

# Kentwood Public Schools Student/Parent Handbook



School Year 2024 - 2025

Adopted by the Board of Education: September 2024

Student/Parent Handbook for  
Kentwood Public Schools

Welcome to Kentwood Public Schools. We believe in excellence and equity in education for all students. We are pleased to serve your family and look forward to many years of partnership and success.

| School Name  | Building Phone Number | Building Fax Number |
|--|-----------------------|---------------------|
| <a href="#">KPS Early Childhood Center</a><br>Director: Teresa Gatza<br>200 60th St. Kentwood, MI 49508              | 616-493-5693          | 616-493-5696        |
| <a href="#">Bowen Elementary School</a><br>Principal: Mary Campione<br>4483 Kalamazoo Ave. Kentwood, MI 49508        | 616-455-5220          | 616-455-6991        |
| <a href="#">Brookwood Elementary School</a><br>Principal: Lorenzo Bradshaw<br>5465 Kalamazoo Ave. Kentwood, MI 49508 | 616-455-0030          | 616-455-5778        |
| <a href="#">Challenger Elementary School</a><br>Principal: Dwight Quinn<br>2475 52nd St. Kentwood, MI 49508          | 616-698-2524          | 616-698-2524        |
| <a href="#">Discovery Elementary School</a><br>Principal: Blair Feldkamp<br>2461 60th St. Kentwood, MI 49508         | 616-871-1080          | 616-871-1081        |
| <a href="#">Endeavor Elementary School</a><br>Principal: Mark Bea<br>5757 East Paris Ave. Kentwood, MI 49512         | 616-554-5241          | 616-554-5244        |
| <a href="#">Explorer Elementary School</a><br>Principal: Jason Bannister<br>2307 68th St. Caledonia, MI 49316        | 616-554-0302          | 616-554-0970        |
| <a href="#">Glenwood Elementary School</a><br>Principal: Zsanara Jones<br>912 Silverleaf Kentwood, MI 49508          | 616-455-2510          | 616-455-0320        |
| <a href="#">Hamilton Elementary School</a><br>Principal: Ahnna Sisco<br>3303 Breton Rd. SE Kentwood, MI 49512        | Opening August 2025   | -                   |
| <a href="#">Meadowlawn Elementary School</a><br>Principal: Julie Schrot<br>4939 Burgis Ave Kentwood, MI 49508        | 616-534-4608          | 616-534-2512        |

|  |              |              |
|--|--------------|--------------|
| <a href="#">Southwood Elementary School</a><br>Principal: Jeff Overkleeft<br>630 66th St. Kentwood, MI 49548     | 616-455-7230 | 616-455-7220 |
| <a href="#">Townline Elementary School</a><br>Principal: Angelia Coleman<br>100 60th St. Kentwood, MI 59548      | 616-538-4120 | 616-538-8770 |
| <a href="#">Crestwood Middle School</a><br>Principal: Jacquie Harris<br>2674 44th St. Kentwood, MI 49512         | 616-455-1200 | 616-455-2338 |
| <a href="#">Pinewood Middle School</a><br>Principal: Andrew Kolzow<br>2100 60th St. Kentwood, MI 49508           | 616-455-1224 | 616-871-3338 |
| <a href="#">Valleywood Middle School</a><br>Principal: Jenin Shamali<br>1110 50th St. Kentwood, MI 49508         | 616-538-7670 | 616-538-9301 |
| <a href="#">East Kentwood Freshman Campus</a><br>Principal: Dominic Lowe<br>6170 Valley Ln. Kentwood, MI 49508   | 616-698-9292 | 616-698-0313 |
| <a href="#">East Kentwood High School</a><br>Principal: Omar Bakri<br>6230 Kalamazoo Ave. Kentwood, MI 49508     | 616-698-2384 | 616-698-2384 |
| <a href="#">Crossroads Alternative High School</a><br>Principal: Justin Mathes<br>28 60th St. Kentwood, MI 49548 | 616-261-6166 | 616-261-6170 |
| Administrative Offices<br>5820 Eastern Ave. Kentwood, MI 49508   | 616-455-4400 | 616-455-4920 |
| <a href="#">Special Education Offices</a><br>4479 Kalamazoo Ave. Kentwood, MI 49508                              | 616-554-3980 | 616-554-3980 |

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## SECTION I - GENERAL INFORMATION

### FOREWORD

This handbook is designed to answer many of the commonly asked questions that students and parents or guardians may have during the school year, as well as to provide specific information about certain Board policies and procedures. We encourage you to become familiar with the following information and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, please speak with your teachers or building principal.

To the extent that the handbook is ambiguous or conflicts with Board policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook or other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules as of August 2024. If any of the policies or administrative guidelines referenced herein are revised after August 2024, the language in the most current policy or administrative guideline prevails.

### VISION OF THE DISTRICT

Kentwood Public Schools has a deep rooted belief in our vision of *Excellence and Equity in Education* for each student in our district. Additionally, we strive to ensure that all students in our district experience school in a way where they can live these Kentwood Student Vision Statements:

- *I know we all belong and are valued.*
- *I am motivated to learn and achieve new and challenging ideas.*
- *I see myself and others in my learning.*
- *I am cared for, supported, and heard.*
- *I am empowered to influence my community.*

### MISSION OF THE DISTRICT

Our mission is to ensure that each student will achieve academic excellence in an environment where they are supported, motivated, empowered and have a sense of belonging.

## STRATEGIC PLAN

The Kentwood Public Schools Strategic Plan, adopted and implemented beginning in 2023, is a three to five year plan that guides all district decisions to ensure student success. The plan consists of four goal areas: 1) Culture of Excellence; 2) Equitable Opportunities and Outcomes; 3) Whole-Child Environments; and 4) High-Impact Diverse Staff. In addition, the plan also includes two cross-cutting themes that are important in work done across the board in our district. Those themes are: 1) Meaningful Learning; and 2) Communication and Engagement. The plan was developed based on data and input from our stakeholder groups which include parents, students, staff, and community members. For a detailed look at the plan, please go to our website at <https://www.kentwoodps.org/ourdistrict/strategic-plan/>.

## EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide excellence and equity in education for all students.

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

Any person who believed that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin, while at school or a school activity, should immediately contact the School District's Compliance Officer listed below:

Superintendent Kevin Polston  
616-455-4400  
5820 Eastern Ave.  
Kentwood, MI 49508

## PARENT ENGAGEMENT

Parent engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development, and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education. The values, as outlined in the Kentwood Public Schools Strategic Plan, were developed in collaboration with parents, students, and community partners.

