**2021-2022**

**Student Handbook**



**Crossroads Alternative High School**

**28 – 60th Street S.E.**

**Kentwood, MI 49548**

**616.261.6166**

**616.261.6170 - Fax**

*Updated: August 2021*

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**WELCOME TO CROSSROADS ALTERNATIVE HIGH SCHOOL**

The Administration and Staff would like to take this opportunity to welcome you to Crossroads Alternative High School. It is our wish that you will have a successful, positive, and active school year.

All the Crossroads staff is here to assist you with your education. If you have any questions or problems, seek their advice. We look forward to working with you this year.

Sincerely,

Crossroads Alternative High School Administration

**OFFICE STAFF**

Principal: Rick Hatfield Phone: ext. 61114

Dean of Academics: Ian Gibson Phone: ext. 61105

Counselor: Deb O’Brien Phone: ext. 61122

Academic Advisor: Beth Frank Phone: ext. 61120

Principal Secretary: Hannah Meade Phone: ext 61115

Secretary: Serita Lovelady-Little Phone ext. 61113

All persons may be contacted by calling 616-261-6166.

Monday through Friday from 7:30 a.m. to 4:00 p.m.

Our Fax number is 616-261-6170.

**District Website:** [**www.kentwoodps.org**](http://www.kentwoodps.org)

**Crossroads Website:**

[**http://www.kentwoodps.org/ourschools/crossroadsalternativeeducation/**](http://www.kentwoodps.org/ourschools/crossroadsalternativeeducation/)

**Crossroads Facebook page:** [**www.facebook.com/Crossroadshskps**](http://www.facebook.com/Crossroadshskps)**.**

***Teacher’s telephone extensions as well as e-mail addresses can be found on the school website.***

**KENTWOOD PUBLIC SCHOOLS MISSION STATEMENT**

Kentwood Public Schools, together with Parents/Guardians and the community, will educate all students in a safe, secure environment. Weare committed to excellence, equity and diversity in education. Our goal is for students to master and apply the essential skills to become successful, productive citizens.

**CROSSROADS MISSION STATEMENT**

Crossroads Alternative High School will provide appropriate educational opportunities while guiding and encouraging the non-traditional learner toward graduation and meaningful employment. The staff will promote the development of a positive lifestyle as well as social and career skills. Students and staff will foster mutual respect and responsible behavior within a safe learning environment.

**Graduation Requirements For Crossroads Alternative High School**

| REQUIREMENTS | CREDITS | Total Credits Required |
| --- | --- | --- |
|  | 2022 |
| 1. **ENGLISH** |  | 4 Credits |
| a. 9th Grade | 1 | x |
| b. 10th Grade | 1 | x |
| c. 11th Grade | 1 | x |
| d. 12th Grade | 1 | x |
|  |  |  |
| 2. **SCIENCE** |  | 3 Credits |
| a. Biology | 1 | x |
| b. Chemistry, Physics, Physical Science, Anatomy, Ag. Science or 1 course that covers Chemistry and Physics benchmarks | 1 | x |
| c. Science Choice (1 Credit Computer Science or Formal CTE) | 1 | x |
|  |  |  |
| **3. MATHEMATICS** |  | 4 Credits |
| a. Algebra | 1 | x |
| b. Geometry | 1 | x |
| c. Algebra 2  (SEE BELOW) | 1 | x |
| d. Additional Math or Math-Related Course taken Senior Year | 1 | x |
|  |  |  |
| 4**. SOCIAL STUDIES** |  | 3 Credits |
| a. U.S. History/Geography | 1 | x |
| b. World History/Geography | 1 | x |
| c. Civics | .5 | x |
| d. Economics | .5 | x |
|  |  |  |
| 5. **PHYSICAL EDUCATION** |  | 1 Credit |
| a. Health | .5 | x |
| b. Physical Education | .5 | x |
|  |  |  |
| **6. WORLD** **LANGUAGE** |  | 2 Credits |
| Beginning with students entering grade 3 in 2006, students must complete 2 credits of a world language in grades 9-12 OR have an equivalent learning (cont.) experience in grades K-12. Both credits must be earned in the same language. One credit may be replaced by a Career and Tech. Education Credit or an additional Visual/Performing Arts Credit | 2 | x |
|  |  |  |
| 7. **VISUAL, PERFORMING, & APPLIED ARTS**  (State approved CTE Program.) |  | 1 Credit |
|  | 1 | x |
|  |  |  |
| 8. **ADDITIONAL ELECTIVE CREDITS** |  | 1 |
|  |  | **19** |

Allowable Mathematics Modifications

* A modification of Algebra 2 with a PC requires students to complete a minimum of 2 ½ math credits including Algebra 1, Geometry, and ½ credit of Algebra 2, statistics, or functions and data analysis, or the equivalent of these credit requirements in an integrated math or other program, such as Career and Technical Education (CTE). Once this requirement has been met, a student must earn, at minimum 1 additional math related course.

**EQUAL RIGHTS**

Kentwood Public Schools shall not discriminate on the basis of race, religion, color, creed, sex, national origin, age, political belief, or handicap in its educational programs or employment practices.

**NOTICE OF NONDISCRIMINATION**

Kentwood Public Schools shall not violate applicable laws which prohibit discrimination on the basis of race, religion, color, sex, ethnicity, national origin, age, height, weight, marital status, disability, or any other characteristic or trait prohibited by law in its educational programs or employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies.

| THIS IS TIGER COUNTRY – WE DO EVERYTHING WITH **PRIDE**  **Crossroads Alternative High School Behavior Expectations** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Tiger Logo 2017.jpg | **Classrooms** | **Public Areas** *(Hallways, Cafeteria, School Grounds)* | Transportation  Designated Zones and Parking Lots | **School Related** **Activities** *(Any event involving Crossroads High School)* | **Restrooms** |
| P**ersonal**  **Responsibility**  *Know what to do*  *and do it* | -Be on time  -Be prepared for class  -Honor social contract  -Know your grades  -Complete all work on time  -Follow phone/headgear rules | -Have a pass during class time  -No disruptive behavior  -Indoor voices  -Do not interrupt classes  -Clean up after yourself  -Report concerns to staff | -Have parking permit  -Obey all driving rules  -Use crosswalks  -Follow bus rules  -Have ID ready before boarding the bus | -Follow CHS rules & guidelines for all on or off campus activities  -Represent CHS in a positive manner  -Have ID to enter EK events | -No marking on walls  -Wash hands  -Place trash in garbage  -Do not do hair or makeup  -Keep sinks clean of hair  -Only enter restroom if pass allows |
| R**espect**  *Treat everyone*  *with honor.* | -No swearing  -Follow directions  -Be kind to others  -Keep hands to yourself  -Follow dress code  -No horse play  -Golden Rule  -Time Out Honored | -No swearing  -Follow directions  -Indoor voices  -No interrupting classes  -Clean up after yourself  -No horse play  -Golden Rule  -Time Out Honored | -No swearing  -Do not walk in front of buses/vehicles  -Follow directions of all staff  -No horse play  -Golden Rule  -Time Out Honored | -No swearing  -Follow directions of staff  -Treat others well  -No horse play  -Golden Rule  -Time Out Honored | -Keep areas clean  -Wait your turn  -5 min rule  -No horse play  -Golden Rule  -Time Out Honored |
| I**ntegrity**  *Act with honesty*  *toward self and*  *school* | -Be honest  -Do your own work  -Ask for help  -Report bullying  -Accept responsibility  -Help others  -Do not spread rumors | -Be honest  -Pay for purchases  -Report found items  -Report graffiti/damages  -Use hall passes for intended purpose  -Do not spread rumors | -Be honest  -Park in designated areas ON school property  -Report unsafe behaviors | -Be honest  -Report suspicious and unsafe situations  -Know you are representing CHS  -Treat others as you would like to be treated | -Be honest  -Report any vandalism or damages  -Respect privacy  -Use restrooms for intended purposes  -Do not spread rumors |
| D**isciplined**  *Use self-control to*  *be your best* | -Attend early  -Give your best effort  -Complete all assignments  -Challenge yourself  -Respond appropriately to instructions/redirections  -Follow RCP process. | -Be respectful  -Indoor voices  -Do not disrupt classes  -Be in control of yourself  -Respond calm and respectfully  -Follow staff instruction  -Hall passes: go to intended location | -Obey driving laws  -Use crosswalks  -Get directly on the bus  -Do not enter vehicles during the school day  -Have school ID to show bus driver | -Follow CHS rules & guidelines  -Follow event rules (ID’s @EK)  -Respond appropriately to instruction/redirection  -Represent CHS in a positive manner  -Be on time for ARCH | -Respect the 5 minute rule  -Do not congregate in the bathroom  -Use the bathroom for its intended purpose  -Clean up after yourself |
| E**ngagement**  *Demonstrate a*  *positive interest* | -Actively participate in class activities  -Help/support classmates  -Be present and prepared  -Ask questions  -Limit pass usage | -Welcome visitors  -Greet each other  -Hold doors for people  -Be courteous during passing time and stand to the side  -Do what’s right  -Help each other | -Drive responsibly  -Greet classmates & staff  -Keep rounds/sidewalk are clean | -Attend school events  -Support others  -Respond appropriately when spoken to  -Show your TIGER PRIDE | -Keep clean and encourage others to do the same  -Respect the 5 minute rule so you can get back to learning. |

