school facilities by non district-sponsored, student clubs and activities and District- sponsored, extra-curricular clubs and activities during instructional hours. During non instructional time, however, no group of students, regardless of the size of the group, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity.

An application for permission to meet on school premises shall be made to the Principal, who shall grant permission provided that s/he determines that:

A. the activity has been initiated by students;
B. attendance at the meeting is voluntary;
C. no agent or employee of the District will promote, lead, or participate in the meeting;
D. the meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;
E. nonschool persons do not direct, conduct, control, or regularly attend the activity.

A student initiated group granted permission to meet on school premises shall be provided the same rights and access and shall be subject to the same administrative guidelines that govern the meetings of student organizations sponsored by this Board, except as provided by this policy. Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of a student's gender, religion, race, color, national origin, ancestry, age, disability, height, weight, marital status, social and/or economic status, and/or any other legally protected characteristic. In addition, there shall be no discrimination on the basis of the religious, political, philosophical, or other content of the speech at the meeting.

The Board will not permit the organization of a fraternity, sorority, or secret society. A student initiated meeting may be attended by no more than one (1) outside resource person(s). The Superintendent may exclude nonstudents from directing, controlling, or attending any such meetings of students.

A professional staff member may be assigned to attend a student initiated meeting in a custodial capacity but shall not participate in the activity. No professional staff member shall be compelled to attend a student-initiated meeting if the content of the speech at the meeting is contrary to his/her beliefs.

The principal may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of students and staff members.

Protection of Pupil Rights Amendment (PPRA)
The Protection of Pupil Rights Amendment (PPRA) applies to the programs and activities of a state education agency (SEA), local education agency (LEA), or other recipient of funds under any program funded by the U.S. Department of Education. It governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

1. Political affiliations or beliefs of the student or the student's parents;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or students parents; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors. The rights under PPRA transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

Please note that parents are not required by PPRA to be notified about the collections, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students.

Kent City Community Schools has adopted a policy to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. If you would like to opt out of having your child participate (or yourself if you are 18 years or older), please submit a written request to the Superintendent by the end of September of the current school year.

APPENDIX C – ACCEPTABLE USE POLICY

Introduction

Kent City Community Schools recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Kent City Community Schools network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Kent City Community Schools makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert the district Technology Director immediately of any concerns for safety or security.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Internet Access and Tools

Kent City Community Schools provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Recognizing the benefits collaboration brings to education, Kent City Community Schools may provide users with access to websites or tools that allow communication, collaboration, sharing, and messaging among users.

Mobile Devices Policy

Kent City Community Schools may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution. Users should report any loss, damage, or malfunction to the district Central Office immediately. **Users may be financially accountable for any damage resulting from negligence or misuse.** Use of school-issued mobile devices off the school network will be monitored. The use of personally owned devices must be approved by the district and will be subject to the same policies as district owned devices.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use

I will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources.

Examples of Unacceptable Use

I will **not**:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally-identifying information, about myself or others.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

Kent City Community Schools will not be responsible for damage or harm to persons, files, data, or hardware.
While Kent City Community Schools employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
Kent City Community Schools will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

I have read and understood this Acceptable Use Policy and agree to abide by it:

_____

(Student Printed Name)

_____ _____

(Student Signature) (Date)

I have read and discussed this Acceptable Use Policy with my child:

_____

(Parent Printed Name)

_____ _____

(Parent Signature) (Date)

APPENDIX D - KENT CITY VIRTUAL ACADEMY (KCVA) & ONLINE LEARNING EXPECTATIONS

PURPOSE
Kent City Virtual Academy (KCVA) and online learning courses offered through Kent City High School provide students with flexible learning opportunities while maintaining the same academic standards and expectations as traditional classroom courses. Students enrolled in online courses are expected to demonstrate consistent academic effort, responsible use of instructional time, academic integrity, and steady progress toward course completion.

ATTENDANCE & PROGRESS
Students enrolled in online courses are expected to meet the same standards of attendance, academic effort, and responsibility as students enrolled in traditional in-person courses. KCVA students are not required to attend school daily; however, they are expected to log in regularly, actively engage in coursework, and maintain satisfactory progress in all assigned courses.