**SCHOOL DAY**

| Education Level                    | Normal Start Time | Normal Dismissal Time | Half Day   |
|------------------------------------|-------------------|-----------------------|------------|
| Elementary School                  | 9:00 a.m.         | 3:59 p.m.             | 12:15 p.m. |
| Middle School                      | 8:20 a.m.         | 3:04 p.m.             | 11:35 a.m. |
| East Kentwood Freshman Campus      | 7:35 a.m.         | 2:19 p.m.             | 10:50 a.m. |
| East Kentwood High School          | 7:35 a.m.         | 2:19 p.m.             | 10:50 a.m. |
| Crossroads Alternative High School | 7:34 a.m.         | 2:10 p.m.             | 10:40 a.m. |

EARLY DISMISSAL

No student will be permitted to leave school before dismissal time without parental consent. Parents or guardians must provide advance notice for early release requests. Students will only be released to a parent, guardian, or an authorized emergency contact.

**STUDENT RIGHTS AND RESPONSIBILITIES**

At Kentwood Public Schools, we believe that every right comes with a responsibility. This responsibility includes exercising individual rights in a way that is considerate and non-harmful to others. We trust our students to respectfully accept and follow these principles:

| Rights   | Responsibilities  |
|--|---|
| <ul style="list-style-type: none"> <li>• Students have the right to a safe environment free from intimidation, sexual harassment and assault.</li> <li>• Students have the right to a productive learning environment.</li> <li>• Students have the right to clean and safe classrooms, hallways, restrooms and lunchrooms.</li> <li>• Students have the right to safe passage to and</li> </ul> | <ul style="list-style-type: none"> <li>• Students are responsible for respecting the property of other people and school property.</li> <li>• Students are responsible for attending school and all classes daily and on time.</li> <li>• Students are expected to exhibit conduct that is courteous, cooperative, and responsible, and that displays regard for the safety and welfare of others, including students, staff, and substitutes at school and at all</li> </ul> |



|   |   |
|---|---|
| <p>from school, and while on campus.</p> <ul style="list-style-type: none"> <li>• Students have the right to expect staff to help them solve their problems.</li> <li>• Students have the right to engage in the grievance process.</li> <li>• Students have the right to remain anonymous when reporting a violation of school rules.</li> <li>• Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment.</li> <li>• Students have the right to actively participate in a problem-solving process in order to facilitate successful closure.</li> <li>• Students have the right to exercise freedom of expression as part of the instructional process. However, this right is subject to reasonable limits and may not be used to disrupt the educational environment or interfere with the rights of others.</li> </ul> | <p>school-related activities.</p> <ul style="list-style-type: none"> <li>• Students are responsible for being prepared for class (i.e. bringing appropriate and necessary materials and books to class on a daily basis).</li> <li>• Students are responsible for informing staff of behavior that may be harmful to an individual or themselves.</li> <li>• Students are expected to make a determined effort to learn.</li> <li>• Students are expected to follow the instructions of teachers and other school staff.</li> <li>• Students are expected to dress appropriately for school in ways that will not disrupt the learning environment or cause safety or health problems.</li> <li>• Students are responsible for their own behavior.</li> </ul> |
|---|---|

### NOTIFICATION OF RIGHTS UNDER FERPA

In compliance with the Family Educational Rights and Privacy Act (FERPA), Kentwood Public Schools protects the privacy of student education records. Parents and eligible students (those 18 years and older) have the right to inspect, review, and request amendments to the student's records. Kentwood Public Schools will not disclose personally identifiable information from education records without prior written consent, except as permitted by law. For more information or to file a complaint, please contact the school administration or the U.S. Department of Education.

## SECTION II - ENROLLING/LEAVING SCHOOL

### ENROLLMENT PROCESS

To complete the enrollment process, the following **required documents** must be provided. These documents may be uploaded during online registration or brought directly to the school office.

1. Photo ID of Enrolling Parent/Guardian - Acceptable forms include a valid driver's license, State ID card, Passport, Green Card- Permanent resident card
2. Proof of Residency
  - a. One of the following:
    - **Homeowners:** Current mortgage statement, property tax bill, warranty deed, or closing documents.

- **Renters:** Signed current lease agreement, sometimes requiring a notarized landlord affidavit

AND

- b. One of the following
  - **Utility bills:** One of the following recent utility bills within the last 30 days (gas, electric, cable, auto insurance, water bill etc.) with the name and service address of the person enrolling the student.
3. Birth Certificate
4. Immunization Record
5. Previous School
  - a. Report cards or Transcript
  - b. Recent IEP or 504 Plan if the student received services

### SCHOOLS OF CHOICE

Kentwood Public Schools participates in the Kent ISD Schools of Choice plan. Families with students who live within Kent County but outside of the boundaries of our district but would like to attend Kentwood Public Schools can apply. Slots are limited each year.

### TRANSFER OUT OF THE DISTRICT

Parents must notify the Principal about plans to transfer their child to another school. Transfers will be authorized after the student has completed all arrangements and paperwork, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact their school building for specific details regarding district transfers.

### WITHIN-DISTRICT TRANSFERS

At Kentwood Public Schools, families residing within the district boundaries may apply for a within-district transfer (WDT) if they wish for their child to attend a school other than their assigned home building. Parents must provide transportation, as no district transportation is available for WDT students. Approval is based on space availability, attendance and discipline records, and program offerings at the requested school. While Schools of Choice (SOC) students may not always need a WDT, some may be required to complete the process. The WDT form is a one-time requirement unless a student wishes to transfer again within the district. Families must submit the completed form to their home building.

Please reach out to the [Student Services Department](#) if you have any further questions.

## **VIRTUAL LEARNING: KIVA PROGRAM**

[KIVA](#) is an online school which strives to provide the best possible education which meets the needs of a variety of students. It works to provide flexible, successful, individualized, barrier-free learning opportunities for students through technology, so that they can become successful students, citizens, and adults.

Students must be enrolled and attend the Virtual Academy by the State of Michigan's mandated student count days in order to receive credit, unless they are transferring from another school. Extenuating circumstances will be considered by administration for transfers during the year. Other requirements may be enacted by the Michigan Department of Education including, but not limited to, login requirements for online courses. Questions regarding the KIVA program can be directed to a KIVA staff member or your guidance counselor *before* completing an application.

## **WITHDRAWING FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of the student's parents.

## **SECTION III - ACADEMICS**

### **COURSE OFFERINGS**

Curriculum information is available at each building and on the district's website at <https://www.kentwoodps.org/>.

### **GRADES**

Kentwood Public Schools has a standard grading procedure, along with additional notations to indicate work in progress or incomplete work. Grades reflect the extent to which a student has acquired the necessary learning. Generally, grades are based on test results, homework, projects, and classroom participation. Each teacher may emphasize these areas differently and will inform students at the beginning of the course. If students are unsure about how their grade will be determined, they should ask their teacher.

#### Elementary Grading System

Report card scores are based on end of the year expectations with the following grading system:

"1": Student applies an in-depth understanding of grade-level standards independently.

"2": Student demonstrates a clear understanding of grade-level standards and applies with limited teacher support.

"3": Student demonstrates a basic understanding of grade-level standards and is beginning to apply with frequent teacher support.

"4": Student demonstrates a beginning understanding of grade-level standards and applies only with consistent teacher support.