**DISCLAIMER**

Staff markings on the Graduation Requirements pages do not indicate the official transcript standing for each student; instead the markings are a mere guide for students to manage their own academic achievement plan. Therefore, students are responsible for periodically scheduling meetings with their counselor/academic advisor to ensure their academic standing for graduation.

**OVERVIEW OF CROSSROADS**

Crossroads Alternative High School is an alternative to the traditional high school setting. It operates as a part of Kentwood Public Schools. Crossroads serves students nearing the ages 14 through 18 with a program of basic skills, traditional classes, guided study for high school completion, and a work-study/experience program. The overall purpose of the school is to provide a flexible educational program that ensures the mastery of basic skills, completion of high school credits, a school-to-work transition, and workplace literacy.

Many students enrolled at Crossroads Alternative High School have not completed high school due to various at-risk factors including, but not limited, to poor attendance, academic difficulties, and/or behavior problems. They may not have gained full mastery of basic skills or need additional support/understanding of what is required of them in the workplace.

Most of the students are at a “Crossroads” in their lives where they must make critical decisions to become responsible, self-supporting members of society. They need essential basic skills to succeed in the workplace and in the community.

**HIGH SCHOOL COMPLETION PROGRAMS**

Crossroads Alternative High School offers three high school completion programs. Due to increased interest in our programs and limited classroom space, it is imperative that you set up an appointment with a counselor.

* **Traditional Day Program**: Is for students nearing the ages of 14 through 18. Classes run Monday through Friday morning and afternoon. Students can earn high school credit through any combination of guided study classes, teacher lead classes, computer classes, work experience programs, Kent Career Technical Center classes, Kent Transitions Center, or online curriculum classes. We are currently utilizing e2020 internet based curriculum products. Students who successfully complete this program will earn an East Kentwood High School diploma.
* **Blended Program:** Is for students nearing the ages of 14 through 19. Students can earn high school credit with a combination of the Traditional Day Program and Cyber learning. Students will be scheduled with the combination of up to two on-line e2020 classes to be completed off site and blended in with traditional classes. Students will work with their counselor to arrange assistance and schedule test sessions for their classes (all tests must be taken with the teacher of record). Individualized learning plans will be created for each student. Students who successfully complete this program will earn an East Kentwood High School diploma.
* **Virtual Learning Program:** Is for students 16 to 19 years old who are seeking online learning via 5 courses of e2020. Students are eligible for the program as long as they are 19 years of age or younger prior to September 1 of the current school year in which they are enrolling. They must fill out an application and apply for this program with their counselor. Students will be monitored strictly for participation and apply for this program with their counselor. Students will be monitored strictly for participation attendance. Students who successfully complete this program will earn an East Kentwood High School diploma. The emphasis on school-to-work drives all that we attempt to provide for our students. Completing high school ensures employers that the individual not only has basic skills, but has also completed a course of study preparing him/her for the future. A number of our students often lack basic employability skills, such as being on time for work, getting along with co-workers, and working under the direction of one or more supervisors. Also, it has become the rule, rather than the exception, that more sophisticated skills are required in the workplace. Teaming, problem solving ,and using a computer are needed skills to acquire and maintain meaningful employment. Together these components will be part of each student's overall education plan.

**Disclaimer: Due to COVID-19, this process may change without notice.**

**ONLINE INSTRUCTION**

Crossroads Alternative High School offers online e2020 and Odysseyware high school courses. All online courses can be aligned with the State of Michigan curriculum standards. Online instruction considers individual students’ differences in ability, knowledge, interests, goals, and learning styles. Each student in the online program paces him/herself to work through the sequence of instructional materials at his or her own speed and with the amount of practice he or she needs. Online courses are available to all students. See online course commitment contract for rules and regulations.

**ALTERNATIVE EDUCATION PROGRAM (AEP)**

AEP is designed for students with disabilities who are expelled or long term suspended to progress toward meeting their goals and objectives as well as continue in the general curriculum. Students in the AEP have the opportunity to earn credit through e2020 or course texts. The program offers direct instruction time with a certified teacher in an independent classroom setting. Kentwood Public Schools provides transportation for AEP participants who reside in our district. Once a student is expelled from any school in Kentwood, he or she may not go on any Kentwood Public School grounds unless attending AEP.

**ENROLLING AEP**

When a student enrolls into AEP, the parent or guardian must fill out a new enrollment packet given to them by the teacher. The parent or guardian must present proof of residency and that the student lives with him or her. Once the enrollment packet is filled out, the case manager will schedule an IEP before the student begins school.

**AEP TRANSPORTATION**

Kentwood Public Schools will provide bussing for AEP students through Dean Transportation. The student may not ride a Kentwood Public Schools bus. If the student needs transportation, it will be covered in the IEP and the special education office will make the appropriate arrangements. Transportation takes three to

five days to begin after the IEP team meeting. Your patience is greatly appreciated. The phone number for Dean Transportation is: (616) 885-1678 ext. 1690.

**AEP SCHEDULED DAYS AND TIMES**

AEP is offered four days a week, two hours per session. If the student comes on a Monday, they will return again on Wednesday. If the student comes on a Tuesday, they will return again on Thursday.

**AEP SCHEDULED DAYS, TIMES AND INFORMATION CONTINUED**

**The sessions are:**

**High School: Monday through Thursday: 7:35 a.m. to 9:40 a.m.**

**Middle School: Monday through Thursday: 9:40 a.m. to 11:40 a.m.**

**Monday through Friday: TBD (based on demand) 12:30 p.m. to 2:24 p.m.**

**Friday’s: Academic support, parent meetings, enrollment, and IEP meetings.**

**\*All times are subject to change due to demand.\***

Students have the opportunity to earn more credits outside of school by completing classes on e2020 or working through subject matter provided by the teacher.Students who are attending near the end of their expulsion or long term suspension can earn more hours per session. This will help the school personnel involved with the student to make recommendations for the reinstatement committee for Kentwood. Demonstrating good attendance, appropriate classroom behavior, and completing classroom assignments will be part of the consideration. Parents and guardians will be aware of this transition before it takes place.