Students assigned to an online learning period during the school day must report to their assigned location during the scheduled class period unless otherwise approved by administration.

Adequate Progress
Online learning is intended to be completed through consistent effort throughout the semester. Students are expected to make regular weekly progress toward course completion and maintain passing grades in assigned courses.

Students who fail to make adequate progress may be required to participate in parent/student meetings, personal learning contracts, additional in-person attendance requirements, schedule modifications, or other interventions as determined by school administration.

CLASS TIME EXPECTATIONS
Students assigned to an online learning period are expected to use the entire class period productively.

Completion of a course prior to the end of a semester does not exempt a student from attendance during the scheduled class period. Students may be assigned additional coursework, credit recovery, or a new online course by the counselor, principal, or online learning staff.

Attendance Exemptions
Only the Principal may exempt a student from attendance during a scheduled online learning period. Such exemptions may be granted only to students who:
• Are in the second semester of their senior year; and
• Are in good academic standing across all courses.

OPEN LAB ACCESS
KCVA students may choose to work online from the Kent City High School online learning lab. Days and times must be prearranged with the building principal and online learning supervisor.

REQUIRED IN-PERSON ATTENDANCE
KCVA students are required to attend school in person on designated Student Count Days and any additional dates required by school administration.

ACADEMIC INTEGRITY
Students are expected to complete all coursework honestly and independently.
Academic dishonesty includes, but is not limited to:
• Using unauthorized resources during assessments.
• Copying answers from websites or other students.
• Submitting work completed by another individual.
• Inappropriate use of artificial intelligence (AI), translation software, or other technology tools.
• Circumventing testing or monitoring procedures.

Academic dishonesty may result in loss of credit, disciplinary action, removal from online learning opportunities, or other consequences consistent with district policy.

IN-PERSON TESTING REQUIREMENT
To maintain academic integrity and verify mastery of course content, all unit tests and major assessments for online courses must be completed in person at Kent City High School under the supervision of designated staff unless otherwise approved by administration.

During in-person testing:
• Students must surrender phones and unauthorized electronic devices.
• Students may use only approved testing materials.
• Students must follow all testing procedures and staff directions.
Students who fail to demonstrate proficiency may be required to complete additional review, corrections, note-taking, or reteaching activities before retesting.

GRADING & COURSE COMPLETION
Online courses follow the same semester calendar, grading periods, and deadlines as traditional Kent City High School courses.

Students earn the grade reflected in the course at the semester deadline. Extensions beyond the semester deadline must be requested in advance and approved by the Principal. Students are responsible for monitoring their progress and completing coursework on pace throughout the semester.

Gradebook Categories
Assessments (50%)
• Quizzes
• Tests
• Major Assessments

Assignments (50%)
• Coursework Activities
• Projects
• Discussions
• Essays/Writing Assignments
• Notes/Study Guides
• Weekly Participation
• Other Course Assignments

Weekly Participation grades may be assigned based on engagement, attendance during scheduled online learning periods, and progress toward course completion.

TECHNOLOGY EXPECTATIONS
Students are required to use a district-issued Chromebook for online coursework and assessments. Personal devices may not be used as substitutes during the school day or for completing school-related assignments unless specifically approved by administration. Students are expected to bring their Chromebook fully charged and comply with all provisions of the district Chromebook Agreement and Acceptable Use Policy.

ATHLETICS & ACTIVITIES
KCVA students may not participate as members of Kent City High School athletic teams or school-sponsored activities unless otherwise permitted by district policy, MHSAA regulations, or future Board action.

GRADUATION

KCVA students may participate in the Kent City High School graduation ceremony and are responsible for meeting all graduation requirements and expectations outlined elsewhere in this handbook.

APPENDIX E -- CONCUSSION AWARENESS

Concussion
INFORMATION SHEET

CDC HEADS UP
SAFE BRAIN. STRONGER FUTURE.

This sheet has information to help protect your children or teens from concussion or other serious brain injury. Use this information at your children's or teens' games and practices to learn how to spot a concussion and what to do if a concussion occurs.