*\*Note: If blank, the student was not assessed this marking period.*

### Secondary Letter System

|    |        |         |
|----|--------|---------|
| A  | 93-100 | 4.0     |
| A- | 90-92  | 3.7-3.9 |
| B+ | 87-89  | 3.3-3.6 |
| B  | 83-86  | 3.0-3.2 |
| B- | 80-82  | 2.7-2.9 |
| C+ | 77-79  | 2.3-2.6 |
| C  | 73-76  | 2.0-2.2 |
| C- | 70-72  | 1.7-1.9 |
| D+ | 67-69  | 1.3-1.6 |
| D  | 63-66  | 1.0-1.2 |
| D- | 60-62  | .7-.9   |
| E  | 0-59   | 0       |

### **ONLINE/BLENDED LEARNING PROGRAM**

The District will provide eligible students the option of participating in online or blended learning courses. The purpose of the program is to make instruction available to eligible students using on-line and distance education technology in both traditional and nontraditional classroom settings.

1. **On-Line Learning** - A course of study that is capable of generating a credit or a grade, that is provided in an interactive internet-connected learning environment, in which students and their teachers are separated by time or location, or both, and in which the teacher is responsible for determining appropriate instructional methods for each student, diagnosing learning needs, assessing student learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.
2. **Blended Learning** - A hybrid instructional delivery model where students are provided content, instruction, and assessment in part at the classroom, with a teacher, and in part through internet-connected learning environments with some degree of student control over time, location, and pace of instruction.

### MEAL SERVICE

Kentwood Public Schools offers nutritious meal choices that create balanced meals. School meal programs can help develop lifelong healthy food behaviors and improve attitudes toward education and lifestyle. Our lunch menus are specifically designed to grow with students, offering increased choices and age-appropriate food preferences as your child matures. Each day we offer students a variety of meal selections to encourage and expand their food preferences and nutritional awareness. All students are eligible for free breakfast and lunch districtwide.

Monthly menus are available at <https://myschoolmenus.com/organizations/2196> for the convenience of our students and families. Through this site, specific information regarding allergens and nutrient analysis can be accessed.

Free and reduced-price meal benefits are available from the federal government. We welcome applications at any time during the school year. We wish to assure all applicants that any information submitted to the Food & Nutrition Department is held in strict confidence. Please complete the [Kentwood Public Schools Online Education Benefits Survey](#).

### FIELD TRIPS

Field trips are academic activities that are held outside of school and can include other trips that are part of the school's extracurricular program. No student may participate in any school-sponsored trip without parental consent. Attendance and behavior rules apply to all field trips.

### EAST KENTWOOD HIGH SCHOOL GRADUATION REQUIREMENTS

*Students must earn 22 credits to be eligible for graduation. Michigan Merit Curriculum Requirements can be found [here](#).*

| <b>Course</b>                                      | <b>Credits</b>     |
|--|--------------------|
| <b>ENGLISH LANGUAGE ARTS</b>                       | <b>(4 credits)</b> |
| English 9 A/B or Advanced English 9 A/B            | 1                  |
| English 10 A/B or Advanced English 10 A/B          | 1                  |
| English 11 A/B or AP Language A/B                  | 1                  |
| English Elective Courses                           | 1                  |
| <b>MATH</b>  | <b>(4 credits)</b> |
| Algebra 1 A/B                                      | 1                  |
| Geometry A/B                                       | 1                  |
| Algebra 2 A/B                                      | 1                  |
| Additional Math (one semester, senior year)        | 1                  |
| <b>SOCIAL STUDIES</b>                              | <b>(3 credits)</b> |
| US History A/B                                     | 1                  |
| World History A/B                                  | 1                  |
| Civics OR AP Government                            | 0.5/1              |
| Economics OR AP Economics                          | 0.5/1              |
| <b>SCIENCE</b>                                     | <b>(3 credits)</b> |
| Biology 1 OR BioPhysics A                          | 1                  |
| Physics 1 OR BioPhysics B                          | 1                  |
| Chemistry A  | 1                  |
| Earth and Space Science OR Environmental Science A | 1                  |
| Biology 2  | 1                  |
| Science Elective                                   | 1                  |

**HEALTH** **(.5 credit)**

**PHYSICAL EDUCATION** **(.5 credit)**

**VISUAL, PERFORMING, OR APPLIED ARTS** **(1 credit)**

**WORLD LANGUAGE** **(2 credits)**

[Advanced Placement Courses](#)

[East Kentwood Middle College Program](#)

### **CROSSROADS HIGH SCHOOL GRADUATION REQUIREMENTS**

*Students must earn 18 credits to be eligible for graduation. Michigan Merit Curriculum Requirements can be found [here](#).*

| <b>Course</b>         | <b>Credits</b>     |
|-----------------------|--------------------|
| ENGLISH LANGUAGE ARTS | (4 credits)        |
| English 9             | 1                  |
| English 10            | 1                  |
| English 11            | 1                  |
| English 12            | 1                  |
| <b>MATH</b>           | <b>(4 credits)</b> |
| Algebra               | 1                  |
| Geometry              | 1                  |
| Algebra 2             | 1                  |

|   |                    |
|---|--------------------|
| Additional Math (one semester, senior year) | 1                  |
| <b>SOCIAL STUDIES</b>                       | <b>(3 credits)</b> |
| US History/Geography                        | 1                  |
| World History/Geography                     | 1                  |
| Civics                                      | 0.5                |
| Economics                                   | 0.5                |
| <b>SCIENCE</b>                              | <b>(3 credits)</b> |
| Biology                                     | 1                  |
| Chemistry/Physics/Physical Science/Anatomy  | 1                  |
| Science Elective                            | 1                  |
| <b>HEALTH</b>                               | <b>(.5 credit)</b> |
| <b>PHYSICAL EDUCATION</b>                   | <b>(.5 credit)</b> |
| <b>VISUAL, PERFORMING, OR APPLIED ARTS</b>  | <b>(1 credit)</b>  |
| <b>WORLD LANGUAGE</b>                       | <b>(2 credits)</b> |

### STUDENT ASSESSMENT

#### iReady

Students in grades K through 8th grade take the iReady assessment. The iReady Assessment is an essential tool used in our schools to support your child's learning in both math and reading. This adaptive diagnostic test is administered three times a year: at the beginning of the year, mid-year, and at the end of the year. It helps teachers understand each student's individual strengths and



areas for growth by providing detailed insights into their learning progress. The iReady Assessment adjusts the difficulty of questions based on student responses, ensuring that the evaluation is tailored to their unique learning level.

### Michigan Student Test of Educational Progress: M-STEP

The Michigan Student Test of Educational Progress, or M-STEP, is a computer-based assessment designed to gauge how well students in grades 3-7 are mastering state standards. These standards broadly outline what students should know and be able to do in order to be prepared to enter the workplace, career education training, and college. When combined with assessments and other tools, M-STEP results offer a comprehensive view of student progress and achievement.