**AEP Contact Information: Mr. Sellon**

**Phone: 616-261-6166 ext. 61104 Email:** [**Todd.Sellon@kentwoodps.org**](mailto:Todd.Sellon@kentwoodps.org)

**KENTWOOD VALUES AND BELIEFS**

We believe:

* Kentwood Educational Programs exist for the learner. With the right tools and support, the learner will develop a sense of excitement for learning, be open to new experiences, believe that success is possible, and that effort will be rewarded.
* All people can learn and have a right to life-long learning experiences.
* A safe, supportive environment will promote mutual respect, individual worth, responsibility, and acceptance and appreciation of cultural diversity.
* Appropriate methods and materials, and relevant learning experiences, delivered by teachers with high expectations, will produce successful citizens on the job, at home and in the community.
* To make a difference, we must provide for individual and collective growth by supporting creativity, fostering cooperation, providing opportunity for leadership, and being open to change and new ideas.
* Open communication and cooperation among programs, staff and students will produce commitment and cohesiveness in our school family.

**EQUAL RIGHTS**

Kentwood Public Schools shall not discriminate on the basis of race, religion, color, creed, sex, national origin, age, political belief, or handicap in its educational programs or employment practices

**NOTICE OF NON-DISCRIMINATION**

Kentwood Public Schools shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion, height, weight, or marital status in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Assistant Superintendent of Student Services

5820 Eastern Avenue, S.E.

Kentwood, MI 49508

(616) 455-4400

**NOTIFICATION OF RIGHTS UNDER FERPA FOR STUDENTS OF THE KENTWOOD PUBLIC SCHOOLS (Revised 3/03)**

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

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents/Guardians or eligible students should submit to the school principal or Director of Student Services a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Copies of education records are available upon written request and verification of identity within 45 calendar days of an initial request for access.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents/Guardians or eligible students may ask the Kentwood Public Schools to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The District has published a Directory Information policy that describes the circumstances in which it will disclose designated personally identifiable information about students to outside organizations. In addition, two federal laws (No Child Left Behind Act of 2001 and the National Defense Authorization Act for Fiscal Year 2002) require local educational agencies to provide military recruiters, upon request, with three directory information categories: names, addresses and phone listings. (New) Parents/Guardians or eligible students have the right to refuse to let the school designate any or all of those types of information as directory information. Requests must be filed in writing with the Office of Student Services by September 18, 2006 or within 10 school days of the student's official enrollment date. The District shall, as permitted by law, disclose personally identifiable information about students without consent to school officials with a legitimate educational interest in the specific information. Disclosures to other individuals generally require consent. A school official is and includes all of the following:

A person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) who either performs an administrative or clerical task as required by the district, or who performs a supervisory or instructional task related to a student's education or behavior at school; an employee who will use personal information about the student in performing education, discipline related or clerical task in connection with a student; A person serving on the School Board, to the extent the member has a legitimate educational interest in the information contained in the records and is performing a task authorized or delegated by the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist) or to perform a supervisory, administrative, instructional, or clerical task in connection with a student as prescribed the District; A person employed by an agency or other non-profit organization who, with the prior written approval of the District's Superintendent or designee, will use personal information about the student to provide services approved or requested by the District, to a student, groups of students, or their families, such as emergency health care, counseling, outreach services, or other group services relating to a student's academic or behavioral performance, or school or job placement; A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; A volunteer, who with the District's approval, uses personal information about a student to perform an administrative or clerical task, or who performs a supervisory or instructional service related to the student's education, or who provides services to a student's family such as emergency health care, counseling, or school or job placement; Personally identifiable information is also provided to child study or student support teams, or the Threat & Violence Assessment Team, which may include individuals employed by external agencies or organizations that provide services to the student or student's family, however external resources shall only have access to information concerning students with whom they are involved. A school official has a legitimate educational interest if the official needs to review an education record in order to: fulfill his or her professional responsibility to the student, the student's family, or to the District; perform an administrative task required in the employee's job description or in a contract with the District; perform a supervisory or instructional task related to a student's educational program; perform a service or benefit for the student or the student's family, such as, but not limited to, emergency care, counseling or job placement; perform a task prescribed by the District.

Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll. The District may disclose personally identifiable information about students to organizations conducting research only if the research project meets any applicable standard established by law and the District. The District discloses personally identifiable information about students to auditing agencies and organizations to the extent permitted or required by law. Parents or guardians of minor students, and students who are 18 or older have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

600 Independence Avenue, SW

Washington D.C.

**Directory information includes:**

| * Student’s name | * Major field of study |
| --- | --- |
| * Address | * Weight & height of members of athletic teams |
| * Phone number | * Date & place of birth |
| * Electronic mail address | * Dates of attendance |
| * Photographs & videos | * Grade placement |
| * Parent or guardian | * Honors & awards received |
| * Participation in & eligibility for officially recognized activities & sports | * Most recent educational agency or school attended by the student |

**TITLE VI, TITLE IX AND SECTION 504 GRIEVANCE PROCEDURE**

**A. Grievance Definition**

A grievance shall be any complaint of alleged discrimination practices on the basis of race, color, national origin, sex or handicap. The person may file a grievance with the Title VI, Title IX and Section 504 coordinator at the office of the Assistant Superintendent for Instruction, 5820 Eastern Avenue, S.E., Kentwood, Michigan 49508, phone 455-4400.

B. **Procedure Steps**

**1.** The person shall discuss the grievance informally with the Title VI, Title IX and Section 504 coordinator within 5 working days.

**2.** If the aggrieved person is not satisfied, a written statement of the grievance shall be submitted to the Title VI, Title IX and Section 504 coordinator within 5 working days of receipt of the informal grievance reply. The Title VI, Title IX and Section 504 coordinator shall reply in writing to the aggrieved within 10 working days.

**3.** If the aggrieved person is not satisfied, an appeal may be made to the Superintendent of Schools within five working days after the receipt of the Title VI, Title IX and Section 504 coordinator's response. The Superintendent of Schools shall respond in writing to the aggrieved within 10 working days.

**4.** If the aggrieved person remains unsatisfied, a written appeal may be made to the Board of Education within 10 working days of receipt of the Superintendent's response in Step 3. The Board of Education shall respond in writing within 30 working days of the above meeting.

**5.** If the grievance has not been satisfactorily settled, an appeal may be made to the Department of Education, Office of Civil Rights, Washington, DC 20202.

**ELL COMPLAINT RESOLUTION PROCESS**

Parents/Guardians are advised to use the following process to address concerns regarding the English Language Learner Program:

Step 1) Parents/Guardian, child’s teacher and building principal will meet to resolve the concern. Translation services are provided.

Step 2) If a resolution is not reached, then the matter will be addressed with the Asst. Superintendent for Student Services.

Step 3) Asst. Superintendent will send a written resolution in English and in the home language to the Parent/Guardian within 10 school days.

**Copies of the ELL Complaint/Resolution form will be distributed to principal and file in the student’s CA-60.**

**ACADEMICS**

**DAYTIME STUDENT ACADEMIC STANDARDS**

Our three goals are that students recover credit, graduate, and improve their areas of academic deficiencies. We expect students to attend and pass their courses each semester. We will perform weekly and bi-weekly academics and attendance checks on all students. Below is an outline of our academic checks to maintain students are passing all their classes:

**SEMESTER ACADEMIC CHECKS**

Although we expect students to pass all their classes each semester, we provide interventions for students who are not passing four out of six classes each semester. Each student will be assigned an interventionist at the beginning of the semester. A pizza party will be given to all students passing 4+ classes the week following an academic check.