What Is a Concussion?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

How Can I Help Keep My Children or Teens Safe?

Sports are a great way for children and teens to stay healthy and can help them do well in school. To help lower your children's or teens' chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
  - Work with their coach to teach ways to lower the chances of getting a concussion.
  - Talk with your children or teens about concussion and ask if they have concerns about reporting a concussion. Talk with them about their concerns; emphasize the importance of reporting concussions and taking time to recover from one.
  - Ensure that they follow their coach's rules for safety and the rules of the sport.
  - Tell your children or teens that you expect them to practice good sportsmanship at all times.
- When appropriate for the sport or activity, teach your children or teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. However, there is no "concussion-proof" helmet. So, even with a helmet, it is important for children and teens to avoid hits to the head.

Plan ahead. What do you want your child or teen to know about concussion?

How Can I Spot a Possible Concussion?

Children and teens who show or report one or more of the signs and symptoms listed below—or simply say they just "don't feel right" after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

Signs Observed by Parents or Coaches

- Appears dazed or stunned
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events *prior to* or *after* a hit or fall

Symptoms Reported by Children and Teens

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness, or double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Confusion, or concentration or memory problems
- Just not "feeling right," or "feeling down"

Talk with your children and teens about concussion. Tell them to report their concussion symptoms to you and their coach right away. Some children and teens think concussions aren't serious, or worry that if they report a concussion they will lose their position on the team or look weak. Be sure to remind them that *it's better to miss one game than the whole season.*

CDC

cdc.gov/HEADSUP

CONCUSSIONS AFFECT EACH CHILD AND TEEN DIFFERENTLY.

While most children and teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your children's or teens' healthcare provider if their concussion symptoms do not go away, or if they get worse after they return to their regular activities.

What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or take your child or teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other
- Drowsiness or inability to wake up
- A headache that gets worse and does not go away
- Slurred speech, weakness, numbness, or decreased coordination
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching)
- Unusual behavior, increased confusion, restlessness, or agitation
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously

Children and teens who continue to play while having concussion symptoms, or who return to play too soon—while the brain is still healing—have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious, and can affect a child or teen for a lifetime. It can even be fatal.

What Should I Do If My Child or Teen Has a Possible Concussion?

As a parent, if you think your child or teen may have a concussion, you should:

1. Remove your child or teen from play.
2. Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a healthcare provider and only return to play with permission from a healthcare provider who is experienced in evaluating for concussion.
3. Ask your child's or teen's healthcare provider for written instructions on helping your child or teen return to school. You can give the instructions to your child's or teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a healthcare provider should assess a child or teen for a possible concussion. Concussion signs and symptoms often show up soon after the injury. But you may not know how serious the concussion is at first, and some symptoms may not show up for hours or days.

The brain needs time to heal after a concussion. A child's or teen's return to school and sports should be a gradual process that is carefully managed and monitored by a healthcare provider.

To learn more, go to cdc.gov/HEADSUP

CDC HEADS UP

CDC

Discuss the risks of concussion and other serious brain injuries with your child or teen, and have each person sign below.
Detach the section below, and keep this information sheet to use at your children's or teens' games and practices to help protect them from concussion or other serious brain injuries.

- ○ I learned about concussion and talked with my parent or coach about what to do if I have a concussion or other serious brain injury.

  Athlete's Name Printed:_____ Date:_____

  Athlete's Signature:_____

- ○ I have read this fact sheet for parents on concussion with my child or teen, and talked about what to do if they have a concussion or other serious brain injury.

  Parent or Legal Guardian's Name Printed:_____ Date:_____

  Parent or Legal Guardian's Signature:_____

Revised January 2019

Parents and Students Must Sign and Return the Educational Material Acknowledgement Form

CONCUSSION AWARENESS

EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by **Kent City Community Schools**
Sponsoring Organization

Participant Name Printed	Parent or Guardian Name Printed
Participant Name Signature	Parent or Guardian Name Signature
Date	Date

Return this signed form to the sponsoring organization that must keep on file for the duration of participation or age 18.

Participants and parents please review and keep the educational materials available for future reference.