### PSAT/SAT

The PSAT and SAT are standardized assessments aimed at measuring student readiness for college. In our district, the PSAT is administered to 8th grade students. The SAT is typically taken by students in 11th grade and is used by colleges and universities as part of the admissions process. Both exams focus on math, reading, and writing skills, providing valuable feedback for students as they prepare for post-secondary opportunities.

### 2024-2025 Important Dates

PSAT 9/ PSAT/NMSQT - October 23rd, 2024

SAT/PSAT 8-9/PSAT 10 - April 16th, 2025

ACT Workkeys - April 17th, 2025

M-STEP - April 7th, 2025 - May 16th 2025

## **PROMOTION, PLACEMENT, AND RETENTION**

### Elementary - Middle School

Promotion to the next grade (or level) is based on the following criteria:

- A. Completed the course requirements at the presently assigned grade;
- B. In the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. Demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;

- D. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

### **High School**

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with their counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office.

## **MULTILINGUAL LEARNERS**

The Multilingual Learner (ML)/English Learner (EL) Department of Kentwood Public Schools provides a comprehensive range of academic language and literacy development and support services to MLs who are acquiring English in grades K-12. These services are intended to foster the academic achievement of MLs while complying with state and federal guidelines including Title III, Office of Civil Rights and Every Student Succeeds Act (ESSA).

Our services include:

- Identification, assessment, and access to adequate designated and integrated language and literacy development support using evidence-based curriculum materials and resources within general education instruction;
- Programming and supports in place to ensure MLs have access to all curricular and extracurricular programs;
- Evaluation of ELs for Special Education services with dual services, when applicable;
- Monitoring and exiting from ELL programs and services when appropriate with supports provided to address student language and academic needs if/when they opt out of services through ELL program; and
- Meaningful communication with multilingual parents who are acquiring the English language.

Our communication services include:

- **Language Line Services:** Immediate translation assistance over the phone.
- **Document Translation:** Key school documents, such as registration and enrollment in school and school programs, special education and related services, and report cards, are translated into multiple languages.
- **Interpreter Services:** Available for parent-teacher conferences, school meetings, and events.

- **Multilingual Staff:** Our team includes staff members who speak multiple languages, ensuring that families can communicate effectively with the school.

## SECTION IV - STUDENT SERVICES & STUDENT CONDUCT

### ATTENDANCE

#### School Attendance Policy

Regular attendance is crucial for students to fully benefit from their education. Many important lessons come from active participation in the classroom and other school activities, which cannot be replaced by individual study.

Attendance helps develop a strong work ethic, a key factor in future success. Employers highly value dependability and being present and on time every day. We aim to help students build this habit early in their school careers.

Parents should provide an explanation for their child's absence on the day of the absence or by the following day. Contact your home building to explain the reason for your student's absence.

#### Chronic Absenteeism:

Chronic absenteeism occurs when a student is absent for 10% or more of the enrolled school days in a school year, whether absenteeism is due to unexcused, excused, or disciplinary absences.

#### Truancy:

Truancy occurs when a child has ten (10) or more unexcused absences per school year. A child should be counted as truant only once in a given school year. Once deemed truant, a student will be monitored throughout the school year until improved attendance is consistent.

#### Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- Illness
- Recovery from accident
- Required court attendance
- Professional appointments
- Death in the immediate family
- Observation or celebration of a bona fide religious holiday
- Such other good cause as may be acceptable to the Principal

#### **Tardiness**

#### Elementary Level

A student who is not in their assigned location by 9:15 a.m. shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

### Secondary Level

Each student is expected to be in their assigned location throughout the school day. If a student is late in arriving at school, the student is to report to the main office before proceeding to their first assigned location.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend after-school events whenever possible, provided it does not interfere with their schoolwork and home activities. Enthusiastic spectators help build school spirit and support their peers who are participating in these events.

For the safety and well-being of students attending evening events as spectators, it is strongly recommended that they be accompanied by a parent or adult chaperone. The school cannot supervise unaccompanied students and can not be responsible for those who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students participating in school activities. All students must comply with the Code of Conduct at school events, regardless of the location.

## **CODE OF CONDUCT**

The Student Code of Conduct identifies the standards of conduct needed to support the educational objectives of the District and to protect each student's right to a safe, orderly, and productive learning environment. The Code of Conduct is not to be construed as an all-inclusive list of conduct which may interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students. In situations that are not expressly defined or referred to in this Code of Conduct, the school administration will provide consequences for such situations in keeping with the spirit of the Code of Conduct.

The Code of Conduct covers all students enrolled in Kentwood Public Schools. It applies to a student who is on school premises, in a school-related vehicle, or at a school sponsored activity or trip. While the District is not responsible for supervising or regulating off-campus activities, it may impose disciplinary or remedial measures in the event that off-campus activities of students, including travel to and from school, directly interfere with the operations, discipline or general educational environment of the District.

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973.

### Expected Behaviors

Each student is expected to:

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

## **BULLYING, HARASSMENT, AND HAZING**

It is the policy of the District to provide a safe and nurturing educational environment for all students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such 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 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.

*Bullying:* Any gestures, comments, threats or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Bullying is intimidation of others by acts such as, but not limited to:

- Threatened or actual physical harm
- Unwelcome physical contact
- Threatening or taunting verbal, written or electronic communications
- Taking or extorting money or property
- Damaging or destroying property
- Blocking or impeding student movement

*Harassment:* May include but is not limited to any unwelcome conduct or communication that interferes with the student's education; creates an intimidating, hostile or offensive environment;

or otherwise adversely affects the student's ability to participate in educational programs. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment may include, but is not limited to:

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks with sexual or demeaning implications;
- Unwelcome touching;
- Sexual jokes, posters, cartoons, etc.;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threat concerning one's grades, safety, or job or performance of public duties.

*Hazing:* Performing any act or coercing another, including the victim, to perform any act of initiation into a 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 definition. Hazing may include, but is not limited to:

- Illegal activity such as drinking or drugs;
- Physical punishment or infliction of pain;
- Intentional humiliation or embarrassment;
- Dangerous activity;
- Activity likely to cause mental or psychological stress;
- Forces detention or kidnapping;
- Undressing or otherwise exposing victims.

Any student who believes s/he has been or is the victim of harassment/hazing/bullying regardless of whether the situation fits a particular definition, should immediately report the situation to a school staff member. Every student should, and every staff member must report any situation that they believe to be improper harassment/hazing/bullying of a student.

## TITLE IX

Kentwood Public Schools does not discriminate on the basis of sex in its programs and activities. Our full Title IX Policy can be reviewed [here](#) and it is included in our annual parent and staff notifications. The Board of Education designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

**Executive Director of Human Resources**

Title IX Coordinator

616-455-4400

5820 Eastern Avenue, Kentwood, MI 49508

Human.Resources@kentwoodps.org

**Executive Director of Student Services**

Title IX Coordinator

616-455-4400

5820 Eastern Avenue, Kentwood, MI 49508

Human.Resources@kentwoodps.org

**STUDENT DISCIPLINE CODE**

The primary duty of our school staff is to ensure a safe and structured learning environment. Past experiences indicate that specific student behaviors can disrupt this environment. While discipline is at the discretion of the school's staff and administration, due process guarantees that any disciplinary action is taken after a thorough review of the facts and any unique circumstances related to the situation.