* After three weeks: Grade checks, if not passing four out of six courses student

will meet with the teacher to develop an educational plan.

Students will be provided information about KSSN programs

for additional support.

* After six weeks: Grade checks, if not passing four out of six courses a letter

will be sent home, student will meet with the teacher to

develop an educational plan.

* At nine weeks: Recheck grades, if not passing four out of six courses

students be placed on a contract and will attend the mandatory

lunch intervention program daily until their grades are passing in

four out of six courses.

* After twelve weeks: Recheck grades and if not passing four out of six then continue to

follow the contract and possibly evaluate program placement.

Possible removal from program “dropped”.

At any point throughout the year, administration reserves the right to collaborate with the student’s assigned interventionist.

**GRADING POLICY**

Courses following the College Board defined curriculum and designated, as AP in the course description book will be weighted an additional 1 point when computing GPA. All Crossroads instructional staff will use a standard grading format. When calculating grades, *.5* or above will be rounded to the next whole number.

**GRADING SCALE**

A 93-100 4.0

A- 90-92 3.7

B+ 87-89 3.3

B 83-86 3.0

B- 80-82 2.7

C+ 77-79 2.3

C 73-76 2.0

C- 70-72 1.7

D+ 67-69 1.3

D 63-66 1.0

D- 60-62 .7

E 0-59 0

**ACADEMIC AND ATTENDANCE HONOR ROLL**

Students who pass four out of six classes will be recognized by staff via a special celebration and certificate (i.e. attendance lunch) at the end of each month. Students who have 100 percent attendance (zero unexcused absences) for the present month will qualify for a special treat and certificate during lunch at the beginning of the next month.

**TIGER PAWS**

Students will be recognized by staff daily and weekly for demonstrating above and beyond academics, citizenship, attendance and leadership traits. If staff members determine the student’s actions are exemplary, the staff may give that student a “Tiger Paw.” Tiger Paws may be turned in on a bi-weekly basis and used at the school store to purchase items on designated days.

**6 FOR 6 CLUB**

Students who have 90 percent attendance (zero unexcused absences) and pass all six scheduled courses each of the two semesters (12/12) qualify for a special end of the year field trip (i.e. Craig’s Cruisers, Michigan Adventure, Bowling and movies) in June. These students will also be celebrated via an Honor roll after each semester as well.

**FINAL EXAMINATION POLICIES**

In all classes a semester exam (paper-pencil, project, or performance) will be administered. The assessment (all or part) will be given during the designated exam time and must reflect exit outcomes and address course standards. If a student scores 77 percent or higher on the exam and was failing prior to the exam, then the student has earned credit for the course.

**Note:** Career/Tech Center students are not exempt from the Tech Center. They must attend as usual.

**If you are absent during your scheduled exam, you must have that absence excused and schedule a time within one week of the exam date with the teacher to take the exam.**

**SYNERGY INTERNET VIEWER**

Individual progress reports are available online through Synergy. A password is required. The password will be issued to the student and a parent/guardian as well. They can be requested by phone 616-261-6166 and mailed or issued in person at the Office.

**REPORT CARDS/PROGRESS REPORTS**

Progress reports indicating a student's performance in an individual class may be issued to the student at any time throughout each semester. Students are expected to share their reports with parents or guardians.

Report cards are issued at the end of each semester. Letter grades and standards are used to designate a student's progress. Parents/Guardians are encouraged to call the teacher if any information is unclear or appears to be incorrect.

**VIRTUAL LEARNING PROGRAM EXPECTATIONS**

All students who are enrolled in the Virtual Learning Program are expected to log into and complete 1.5 percent in each class daily or more than 7.5 percent in each class weekly. Idle time will be monitored strictly and students will be expected to demonstrate mastery of quizzes and tests. Students who do not meet the required log in percentages above will be subject to an intervention assigned by the teacher or administrator.

**SENIOR GRADES** / **GRADUATION REQUIREMENTS**

For senior grades and graduation requirements, you must schedule an appointment with your academic counselor. All obligations must be met before a student is allowed to walk in the graduation ceremony. **The graduation ceremony is a privilege, not a right.**

**TESTING OUT**

According to **Michigan Merit Curriculum Law 380.1278 (a)(4)(c), and 380.1279 (b)**, Students are allowed to test out of any course following these district guidelines:

1. Students may not test out of a class they are currently enrolled in or class that has been taken.

2.Students must pass with a C+ (77%) to receive credit. Credits earned under testing out are not computed in students G.P.A. but count toward graduation requirements.

3. Students will be given 2 opportunities a school year to test out of courses. See your counselor for this

school year’s dates.

**STUDENT SERVICES**

**WORK PERMITS**

Work permit applications are available from the Work Experience Coordinator. Incomplete work permits cannot be completed and will be returned to the student and/or employer for completion.

**NOTE:** Allow 24 hours for processing of the application once it is completely filled out by both the applicant and employer.

**COUNSELING SERVICES**

Guidance and counseling services are available to all students. These services give consideration to the total development of the individual, focusing on his/her personal, educational and career development. Some of the guidance and counseling services included at Crossroads include:

**Personal**

* Individual or group counseling as appropriate to student needs.
* Referrals to appropriate community resources and services.

**Educational**

* Assistance with course selection and placement.
* Assistance with post-secondary college and career planning and providing information on specific schools and financial aid.
* Administration of tests (HSPT, ACT, SAT, PSAT, etc.) and interpretation of test results

**KENT CAREER TECHNICAL CENTER (KCTC)**

Registration for Kent Career Technical Center classes is available through Kentwood Educational Center. Interested students should contact the counselor or academic advisor for course information and schedule.

**GUIDANCE DEPARTMENT**

Students are assigned to a counselor alphabetically according to the student's last name. Students are encouraged to come to the Guidance Office for counseling regarding personal problems, educational information, program planning, test interpretation, career information, schedule changes, etc. Booklets, pamphlets, and catalogs, many of which may be signed out, are available for student use. Feel free to come to browse or to make an appointment with one of the counselors.

Students are assigned by last name as follows:

Deb O’Brien students A-K 616-261-6166 ext. 61122

Beth Frank students L-Z 616-261-6166 ext. 61120

All students must complete an **Educational Development Plan** through **Xello** to explore careers and education options, login to Xello anywhere you have internet access.

**Login Information**

**1**. Login at:https://login.xello.world/

Username: **tbd**

Password: **tbd**

**2**. EDP Login: (2nd Login Screen)

Username: **kps + student ID #**

(Example: **Kps12345**)

Password: **birth date (MDYYYY)**

**3**. Stop in the Office if you can’t login.

**Schools to Careers Office**

Mrs. Dorrie Bender, Employment Training Specialist & Career Development Facilitator.

616-261-6166 Extension: 61141

**Graduation Coach**

Students may seek out mental health, general assistance, career/college opportunities, and their credits through the Graduation Coach. Feel free to call or email Mr. Lawrence “Donta” Young at 616-261-6166 extension 61123. Email: Lawrence.young@kentwoodps.org

**ATTENDANCE**

**TARDY POLICY PER SEMESTER**

6 Tardies    = Intervention meeting.

12 Tardies   = Intervention meeting and possible lunch detentions.

18+ Tardies = Guardian contact by Administration, intervention meeting and possible Suspension.

\*\*Administration will have random tardy sweeps. If a student is caught in a tardy sweep, they are subject

additional consequences.