APPENDIX F -- BULLYING/INCIDENT REPORT FORM

Date of Incident:	Location of Incident:
Name:	

Description of Incident (Please Print Clearly):



Signature:_____ **Date:**_____ **Time:**_____

APPENDIX G -- KCTC DRIVING PERMISSION SLIP

Kent City High School

KCTC Driving Permission Form

Kent City Student Name: _____

KCTC Program Name: _____ *1st Session* ____ *3rd Session* _____

(Check One)

Student Driver License Number: _____

Titled Owner of Vehicle: _____ *License Plate Number:* _____

Color: _____ *Make:* _____ *Model:* _____

Please attach a copy of the student's driver's license and proof of insurance to this form.

Student Driver Guidelines:

- ✔ School bus transportation is available to transport students to and from KCTC.
- ✔ Students must have this form completed and on file in the office in order to drive to and from KCTC.
- ✔ Students must abide by all driving regulations set forth by Kent City Community Schools and Kent Career Technical Center. Failure to abide by these regulations may result in loss of driving privileges to KCTC and to and from school. See Kent City High School Student Handbook for driving regulations.
- ✔ Students must be properly licensed and the vehicle must meet legal requirements to be driven on public roads.
- ✔ In the event a student is continually tardy to KCTC or to Kent City High School and/or skipping class at Kent City High School or KCTC – the aforementioned student will meet with administration to remedy the problem. The student's driving privileges may be suspended for a length of time or completely revoked.
- ✔ If a student will not be attending KCTC, that student will need his/her absence excused by parent or guardian or he/she will be considered skipping. Students in attendance at school before KCTC must sign out in the office if he or she will not be attending.

Transporting Other Students:

- ✔ Student drivers may transport other students to and from KCTC if:
  - **o** The student is able to transport other students by state law
  - **o** The student passengers have a permission to ride form with the student driver on file in the office
  - **o** The student driver has the student listed below as permissible passengers
- ✔ If a student is found transporting students who are not on his/her permission slip or do not have a permission slip on file in the office to ride, will face disciplinary action which could result in the loss of driving privileges.

The following students have permission to ride with my son/daughter _____ to and from KCTC as long as they have completed a permission slip to ride with my son/daughter.

_____ _____

_____ _____

_____ _____

Student Acknowledgment:

By signing below I acknowledge that I have read and understand the guidelines set forth for me to drive to and from KCTC. In the event that I do not abide by the guidelines listed above or found in the Kent City High School Handbook, I understand that my driving privileges may be suspended or revoked and I could face more severe disciplinary actions set forth by school administration. I also understand that I may only transport other students as long as their names are listed above and those students have a permission slip on file in the office signed by their parent/guardians. In the event that I transport another student without permission I will face disciplinary actions which may include the loss of my driving privileges. Finally, I take full responsibility to abide by the rules and regulations set forth by the State of Michigan while operating a motor vehicle to and from KCTC each day.

_____

Printed Name

_____

Date

_____

Student Signature

Parent/Guardian Acknowledgement:

By signing below accept all responsibility to allow my student to drive to and from Kent Career Technical Center. I agree not to hold the Kent City High School, Kent City Community Schools, any of its constituents, or anyone representing Kent City Community Schools responsible for any damages to the vehicle or injuries that may occur while my son/daughter is driving. I have read and understand the guidelines set forth above as well as in the Kent City High School Handbook regarding the operation of motor vehicles on school grounds. I am also granting my son/daughter permission to transport the students listed above in the vehicle as long as the students have obtained permission and have the proper paperwork on file in the high school office.

_____

Printed Name

_____

Date

_____

Parent/Guardian Signature

APPENDIX H – KCTC RIDING PERMISSION SLIP

Kent City High School

Kent City Student Name: _____

KCTC Program Name: _____

1st Session ____ 3rd Session _____ (Check One)
Student(s) Permitted to Transport:

_____ _____

_____ _____

KCTC Riding Permission Form

Student Rider Guidelines:

- ✔ School bus transportation is available to transport students to and from KCTC.
- ✔ Students must have this form completed and on file in the office in order to ride to and from KCTC.
- ✔ In the event a student is continually tardy to KCTC or to Kent City High School and/or skipping class at Kent City High School or KCTC – the aforementioned student will meet with administration to remedy the problem. The student's riding privileges may be suspended for a length of time or completely revoked.
- ✔ If a student will not be attending KCTC, that student will need his/her absence excused by parent or guardian or he/she will be considered skipping. Students in attendance at school before KCTC must sign out in the office if he or she will not be attending.