The following Student Discipline Code includes the types of misconduct that will subject a student to disciplinary action:

| <b>Violation</b>                         | <b>Definition</b>  |
|--|--|
| Arson                                    | Lighting a fire, causing any fire to be started, or setting fire to school property. This also includes falsely setting off a fire alarm   |
| Assault                                  | Inflicting physical harm, being physically violent, using unwanted force, or demonstrating immediate intent to inflict physical harm. This includes sexual assault.  |
| Dangerous Weapons and Other Unsafe Items | Possessing, threatening to use, or using dangerous weapons (or replica weapons). A dangerous weapon means a weapon, device, instrument, material, or substance that is capable of causing serious bodily injury. This includes knives, BB guns, paintball guns, air guns, stun guns, or the like that injure a person by electric shock, charge or impulse, martial arts weapons, explosives, incapacitating agents, laser devices, metal knuckles, or any other item which can inflict or threaten substantial harm. Principals may preauthorize use of replica weapons or props, incapable of firing any projectile, in district-approved plays or school activities |
| Alcohol Possession, Use, and Transfer    | Possessing, using, or being under the influence of drugs/alcohol before attending school, on school grounds, on school transportation, or during school sponsored events on or off campus.   |

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|--|--|
| Drugs Possession, Use, and Paraphernalia | Possessing, transferring, selling, sharing, or solicitation of drugs on school grounds, on school transportation, walking/riding to/from school, or during school sponsored events on or off campus. Includes prescription drugs, prescription medical marijuana (even if the holder has a valid medical marijuana card), over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such. Possessing paraphernalia includes any item that can be used to ingest or conceal drugs. |
| Firearms                                 | Possessing, threatening to use, or using a firearm on school property, school provided transportation, or at school-sponsored events. A firearm is defined as a weapon from which a projectile may be fired by an explosive. It also includes any form of explosive or gas device.   |
| Illegal Acts                             | An illegal or criminal act that either results or could foreseeably result in injury or damage to self, others, or property. This includes the possession or distribution of illegal images, including sexual images on cell phones or other electronic devices.   |
| Threats                                  | Expressing by words or actions an intent to inflict mental or physical harm. This includes intimidating verbally, by use of hand signs, in writing, or on a computer or other electronic device.   |
| Academic Dishonesty                      | All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student's course of studies. This includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.  |
| Alteration of Records                    | Falsifying, altering, or destroying a school record or any communication between home and school.  |
| Disruptive Conduct/Behavior              | Behaving in a way that materially or substantially interferes with or is detrimental to the orderly operation of school, school-sponsored events, or any other aspect of the educational process. Includes behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students  |



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|---------------------------------------|--|
|                                       | or staff at school.  |
| Dress Code                            | Dressing in a manner that is not conducive to the educational environment. A student's dress or appearance may not present a health or safety hazard or create material and substantial disruption of the educational process at the school. Student dress shall not be gang-related, nor may it promote illegal activities or activities that violate school regulations. |
| Endangerment of Others                | Acting in a manner that endangers students, staff, or community members.   |
| Extortion/Blackmail and Coercion      | Extorting or attempting to extort any item, information, or money.   |
| Fighting                              | Engaging in or provoking a physical altercation involving anger or hostility. This includes instigating a fight, arranging or contributing to the likelihood of a fight developing, including recording and/or distributing images of the fight.   |
| Forgery                               | Copying, plagiarizing, and/or falsifying materials/signatures and/ or other information or objects.  |
| Gambling                              | Engaging in games of chance that involve the exchange of money or other items, or stake or risk money or anything of value on the outcome of something involving chance. A student shall not encourage or coerce other students to gamble.   |
| Gang Activity                         | Engaging in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership that, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.  |
| Immediate Danger and Disruption       | Engaging in behavior such that the student's presence poses an immediate and continuing danger to the student (including harm to self/suicidal ideation), other students, school personnel, or an immediate and continuing threat of substantial disruption to the educational process.  |
| Interfering with School Investigation | Misrepresenting, falsely accusing, concealing evidence, verbally or physically impeding or interrupting an investigatory process involving self or others, or otherwise hindering an investigation of an infraction or crime on campus or at a school sponsored event.   |

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|---|---|
| Negative Community Action                                   | Engaging in behavior outside of school that may adversely affect the educational environment of the school. Washington State Law provides for the implementation of school discipline for actions performed outside of school, including during the summer, that may negatively impact the school environment. Examples include, but are not limited to acts of vandalism, theft, assault, drug and alcohol use and sales, inappropriate computer/network behavior, harassment/cyber bullying occurring off-campus.                           |
| Physical Aggression   | Threatening injury or attempting to cause physical injury or intentionally behaving in such a way as could reasonably be expected to cause physical injury to any person. This includes sexual misconduct (i.e., unwanted touching or grabbing of sexual parts, indecent exposure, or other inappropriate sexual conduct) and intentional spitting or hitting.  |
| Prohibited Use of District Network and Digital Resources    | Using the District network for commercial, political, illegal, indecent, disruptive, or personal entertainment use as defined in the Student Acceptable Use Procedures (AUP). This includes any attempt to defeat or bypass the District's Internet filter or conceal Internet activity (e.g., proxies, https, special ports, modifications to district browser settings, logging into a remote computer from the district network, and any other techniques designed to evade filtering or enable the publication of inappropriate content). |
| Theft/Robbery   | Stealing school district property or the property of a staff member, student, or school visitor. This includes knowingly possessing, concealing, selling or disposing of stolen property. Robbery is the taking of another's property by force or threat of force.  |
| Tobacco and Smoking Paraphernalia                           | Possessing, using, or distributing of any tobacco product, or chemicals, devices (e.g., e-cigarettes, electronic hookahs, vaporizers, etc.), or any other product that has a similar flavor or physical effect of nicotine substances.  |
| Trespass/Loitering/Unauthorized Entry                       | Entering or being present on school property without permission.  |
| Unauthorized Use of Cell Phones or other Electronic Devices | Using cell phones and other personal electronic devices in classrooms/during the school day without authorization.  |

|  |  |
|--|--|
| Unauthorized Use of Equipment                              | Using computers and other equipment (cameras, audio recorders, etc.) during the school day without authorization. Photographs, video and audiotapes may not be shared or published without permission. Inappropriate materials or websites may not be accessed or displayed. |
| Vandalism/Destruction of Property                          | Intentionally destroying, damaging, or defacing school or personal property. This includes tampering with equipment or supplies or displacing property.  |
| Vulgar or Lewd Conduct                                     | Expressing any lewd, indecent, vulgar, profane, or obscene act. This includes swearing, spitting, and obscene gestures, photographs, and drawings, including electronic communication.   |
| Willful Disobedience, Failure to Cooperate, and Disrespect | Repeatedly failing to comply with or follow reasonable, lawful, directions or requests of teachers or staff. This includes noncompliance, defiance, and disrespect.  |

### DISCIPLINARY ACTION

School rules apply at all times during to and from school, on school property, at school-sponsored events, and on school transportation. Students can be suspended from school transportation for bus rule violations.