**ABSENCE POLICY PER SEMESTER and CONSEQUENCES**

Students will be on time and have good attendance while attending Crossroads Alternative High School. All detentions will be served either during lunch time 11:55- 12:17 a.m. or after school 2:40-3:40 p.m. Monday through Friday. **After school transportation will be arranged by students and families.**

* 5 excused/unexcused absences (in 3 or more classes) = Guardian contact, intervention meeting.
* 10 excused/unexcused absences (in 3 or more classes) = Guardian contact, possible detention, tutor, and KSSN support. In the event a student skips the detentions, he/she will potentially serve additional consequences.
* 15 excused/unexcused absences (in 3 or more classes) = Guardian contact, possible withdrawn from school or change of placement, Attendance team/Administration right of discretion.

In addition to the above, students and Parents/Guardians will receive information about how to access their child’s academics and attendance via internet updates. Parents/guardians will receive a letter via email when their students have reached the 5 and 10 excused and unexcused marks in 3 or more classes (please make sure the office has your current email address). Progress reports may be sent during the middle of each semester. Parents/guardians may also contact our attendance office anytime to inquire about your child’s attendance.

Students missing more than ten (10) minutes of a class without a pass will be counted as absent and/or potentially skipping. The student will be allowed to make up work in the class.

* School related programs such as field trips and Student Council activities will not be charged as absences.
* Suspensions will not be charged as absences.
* Extenuated absences (see below) will not be charged as absences.

**Chronic Absenteeism:** When students miss 10% or more of scheduled school days (to date).

This includes excused and unexcused absences.

**Truancy:** 10 unexcused absences in a school year.

At all levels (elementary, middle and high school), interventions will take place at the time of the 6th absence, unless an absence is caused due to extenuating circumstances.

Absences that DO NOT COUNT against a student includes however not limited to the following:

* Snow days and non-scheduled school closings
* Medical or Family Death absences
* Suspensions and expulsions
* Preplanned absences that would not negatively affect student learning

**EXTENUATED ABSENCE POLICY**

1. **Extenuation request forms must be submitted within 7 days of the absence(s).**

Forms are available in the office.

2. Only excused absences can be extenuated. Administration has the right of discretion.

3. The following absences (with proper documentation) may be extenuated:

a. Hospital stay with admittance and release documentation

b. Extended/Chronic illness, absence with doctor’s documentation

c. Funeral

d. College visit with signature and phone number of college representative

e. Religious Holiday and other circumstance with Administration approval

f. Family illness or hospitalization with doctor documentation

**Make-up Work:** Students with excused absences will be given a number of school days equal to the number of days absent to complete make-up assignments. Homework, major projects, and tests assigned prior to the absence will be due or made-up on the day of return unless other arrangements are agreed upon with the teacher. It is the student’s responsibility to find out what was missed during the absence. Students or Parents/Guardians may call the Guidance Office to arrange for homework. In addition, the student has the opportunity to work with an interventionist every day during their lunch period or after school with the ARCH program.

**EARLY DISMISSAL**

Students who must leave school early for any reason must obtain an early dismissal permission from a parent/guardian and communicate the reason via a secretary. Parental request for the early dismissal must be approved by the office in advance or the recorded absence will remain unexcused.

**CLOSED CAMPUS**

**Students may not leave the premises without administrative permission at any time during the school day unless they are participating in an approved off-site program. This includes lunch periods and going to vehicles during lunch**. **All students must sign-out at the office**.

**ACTIVITIES**

**ACTIVITIES LIST**

Chess Club Frisbee Golf Co-Ed Bowling

Co-Ed Basketball ARCH Co-Ed Softball

**STUDENT LEADERSHIP**

MAEO Stars Literacy for Life Blood Drive

Girlz Rock Crossroads Brotherhood KOPS Group

**ELIGIBILITY STANDARDS**

Students participating in non-athletic and athletic events must have met all eligibility standards. Students must be passing four out of six classes in order to be selected for a team or to participate in a contest. Advisors or coaches may require a weekly academic progress report from all participating students. Requirements apply to all members of athletic and non-athletic organizations (i.e. ARCH, clubs, sports, etc.). A student involved in these activities must attend all classes on the day of the activity, except with prior approval of the Principal or his/her designee. All students are expected to be in class on the day following the activities.

Students participating in activities which will take them to other locations are required to complete and submit a parental permission slip and return to the sponsor of the activity. It is the understanding of all sponsors and supervisors of any activity that every effort will be made to coordinate practices, meetings, functions, etc. with other programs or conflicting schedules. Enforcement of all Kentwood Board of Education policies and regulations will be followed as they pertain to the activity.

**PARENT/GUARDIAN EXPECTATIONS**

Parents/Guardians are expected to:

1. Positively support school staff and administrators.
2. Maintain open communication with the school by attending parent/teacher conferences, responding to phone calls, and returning signed progress reports if requested.
3. Be available in case of student illness, emergency, or disciplinary need.
4. Provide all required documents as requested.
5. Assist students in maintaining academic, behavior, and attendance standards. All Parents/Guardians will be given a website, user-name, and password to access their student’s academic progress and attendance.
6. Encourage students to display appropriate citizenship and social behaviors.

**KENTWOOD PUBLIC SCHOOLS EXIT STANDARDS**

The students of Kentwood Public Schools will be:

**Effective communicators** who send messages by:

* Communicating with diverse audiences.
* Expressing ideas clearly.
* Using a variety of mediums for a variety of purposes.

**Receive messages** by:

* Actively listening and processing information.
* Expressing ideas clearly.
* Interacting appropriately with others.

**Personal managers** who:

* Create a positive self-vision.
* Exhibit skill in developing and maintaining healthy life choices.
* Evaluate attributes of emotional and physical fitness.

**Quality producers** who:

* Select and apply appropriate resources/technology/organizational strategies.
* Create products appropriate for intended audiences.
* Perform a variety of roles in a collaborative setting.
* Demonstrate effective interpersonal skills.

**Global citizens** who:

* Use cultural, historical and scientific knowledge to address the changing world environment.
* Identify and work toward solving problems within the micro/macro community.
* Demonstrate knowledge of individual differences.

**Critical/Creative thinkers** who:

* Evaluate, analyze and apply knowledge.
* Design, select, and use appropriate thinking strategies.
* Access and utilize diverse resources to solve complex problems.

**Self-directed learners** who:

* Identify, set, and pursue achievable individual and group goals.
* Create, implement, and assess viable options.
* Evaluate consequences of personal choices.

**GENERAL INFORMATION**

**AFTER SCHOOL ACTIVITIES**

Students are expected to be at the location of their after school activities by 2:30 pm. Only students who are under the direct supervision of a KPS staff are permitted to remain on campus after school. Students waiting for a ride must wait at the designated area: Door A.

**BUILDING DISCIPLINE PROCESS**

No student will be permitted to disrupt the normal operation of the school or classes, or behave in such a manner as to interfere with the ability of the teacher to teach a class or other students to learn within the class.

Classroom Procedures: Staff will make every attempt to engage students into the learning environment. If a student/s chooses to disengage in the learning environment then the teacher will engage in a positive choice before resulting in being sent to the Safety Office for a “RESET”. If a student consistently needs a “RESET”, they will be referred to our Trauma Skilled Team for more support.

**INTERVENTION MEETINGS**

If a student reaches three behavioral BSR referrals or six tardy referrals, the student will participate in an intervention meeting with the Dean of Academics or Behavioral Specialist. The purpose of an intervention meeting is to work together to develop strategies to improve the choices that the student is making.

**CONTRACTS**

In order to focus students’ efforts on behavior and academic progress, they may be placed on contracts. Students on contracts must complete regular Progress Reports and turn them in, as well as meet all other terms of their contract in order to maintain enrollment. Students who do not meet the terms of their contract will be subject to a change in programming.