Student Acknowledgement:

By signing below I acknowledge that I have read and understand the guidelines set forth for me to ride with another student to and from KCTC. In the event that I do not abide by the guidelines listed above or found in the Kent City High School Handbook, I understand that my riding privileges may be suspended or revoked and I could face more severe disciplinary actions set forth by school administration. I also understand that I may only ride with other students as long as my name is listed the driving student's permission slip on file in the office signed by their parent/guardians. In the event that I ride with another student without permission, I will face disciplinary actions which may include the loss of my riding privileges.

_____

Printed Name

_____

Date

_____

Student Signature

Parent/Guardian Acknowledgement:

By signing below accept all responsibility to allow my student to ride to and from Kent Career Technical Center with another student. I agree not to hold the Kent City High School, Kent City Community Schools, any of its constituents, or anyone representing Kent City Community Schools responsible for any damages to the vehicle or injuries that may occur while my son/daughter is riding with the students listed above. I have read and understand the guidelines set forth above as well as in the Kent City High School Handbook.

_____

Printed Name

_____

Date

_____

Parent/Guardian Signature



SEXUAL HARASSMENT AND SEXUAL ASSAULT INFORMATION GUIDE

What is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment.

Verbal:

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love



Physical:

- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose



Visual:

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos ("nudes")



Sexual harassment can make someone feel many emotions



You may feel scared, uncomfortable, upset, embarrassed or angry.

When it comes to sexual harassment, what matters is how the action makes a person think or feel--not the intention of the person who did it.

Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never OK. It is wrong and it is against the law.



What is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

- Touching someone's genitals, breast, or butt without their permission (consent)
- Unwanted behavior or touch over or under clothes
- Unwanted kissing
- Physically forcing someone to perform a sexual act
- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

Sexually assaulting another person is wrong and it is against the law. In Michigan statute, this is called "Criminal Sexual Conduct."

About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said "yes" before, does not mean "yes" now.
- It is not OK to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

If someone doesn't consent to sexual acts it is sexual assault.



What if This is Happening to Me?

It is not your fault. You are not alone.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you won't be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you ("I have a friend who...").
- If the first person isn't helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust.
- Resources listed on page 4 are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harrassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However YOU respond to trauma is OK and is normal.

What if This is Happening to Someone I Know?

Believe. Listen. Support.



- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.

Resources

There is Help.

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. **You don't have to tell them your name.** They can connect you with people and organizations nearby who can help you with questions or needs.

Michigan's Sexual Assault Hotline (VOICES4)

Text: 866-238-1454 **Call:** 855-864-2374

Chat: https://mcedsv.org/sexual-violence-hotline-chat/

Michigan's Domestic/Dating Violence Hotline (VOICEDV)

Text: 877-861-0222 **Call**: 866-864-2338

Chat: https://mcedsv.org/hotline-domestic-violence/

Youth Resources Web Page

https://mcedsv.org/resources

School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See page 5 for your school's Title IX information and other related policies.

This resource was developed in response to Public Act 57 of 2023 by the Michigan Department of Education in partnership with the Michigan Domestic and Sexual Violence Prevention and Treatment Board and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV).

Sexual Harassment and Sexual Assault Information Guide

Kent City Community Schools

District Title IX Coordinator

Sarah Earnest
200 N. Clover St.
Kent City, MI 49330
616-678-7714
Sarah.Earnest@kentcityschools.org

District Policies Related to Sexual Harassment and Sexual Assault:

- Po0145 - DISCRIMINATORY HARASSMENT
- Po5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS
- Po1662 - ANTI-HARASSMENT

For the complete policies on po0145, po5517.01, and po1662, visit the district's Board Policies webpage or scan the following.

The policies prohibit adverse action against a person for reporting sexual harassment and sexual assault.