School administration is responsible for maintaining order. Discipline will be prompt, fair, and appropriate to the severity of the incident.

#### Types of Discipline

##### Informal Discipline:

- Change of seating or location
- Lunch-time or after-school detention
- In-school detention

Detentions: Students may be given after school detention or asked to come in early. It is the parents responsibility to provide transportation.

##### Formal Discipline:

- Emergency removal (up to 72 hours)
- Short-term suspension (up to 10 school days)
- Long-term suspension/Expulsion (more than 10 consecutive school days)
- Expulsion (removal for 180 days)

Violations committed at school or events can result in both school discipline and legal action. Violations of school rules can also affect eligibility for school related activities such as band and athletics.

### **DUE PROCESS RIGHTS**

At Kentwood Public Schools, we are committed to maintaining a safe and inclusive learning environment for all students. To ensure fairness, specific procedures are followed before any student may be suspended or expelled from school.

#### Suspension from School

When a student is being considered for a suspension of ten days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain the student's side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, the student and their parent or guardian will be notified, in writing within one day, of the reason for and the length of the suspension. The suspension may be appealed within two school days after the receipt of the suspension notice. The request for an appeal must be in writing. However, suspensions from co-curricular and extracurricular activities may not be appealed.

During the appeal process:

- The student may remain in school unless safety is a concern, in which case the student will be immediately removed under the Emergency Removal Procedure.

The appeal will be conducted privately, and the student may have representation. If the Board of Education hears the appeal, it will follow the Open Meetings Act, making the hearing public unless the parents request a closed session.

Suspended students are allowed to make up work missed during the suspension either after returning to school or while on suspension, except for activities such as labs, field trips, or skill-practices that cannot be replicated.

#### Long-Term Suspension or Expulsion from School

When considering a long-term suspension (more than ten (10) days) or expulsion, the student and their parents will receive a formal notification letter containing:

- The charge and related evidence
- The time and place of the Board meeting
- The length of the recommended suspension or a recommendation for expulsion
- A brief description of the hearing procedure
- A statement that the student may bring parents, guardians, and counsel
- A statement that a translator or special accommodations can be requested
- A statement that the student may provide testimony, present evidence, and offer a defense
- A statement that the student may request the attendance of school personnel involved in the incident

- Information on obtaining a transcript of the hearing, if approved

Students facing long-term suspension or expulsion may be immediately removed from school, depending on the situation. A formal hearing will be scheduled, during which the student may be represented by parents, legal counsel, and/or a person of the student's choice.

An appeal of long-term suspension or expulsion can be submitted in writing within 3 days of notification to the Office of Student Services. District expulsion hearing includes both sides presenting information and evidence related to the case. The hearing officer is impartial and will consider a number of factors in making a final decision. The Disciplinary Appeal Hearing will take place in an open session unless a closed session is requested by the student or their guardians. Legal Representation is allowed during this process. The District must be notified prior to the Hearing. Kentwood Public Schools strives to keep students in school whenever possible. In-school disciplinary actions that do not result in removal from school are not appealable. For questions about in-school disciplinary actions, parents and students should contact the principal.

By adhering to these procedures, we ensure that disciplinary actions are fair, transparent, and respectful of the diverse needs of our student community.

### **SEARCH AND SEIZURE**

Search of a student and the student's possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students may be provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs, and offices of the District are the District's property and are to be used by students, where appropriate, solely for education purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems are confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the district retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

## STUDENT RIGHTS OF EXPRESSION

At Kentwood Public Schools, we value our students' right to express themselves. Along with this right comes the responsibility to do so respectfully and appropriately. Students are welcome to distribute or display non-sponsored, non-commercial written materials, petitions, buttons, badges, insignia, clothing, banners, and audio/video materials, as long as they follow these guidelines:

### A. Items cannot be displayed if they:

1. Are obscene to minors, libelous, indecent, or vulgar
2. Advertise products or services not allowed for minors by law
3. Intend to be insulting or harassing
4. Aim to incite fighting or disrupt school activities
5. Cause or are likely to cause significant disruption to school activities, violate school regulations, or lead to unlawful acts

By adhering to these guidelines, we can ensure a respectful and productive environment for all students.

## REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## SECTION V - SPECIAL EDUCATION

A student can gain access to special education services through the proper evaluation procedures. Parent involvement in the evaluation procedure is important and required by Federal regulations in the Individuals with Disabilities Education Act (IDEA) and State Michigan Administrative Rules for Special Education (MARSE) rules.

### CHILD FIND

Kentwood Public Schools is dedicated to identifying and evaluating all children in the district who may have disabilities and need special education services. This includes children who are homeless, wards of the State, or in private schools.

Please use the primary contact:

- For children 3 years and older, call: (616) 871-1000
- For children under 3 years old, call: 1-800-Early On (327-5966) or visit [1800EarlyOn.com](http://1800EarlyOn.com) to complete a referral.

Process:

1. When you call, a child intake form will be completed.
2. Within 10 school days, the parent or guardian will be contacted to discuss the evaluation process.
3. If an evaluation is needed, the process will begin after parental consent is given.
4. The evaluation can take up to 30 days. Afterward, we will schedule a meeting to determine eligibility and complete an Individualized Education Program (IEP) if necessary.

## **SPECIAL EDUCATION ELIGIBILITY PROCESS AND PROGRAMS**

Kentwood Public Schools is committed to providing a free and appropriate public education (FAPE) to all students with disabilities, in accordance with the Individuals with Disabilities Education Act (IDEA). Our Special Education services are designed to meet the unique needs of students identified with disabilities, ensuring they receive the support necessary to succeed in the general education curriculum to the greatest extent possible.

We offer a continuum of services, which may include in-class support, specialized instruction, related services (such as speech therapy, occupational therapy, physical therapy), and other accommodations based on individual needs as outlined in a student's Individualized Education Program (IEP). Collaboration between educators, families, and support staff is central to creating inclusive learning environments where all students can thrive.

For more information on eligibility, the referral process, or to discuss your child's needs, please contact our [Special Education Department](#).

## **SECTION 504**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against based on a disability. This protection applies not just to the student but to all individuals who have access to the District's programs and facilities.

Under Section 504, formal testing isn't required, but a variety of information should be reviewed for eligibility. A single source, like a doctor's report, isn't enough on its own. The school must consider all relevant information, including grade reports, teacher input, parent feedback, state and district assessments, observations, discipline records, attendance, health records, and adaptive behavior data.

## **HOMEBOUND AND HOSPITALIZED SERVICES**

### **Homebound Instruction**

The District will arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Superintendent. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and/or present evidence of the student's ability to participate in an educational program.