1. Academic Contracts – are for students who are not performing in their current placement.
2. Behavior Contracts – are for students who show disruptive or non-productive behavior in the classroom or elsewhere. This helps the student to define the behaviors that interfere with academic progress and outlines behaviors to increase the chances of academic success. If the student violates the behavior contract, they will have a change in programming.

Special education students who have failed to meet the guidelines will be scheduled to attend an IEP team meeting for a potential change in programming.

**RE-ENTRY PROCESS**

In order to be readmitted to the traditional Day Program, the student must successfully meet the requirements given to them upon changing programs prior to applying for re-entry. During the re-entry process, the student will meet with the Dean of Academics and their counselor. The student will be asked specific questions to demonstrate desire for improvement/progress. The student will also be asked to set

goals in writing and discussing strategies for success. Parents/guardians are required to accompany their students to this meeting.

\* As of current printing these are the disciplinary procedures. In the event that new disciplinary procedures are implemented, an insert will be provided that will take the place of the current disciplinary procedures.

**TRANSPORTATION INFORMATION**

Students must have their High School Identification Card with their bus number clearly displayed on the front in order to access Kentwood Transportation Services. Any falsification or misuse of the School Identification Card may result in the loss of transportation privileges for the remainder of the school year. In the event of a lost Student ID, an emergency “one-day” bus pass is available from the Safety Office. New IDs are available for $3.00 in the Safety Office. Bus conduct rules for students will be published annually in the Kentwood News and by each Kentwood school to ensure that Parents/Guardians and students are aware of student responsibilities for behavior and safety (see p. 30 for consequences).

**PERSONAL ELECTRONIC POLICY**

* **Electronic devices are allowed in the classroom with teacher permission, if the device takes away from the learning of the student or others, the teacher will ask the student to put it away. If a student refuses, the student will be asked to go to the office and turn in their device.**
* Phones must be on silent mode at all times. This means phones cannot be set on vibrate and/or ringtones. If the electronic device is being used as a music device, the volume must be set at a level which allows only the user to hear.
* Electronic devices may not be used as a still camera, video camera, with the means of inappropriate behaviors.
* If a student is found guilty of using the phone during the school day for inappropriate reasons (i.e. inappropriate texts, bullying, cheating, etc.) the phone will be taken and returned only upon the parent meeting with the student and the Principal or Dean of Academics to discuss the matter. The student may face additional consequences as indicated in the handbook.
* **The district accepts no responsibility for any lost, stolen or damaged cell phones, iPods, or other electronic devices**.

**DAILY BULLETIN/ANNOUNCEMENT**

Students will be informed of activities and events via a daily announcement. Student organizations wishing to place items in the announcements must see Mrs. Sall or Office staff in advance.

**DISABILITY ASSISTANCE**

If you are disabled and need special accommodation to participate in an activity or if you speak a language other than English and need interpreter/translation services, please contact building administrators. Advance notice will enable us to better serve you.

Si alguna persona esta incapacitada y necesita ayuda especial para participar en una actividad, o si habla un idioma que no sea ingles y necesita interprete o servic~os de traduccion, favor de llamar a *Building Principal.* Este aviso de antemano nos permite servirle major.

Ako ste hendikepirani ili trebate specijalne uslove da bi ucesh-ovali u aktivnosti, ili ako govorite jezik razlicit od Engleskog I trebate prevodicalprevodilacki servis, molimo vas kontaktirjte *Building Principal*. Obavijest unapnjed data ce nam pomoci da vas bolje usluzimo.

**DRESS CODE**

The Board of Education recognizes that each student's mode of dress and grooming is manifestation of personal style and individual preference. The Board will not interfere with the right of students and their Parents/Guardians to make decisions regarding their appearance, except when their choices affect the educational program of the schools. Accordingly, the Superintendent 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, insignia, headwear or grooming practices which:

1. Present a hazard to the health or safety of the student him/herself or to others in school.
2. Interfere with school work, create disorder, or disrupt the educational program.
3. Create, promote, or contain vulgar, lewd or obscene language, gang affiliation, or illegal activity.
4. Create ill will, hatred, or is divisive or prejudicial on the basis of religion, race, color, national origin, gender, sexual orientation, or disability.
5. Portray death and or destruction.
6. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.
7. Contain chains on clothing or wallets

Also not allowed will be pajamas, any clothing which is too revealing, sagging pants and/or sagging pants that show undergarments, short skirts/shorts and tops that do not cover midriff and bust area. We will use the slap test to see if a student’s skirt or shorts are too short. If a student extends their arms down to their side and their fingers touch skin, that garment is too short. (Elbows and shoulders are to remain straight when taking this test).

**DRIVING AND PARKING PRIVILEGES**

(STUDENT DRIVING IS A **PRIVILEGE** NOT A **RIGHT**!)

Applications for a permit to drive to school are available only to licensed students. Applications for a permit may be obtained from the Office.

**All students who drive to school must have their car registered and complete a parking permit application. Proof of insurance is required to register all vehicles.**

**Permit Cost: 1st** Semester: **$10.00** **2nd** Semester: **$5.00**

**DRIVING AND PARKING PRIVILEGES CONTINUED**

**Parking permits must be displayed in the appropriate area of the vehicle. Each vehicle you register must have its own permit. Permits are not transferable and may not be switched to other vehicles. Students must park their vehicles in the assigned lots.** **Students are not permitted to loiter in the parking lots or to return to vehicles during the school day without administration’s permission.** Failure to comply with parking guidelines and regulations will result in disciplinary action as outlined in the student driving and parking disciplinary procedures written on the back of the parking permit application and available in the Office. Misuse of driving privileges anywhere on the campus of Crossroads may result in disciplinary action, including, but not limited to, booting of a student’s vehicle, fine, or revoking a parking permit.

**EXCUSED PASSES/BREAKFAST**

Students, whose daily arrival time is different from the scheduled school day, must obtain an excused pass from the office. Misuse of this pass is a violation of the Student Conduct Code.

**FINISHING CLASSES**

Students will be allowed to carry over work from their class for one consecutive semester only. If a student enters a class in the middle of a semester, they will have the remainder of that semester and the following semester to earn the credit. Exceptions may be made at the discretion of the Principal and/or Dean of Academics.

**FIRE AND TORNADO DRILLS**

Report all fires to the nearest staff member immediately. Fire drills are required by law and are an important safety precaution. It is very important that students follow directions quickly and carefully while clearing the building by the prescribed route. Designated areas are assigned within the school for use in the event of a tornado. Fire and tornado procedures are posted throughout the school. A schedule of our drills can be found on our school website.

**FOOD SERVICE PROGRAM**

Breakfast and lunch are available in the cafeteria. Breakfast will be served from 7:30 a.m. through 8:00 a.m. Monday through Friday. If a student arrives late (7:40-8:00 a.m) they must check in at the office and request a “breakfast” pass in order to eat breakfast. Students are expected to assist in keeping the cafeteria clean during breakfast and lunch.

**HALL PASSES**

When it is necessary for students to be in the hallways during class periods, **THEY MUST** have a written pass from a staff member. Upon a staff member's request, the student must show the hall pass.

**HEALTH ISSUES**

Students who become ill during the school day should report directly to their teacher or the Office. Those students may remain in the health or injury room up to one class period until Parents/Guardians pick up. Students should report emergency health or injury situations to the Office or the Safety Office immediately. Students who report to the Office will receive an excused absence.

\*All students and visitors are subject to a health screening prior to entering the building due to the COVID-19 pandemic.