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

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

## **SECTION VI - STUDENT HEALTH**

### **STUDENT WELL-BEING**

Student safety is a responsibility of all staff. Staff members are familiar with emergency procedures. Should a student become aware of a dangerous situation or accident, the student should notify any staff person immediately.

Emergency medical information must be filled out during online enrollment in the Health Section of Synergy. Parents and guardians are responsible for updating this information if a student's health or conditions change, to ensure appropriate support at school.

For students with specific health care needs, please provide written notice and any necessary documents from a physician to the school office.

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to your school's office.



## **MEDICATION AND MEDICATION CONSENT**

To help ensure student success in school, Kentwood Public Schools is able to dispense medication during school hours. Prescription and Non-Prescription medications (including over the counter) require a [medication consent form](#) signed by a provider and parent/guardian.

## **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization form completed and signed by the student's parent or guardian in order to participate in activities off of school grounds. This includes field trips, spectator trips, athletics and other extracurricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program .

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If a minor injury occurs, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

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

## **CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES**

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

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS, HIV (Human Immunodeficiency) HAV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

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

**Your child must also stay home if they have a contagious disease or have symptoms after being exposed.**

These include:

- COVID
- Chickenpox
- Flu
- Strep throat
- Pink eye  
(conjunctivitis)
- Measles
- Whooping cough

*\*KPS follows MDHHS guidelines for all exclusion criteria related to communicable disease.*

## **SECTION VII - SCHOOL SAFETY PROCEDURES**

### **EVACUATION DRILLS**

Kentwood Public Schools complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted before the tornado season, using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires. In order for students and staff to be appropriately prepared for unusual circumstances other than fires and tornados, safety drills will be conducted that are appropriate for the age of the child.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year.

### **FIRE, LOCK DOWN AND TORNADO PROCEDURES**

Fire:

The alarm signal for fire drills consists of an audible sound and visual strobes flashing in both the classrooms and hallways. Students and staff will gather and quietly proceed to the appropriate exit. Upon reaching a safe location, student attendance will be taken. Once cleared by fire personnel, staff and students can return to the building.

Tornado:

In the event of a tornado watch any students should return to the building and office staff will monitor the early warning (NOAA) weather radio. In the event of a tornado warning, students will be notified over the PA that they are under a tornado warning, and to proceed to their designated shelter area. If possible, an "all clear" announcement will precede notifying students and staff that it is safe to return to their classrooms.

### Lockdown:

In the event of a lockdown students and staff will be notified by an administrator and will be asked to begin lockdown procedures immediately. Staff will lock all doors, turn off lights, and close any blinds, shades, or interior windows. All staff, faculty, and students should sit or lie on the floor away from windows and doors and remain in their designated location until a school representative or law enforcement representative gives an all clear.

Transportation and buses enroute to the lockdown site will be redirected to a safe location.

## **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notification of the closing. SchoolMessenger will be used to broadcast school closings, delays and emergency situations. School Messenger messages will be sent to parent email addresses on file with the district. To receive text messages via SchoolMessenger, parents must opt-in to the system. Details on how to opt in may be found on [our website](#). The announcement of school closing will also be on radio stations WOOD, WCUZ and WGRD and on TV stations WZZM and WOTV by 6:45 A.M. as well as posted on [the district's Facebook page](#).

Parents and students are responsible for knowing about emergency closings and delays.

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

Kentwood Public Schools attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

## **VISITORS**

Visitors, particularly parents and family members, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff or observe a classroom, that person should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time. Students may not bring visitors to school without prior written permission from the Principal.

## SECTION VIII - TRANSPORTATION

### BUS TRANSPORTATION TO SCHOOL

The mission of the Transportation Department is to provide safe and efficient transportation in a mutually respectful environment.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal. All accommodation requests are based upon available space on the bus.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the Principal's approval of a note from the parent stating the reason for the request and the duration of the requested change.

### BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

#### Previous to loading (on the road and at school)

Each student shall:

1. Be on time at the designated loading zone (5 minutes prior to scheduled stop);
2. Stay off the road at all times while walking to and waiting for the school transportation;
3. Be respectful of the community property;
4. Line up single file off the roadway to enter;
5. Wait until the school transportation is completely stopped before moving forward to enter;
6. Refrain from crossing a roadway until the driver signals it is safe to cross;
7. Go immediately to a seat and be seated.
8. It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

#### During the trip

Each student shall:

1. Remain seated while the school transportation is in motion;
2. Keep head, hands, arms, and legs inside the school vehicle at all times;
3. Not litter in the school vehicle or throw anything from the vehicle;
4. Keep books, packages, coats, and all other objects out of the aisle;
5. Be courteous to the driver and to other riders;
6. Not eat or play games, cards, etc.;
7. Not tamper with the school vehicle or any of its equipment.

#### Leaving the bus

Each student will:

1. Remain seated until the vehicle has stopped;
2. Cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
3. Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

### **PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

## **SECTION IX - STUDENT ACTIVITIES & ATHLETICS**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

The District provides students the opportunity to broaden their learning through curricular-related activities. A curricular related activity may be for credit, required for a particular course, and/or contain school subject matter. The Board of Education authorizes many student groups that are sponsored by a staff member. A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

## SPORTSMANSHIP EXPECTATIONS

As members of our school district community, it is imperative for both athletes and parents to contribute to our reputation for exemplary sportsmanship. We all must strive to conduct ourselves with integrity and respect. Any instance of unsportsmanlike behavior may result in consequences for the athlete, parent, and/or school involved. Please adhere to the following guidelines for good sportsmanship:

1. The reputation of our school district is more valuable than any victory achieved through unfair means.
2. Show support for all athletes, coaches, and officials before, during, and after all competitions.
3. Accept the decisions of officials without dispute, recognizing that they are rarely the cause of your success or setbacks.

## ATHLETICS

### Mission Statement

The Kentwood Public Schools [Athletic Department](#) is committed to providing opportunities for all participating students to learn life-long values in a safe environment. These values include: Cooperation, Sportsmanship, Pride, Respect and Leadership Skills.

### Athletics Department

Kentwood Public Schools provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. The following is a list of activities currently being offered. For further information, contact Blaine Brumels, Athletic Directors ([blaine.brumels@kentwoodps.org](mailto:blaine.brumels@kentwoodps.org)) or Dave Emeott ([david.emeott@kentwoodps.org](mailto:david.emeott@kentwoodps.org)).