**INTERNET** & **COMPUTER USE POLICY**

The Kentwood Public Schools (KPS) is happy to provide the use of computers, computing resources, Internet access and related materials to students. KPS’ goal is to provide an excellent education for students, to promote personal development, educational resource sharing, innovation and communication, and to accomplish the educational mission of the Kentwood Public Schools.

Access to KPS resources, including the Internet, is a privilege and not a right. KPS, and its designees, will be the sole judge(s) regarding the type, quality and duration of access to computing and Internet resources and may discontinue use at any time for any reason whatsoever. Use of other organizations' networks and computing resources, must comply with the rules for that network. Users will maintain high standards of personal conduct. Accessing, generating, storing and/or transmitting obscene, demeaning, lewd, pornographic, inappropriate language or threatening material and/or that violates codes of ethics or personal responsibility is prohibited.

Any use which is inconsistent with the "mission" of KPS, as defined here and/or by all Board of Education policies, official statements and publications, administrative regulations, applicable federal, state or local laws and codes of ethics and conduct is prohibited. Violation may result in cancellation of privileges and/or disciplinary action including criminal prosecution. KPS reserves the right to forward information pertaining to inappropriate conduct to appropriate law enforcement authorities.

Use of the Internet, and information and available resources, are at the users' own risk. KPS makes no warranties of any kind, either express or implied, for the services/product/access it provides and is not responsible for damages of any kind whatsoever or for the security of the users' personal information.

Users may not use KPS resources in any manner that interferes with KPS' goals and operations. Users will protect the security of KPS' resources and information and may not use KPS resources to compromise the security of any other individual or entity and their resources by any means whatsoever.

Users are personally responsible for adhering to all laws and regulations regarding copyright, patent and other protections for intellectual property rights. Users are personally responsible for any restitution that may be required including unauthorized expenses and damages. KPS may search and seize its resources at any time for any reason whatsoever. It may conduct on-site, or remote, physical and electronic searches and audits of computers, software, electronic/digital or printed files, Internet accounts, storage systems and computer media. KPS reserves the right to monitor resource use and Internet access, to establish and use electronic footprint capabilities, and to do so with or without the user's prior knowledge or consent.

**LOST AND FOUND**

Items lost, stolen, or damaged, should be reported to the safety office or the front office. Any books or items found are to be turned in to the office. Kentwood Public Schools is not responsible for replacement of lost, stolen or damaged items.

**MEDICATION POLICY**

Medication is administered from the Office Secretary or designated staff member.

* 1. Parents/Guardians must fill out a form giving us permission to administer medication to the student with instructions. (This includes over the counter medication) Doctor’s signature must be on the form. Pills must be in the original prescription bottle. (No baggies)
  2. All Medication must be reported to the office prior to consumption.
  3. We do not have any kind of medication in the office to give to students. (No aspirin, inhalers, cream….etc.)
  4. Everything pertaining to medication must be in writing. This includes dosages or any changes needed. (This includes all over-the-counter medication.)
  5. Students with medical conditions that require care during the school day will be referred to our school nurse to develop a school treatment plan.

**PARENT TEACHER CONFERENCES**

Parent/Teacher Conferences are held in the fall and spring. Letters are mailed home with specific information regarding dates and times. Phone calls will also be placed to each family.

**OUTSTANDING OBLIGATIONS**

Students are responsible for any fees, fines, fundraising expenses, etc. Possible consequences include the student not being allowed to participate in the programs in which the obligations were incurred, police contact, or students not allowed to participate in senior activities such as graduation ceremony.

**REPORT CARDS/PROGRESS REPORTS**

Progress reports indicating a student’s performance in an individual class may be issued to the student at any time throughout each semester and are posted in all classes by student id number. Students are expected to share their progress reports with parents or guardians. Parents/Guardians may email [Serita.Lovelady-Little@kentwoodps.org](mailto:Serita.Lovelady-Little@kentwoodps.org) to be automatically signed up for instant academic and attendance alerts.

**BEHAVIORAL SPECIALIST ROOM**

Behavioral Specialist Room (BSR) is an intervention based program where a Behavioral Specialist works with students on making more mature and socially acceptable choices when handling daily situations with staff or peers. The students are expected to be on time, working quietly, and following the building expectations.

If a student decides to act his/her way out of BSR room, then they are acting as insubordinate/disruptive and will receive the consequences for that behavior.

**BSR Rules:**

* Enter quietly and check in with the Behavioral Specialist.
* Work on school work.
* No cell phones.
* No talking without permission.
* You may not leave without permission.
* Failure to follow these rules will result in consequences.

**STUDENT ID CARDS**

Students will receive an identification card and a lanyard within the first three weeks of school. The ID card will be required for admission to various Kentwood extracurricular school activities. **Replacement ID Cards are available for $3.00 ($2.00 for lanyard) at the Safety Office. ID cards will be checked at all sporting events and dances. ID cards are required to ride Kentwood Public School buses.**

**SCHOOL CLOSURE**

School closure will be announced on local TV and radio stations and on the Kentwood Public School website. The cancellation of school includes all practices and student activities. Any changes in student activities will be announced after 1:00 p.m.

**TELEPHONE USE**

Students who need to make emergency telephone calls concerning transportation, child care, or other appropriate and necessary business may request a phone pass from their classroom teacher to use their phone in the entrance “A” lobby area. A public pay phone is not available in the building.

**VISITORS**

Visitors must go to the office immediately upon arrival. Visitors and students are to enter and exit the North “A” doors. Visitors are not allowed beyond the office reception area and are limited to ten (10) minutes on the school campus and/or in the building. Visitors who do not check in at the office or who are on campus and/or in the building will be directed to leave.

**BEHAVIOR AND DISCIPLINARY CONCERNS**

**ALCOHOL AND PRELIMINARY BREATH TESTING**

Students shall not possess or consume alcohol or be under the influence of alcohol on school property or at school related activities. Students who are suspected of using alcohol because of observable behavior, impaired speech, impaired coordination, glazed eyes, unruly behavior, alcohol on the breath may be subjected to taking a breath/alcohol test. The breath/alcohol test shall be administered only by the high school Principal, Dean of Academic Affairs, Safety Personnel, or law enforcement officials who have been properly trained in giving the test**. Refusal to take the test by students who are suspected of using alcohol will result in discipline in accordance with the school policy on alcohol.**

**BULLYING POLICY**

The District strictly prohibits the bullying of a District pupil, and also prohibits the retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying. All pupils are protected under Board Policy and Public Act 241.

**LUNCH/AFTER SCHOOL DETENTION**

Detentions will be served during lunch or after school Monday through Friday unless stated otherwise. Lunch detentions will be served from 12:00 p.m. to 12:22 p.m. and after school from 2:40 p.m. to 3:40 p.m. It is the responsibility of the student to communicate this detention to their parent/guardian. **Students who do not report to detentions may serve additional consequences. After school detention may start promptly at 2:40 p.m. and students must be on time or serve additional consequences.** A detention may be rescheduled once prior to the day of the detention. Rescheduling must be approved by the Administration.

**GANG ACTIVITY REGULATIONS**

The Board of Education does not tolerate any gang or gang-like activity within the Kentwood Public Schools. The Board considers gang or gang-like activity to constitute gross disobedience which will result in a lengthy suspension and/or expulsion of a student.

Gang activity means: any activity by a group of two or more, or by an individual student on behalf of a group, whose purpose includes but is not limited to, the commission of one or more illegal, delinquent or disruptive acts that significantly interfere with or cause a significant disruption in learning or an unsafe school environment, or is reasonably likely to cause such significant interference or disruption, or acts in violation of the Student Code of Conduct and/or Board of Education policies, or the formation of a group to defend its members (by the use of physical force, threats, or intimidation) against a perceived threat by another group or known gang; where the group or gang is identifiable by name, sign, clothing, symbol, etc., or other conduct as described in the numbered paragraphs below.