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

### Eligibility Requirements

The following items have been completed & turned in to be eligible to participate in Athletics:

- Signed Acknowledgement of commitment to abide by the Athletic Code
- Physical Examination card filled out and signed by a registered physician after April 15 of the previous school year. This exam is good for the following school year.
- Injury Consent Waiver, Eligibility Requirements, Athletic Code and Financial Responsibility Forms signed.
- Meets all MHSAA eligibility requirements

The following sports are available for middle school students. Contact the Athletic Department for specific requirements and expectations for each sport.

| Fall Sports   | Early Winter Sports  | Late Winter Sports                                     | Spring Sports  |
|---|--|--|--|
| 78er Football<br>Boys Soccer<br>Girls Volleyball<br>Boys and Girls Cross Country<br>Boys Tennis | Girls Swimming and Diving<br>Girls Competitive Cheer<br>Girls Sideline Cheerleading<br>Boys Basketball | Girls Basketball Wrestling<br>Boys Swimming and Diving | Boys and Girls Track and Field<br>Girls Soccer<br>Girls Tennis |

The following sports are available for high school students. Contact the Athletic Department for specific requirements and expectations for each sport.

| Fall Sports  | Winter Sports  | Spring Sports   |
|--|--|---|
| Football<br>Boys Cross Country<br>Girls Cross Country<br>Girls Golf<br>Boys Tennis<br>Girls Swimming & Diving<br>Boys Water Polo<br>Boys Soccer<br>Sideline Cheerleading<br>Girls Volleyball | Dance<br>Boys Bowling<br>Girls Bowling<br>Boys Basketball<br>Girls Basketball<br>Boys Wrestling<br>Girls Wrestling<br>Boys Swimming & Diving<br>Ice Hockey<br>Sideline Cheerleading<br>Competitive Cheer | Boys Track & Field<br>Girls Track & Field<br>Baseball<br>Softball<br>Girls Tennis<br>Girls Water Polo<br>Girls Soccer<br>Boys Golf<br>Boys Lacrosse |

Further information can be found on our website here: [Athletics Department](#)

## SECTION X - TECHNOLOGY AND PERSONAL DEVICES

### SOCIAL MEDIA

Social media refers to any online platform that enables users to engage in conversations around shared content. This includes Facebook, Twitter, YouTube, Instagram, Snapchat, TikTok, blogs, wikis, social bookmarking, document sharing, and email. Any use of internet resources, including social media, must comply with the District's Acceptable Use Policy and relevant user agreements. In the digital world, the lines between public and private, and personal and professional, are often blurred. Even with disclaimers or alternate usernames, students are always perceived as

representatives of Kentwood Public Schools (KPS). Any online behavior considered unbecoming of a KPS student by the administration may result in disciplinary action.

Students must not post photos or videos of teachers, staff, or fellow students without proper permission. This includes photos or videos taken at school or during school events.

### **ACCEPTABLE USE**

It is one of the technology goals of the district to ensure that each user's interactions with technology contribute positively to the learning environment both at school and in the community. Negative use of technology through District-owned devices inside or outside of our schools that degrades or defames other users, or members of our community is unacceptable. The District also recognizes that users have widespread access to both technology and the internet; therefore, use of personal devices and connectivity is considered to be included in this Acceptable Use Policy (AUP).

Access to the District network is a privilege, not a right. The use of technology whether owned by the District or devices supplied by the users entails personal responsibility. It is expected that users will comply with District rules, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher, the school, and the District. Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary.

The District reserves the right to monitor users' online activities to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District equipment, network and/or Internet access of toles, including email. The District will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. Attempts to circumvent or "get around" the content filter are strictly prohibited, and will be considered a violation of this policy.

#### **Discipline:**

The District reserves the right to take immediate action regarding activities 1) that create security and/or safety issues for the District network, users, schools, or computer resources; 2) that expend District resources on content it determines lacks legitimate educational content/purpose; or 3) other activities as determined by the District as inappropriate. Violations of this policy may result in disciplinary actions. Specific disciplinary actions will be determined on a case-by-case basis.

#### **Limitation of Liability:**

The District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through its Network will be error-free or without defect. The District will not be responsible for unauthorized financial obligations arising through the use of the network.



## COMPUTER TECHNOLOGY AND NETWORKS

Technology significantly influences how information is accessed, communicated, and transferred in society. The Board of Education and Kentwood Public Schools provides Information & Technology Resources to support the educational and professional needs of its students and staff, ensuring they acquire the skills and knowledge necessary to thrive in a digital world.

### Access and Usage

- **Educational Purpose:** The District provides students with internet access solely for educational purposes. The use of online educational services and applications is intended to enhance instructional delivery.
- **Privacy:** Students should not expect privacy in their use of District Information & Technology Resources, including personal files, emails, and records of online activities. The District reserves the right to monitor and review all usage.

### Conduct and Compliance

- **Appropriate Use:** Students are prohibited from using District Information & Technology Resources for illegal activities or conduct that violates District policies and the Student Code of Conduct. This includes, but is not limited to, libel, slander, vandalism, harassment, and plagiarism.
- **Behavior Standards:** Students are expected to exhibit behavior online that is consistent with the standards of conduct in physical classrooms and school-sponsored events. General school rules for behavior and communication apply to online activities.

### Online Safety and Training

- **Safety Education:** Students will receive education on online safety, including the security of email, chat rooms, social media, and other electronic communications; the dangers of disclosing personal information online; and the consequences of cyberbullying and other inappropriate activities.
- **Staff Guidance:** Staff members will provide guidance and instruction regarding the appropriate use of District Information & Technology Resources and online safety. Monitoring of student activities may include visual observations and the use of monitoring tools.

### Use of AI and NLP Tools

- **Permitted Uses:** AI and Natural Language Processing (NLP) tools can be used for research assistance, data analysis, language translation, writing assistance, and accessibility purposes.
- **Restrictions:** Inappropriate use of AI/NLP tools, such as for cheating or unauthorized assistance, may be considered a form of plagiarism and subject to disciplinary action. Students should seek teacher guidance when in doubt about the use of these tools for specific assignments.

### Responsibilities and Enforcement

- **Compliance:** Students are required to comply with all District-established cybersecurity procedures and policies. Non-compliance may result in suspension or revocation of privileges and other disciplinary measures.
- **Training and Monitoring:** Principals are responsible for providing regular training on this policy and measuring its effectiveness. The Superintendent and Director of Technology are tasked with implementing and enforcing this policy.

### Parental Responsibility

Parents are advised that it is impossible to guarantee that students will not encounter inappropriate online content. Parents are encouraged to set and communicate their own standards for internet use to their children.

All students and their parents (if minors) must sign an agreement to abide by the terms and conditions of this policy and its accompanying guidelines. The Board is committed to maintaining a safe, secure, and effective technological environment for all users. Misuse of school district devices or improper use of personal devices on campus may result in disciplinary measures. These measures could include the revocation of school district devices, restricted access to personal devices on campus, loss of access to the district network, or other disciplinary actions up to and including suspension or expulsion.

For more information on the appropriate use of web content, services, apps, and electronic communications, please refer to:

- **Board Policy 7540.03:** Student Technology Acceptable Use and Safety



At Kentwood Public Schools, we take great pride in our Falcon family. Each of us plays a vital role in fostering a community where excellence thrives and every student feels a deep sense of belonging.

With Falcon Pride, we soar higher, supporting one another as we strive for success in academics, character, and community. Together, we will continue to build a legacy of respect, resilience, and achievement.

Welcome to Kentwood Public Schools—where Falcon Pride unites us and inspires us to be our best every day!