Students are also prohibited from engaging in any gang-like activity which means: any conduct engaged in by a student (1) on behalf of any gang or group intending to function as a gang or formed for the purposes described above; or (2) to perpetuate the existence of any gang or gang-like group; or (3) to effect the common purpose and design of any gang or gang-like group; or (4) to represent, encourage, promote, or advance a gang affiliation , loyalty, or membership in such gang or gang-like group, in any way while on school grounds or while attending a school function.

The administrative regulations and the Student Code of Conduct also apply to any gang or gang-like activity *off school premises* which has the effect of disrupting the educational environment, is detrimental to the normal functioning of the school and/or of school activities, or jeopardizes the safety or emotional well-being of any student, staff member, or the school district community at school, on school premises, or at school-sponsored activities.

Any student who is found to engage in gang or gang-like activity, or who disrupts the school environment, facilitates the illegal or disruptive acts of a gang or gang-like group within school or on school premises, or whose continued presence creates a reasonable likelihood of harm to any district student or staff member as a result of affiliation or activity with a gang, gang-like group or group formed for the purposes described above, a reasonable likelihood of significant disruption or significant interference with a safe and productive learning environment, or the creation of unsafe or disruptive conditions at school or at school sponsored activities is subject to discipline, suspension, expulsion, arrest or referral to law enforcement authorities. In addition, the Michigan School code requires the District to report gang-related activity crimes to the superintendent of public instruction.

**All students accused of violating Board policy and regulations assured access to the due process hearing procedures and appeal rights outlined in Board rules and regulations**

Because the Board of Education believes that the presence of gang members and gang or gang-like activities (as described above) in or outside of school causes a substantial disruption of the educational environment and materially interferes with learning and school activities, students on school property or at any school activity or school sponsored event shall not:

1. Wear, possess, use, distribute, display, or sell any overt gang paraphernalia, such as clothing, jewelry, emblem, badge, symbol, color, sign or any other things which are known to be evidence of membership or affiliation with any gang, or membership or affiliation in any gang-like group or other group as described above.

*NOTE*: Students who wear clothing or accessories that display affiliation with gang-like groups, gangs, or criminally motivated organizations as defined above may be subject to discipline and accordance with the terms of the Code.

2. Commit any act, or use any speech, either verbal or non-verbal (gestures, hand-shakes, etc.) known to show membership in or affiliation with any gang, gang-like group, or other group as defined above.

3. Use any speech or commit any act to promote, encourage, or advance the interest of any gang or gang-like activity, including but not limited to:

a. Soliciting others for a membership in any gangs or gang-like groups or other groups as

defined above;

b. Intimidating or threatening any person as a result of gang affiliation or gang-like activity or as other activities described in this regulation;

c. Committing any other illegal act or violation of school district policies as part of a gang initiation, or gang-like activity, or as a result of a belief that students are part of a gang;

d. Inciting other students to act with physical violence on or off school premises to engage in

criminal activity on or off school premises, or to engage in any significantly disruptive conduct

in violation of the Student Code of Conduct and/or Board of Education policies;

e. Acting or recruiting with use of intimidation, tagging or marking, assault, battery, theft,

trespassing, or extortion, performed by or on behalf of a gang member, gang-like group as

defined above, or any such acts intended to further a common criminal objective, or to retaliate for conduct viewed as hostile to a particular gang, gang-like group or other group as defined above.

*NOTE*: Frequent association with known gang members or gang-like organizations, in or out of school, is one factor considered in determining whether a student is engaged in gang or gang-like activity, but it shall not be the sole factor for concluding Board policy has been violated.

4. Because gang activity, by its nature, is often subtle or covert, gang activity or affiliation can be implied from the character of a student’s acts as well as the **circumstances** surrounding any misconduct. As a result, one or more of the following shall be considered evidence of gang affiliation, conduct, and gang-like activity:

a. Website or Internet postings describing or reasonably implying the student’s membership, affiliation or participation in a gang, gang-like group or activities;

b. Any form of Internet communication depicting the student making gang gestures or displaying other overt gang paraphernalia or gang-like affiliation;

c. Displays on school assignments or objects, such as notebooks or lockers, of gang names, symbols, paraphernalia, street names, “a.k.a.” monikers, etc.;

d. Posting threats on Internet blogs or otherwise making verbal or written threats in any manner against a district student or staff member, to promote, advertise, or encourage gang activity or affiliation, or on behalf of a gang-like group which is significantly disruptive of the educational environment, is reasonably likely to create anxiety, fear, or other disruption of a student’s educational experience, or significantly disturb the health, safety or emotional well-being of a staff member;

e. Possessing, selling, or otherwise promoting in any way, lyrics or songs that specifically threaten or encourage physical violence against known gangs or known gang members, or support criminal gang activities.

*NOTE*: The entirety of the circumstances surrounding any misconduct or violation of the Student Code of Conduct.

As needed, the school administration will develop a list of activities identified as gang activity. Any student may offer suggestions or input on curbing these activities, request a copy of the list, if he/she has any question about whether any particular behavior or conduct is considered to be gang activity under this policy. However, this list is not intended to be all-inclusive.

**Any student aware of gang activity or other activity in violation of these regulations is encouraged to contact Silent Observer at 1-866-774-2345. Your identity will be fully protected. A monetary reward may be available depending on the specificity of the information provided.**

**POLICE INTERVIEW WITH STUDENT**

All students must comply with police questioning upon request. If a student, regardless of age, is not a suspect, he/she will be permitted to speak with a police officer without parental consent. A courtesy call will be made to the parent/guardian of the student to be interviewed.

**SAFE SCHOOLS LEGISLATION**

Act PA102 is legislation, effective January, 2000, that requires school officials to report student incidents to law enforcement agencies. Law enforcement agencies also report crimes involving district students to school officials. The reportable incidents as required by law are as follows:

| * Armed student or hostage | * Unauthorized removal of student |
| --- | --- |
| * Suspected armed student | * Threat of suicide |
| * Weapons on school property | * Suicide attempt |
| * Fight | * Larceny (theft) |
| * Death or homicide | * Intruders |
| * Drive-by shooting | * Illegal drug use or overdose |
| * Bomb threat | * Drug possession or drug sale |
| * Explosion | * Vandalism or destruction of property |
| * Arson | * Minor in possession of alcohol or tobacco products |
| * Sexual assault | * Bus incident or accident |
| * Robbery or extortion |  |

**SEXUAL/RACIAL HARASSMENT OF STUDENTS**

The Kentwood Public Schools prohibits sexual/racial harassment of students. Sexual/racial harassment of students is not only illegal; it is disruptive of the educational process and interferes with this District's commitment to provide a stable learning environment for its students. All KPS staff, students, and volunteers are expected to conduct themselves with respect for the dignity of others. The Kentwood Public Schools, because of its desire to prevent and prohibit sexual/racial harassment of its students, adopts this policy to give notice that sexual/racial harassment of students is wrong and will not be tolerated by this District. This policy prohibits sexual/racial harassment of students by District staff, District volunteers, students, or other members of the public at school or school activities.

**STUDENT SEARCH AND SEIZURE**

The purpose of this policy is to help preserve and foster a safe, non-disruptive educational environment for effective teaching and learning, to maintain and foster order and discipline, to deter students from bringing inappropriate and/or illegal materials onto school property or to school-related activities, and to achieve these objectives consistent with law. While students are entitled to the guarantees of the United States Constitution’s Fourth Amendment, they still are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of particular students and student property when there is reasonable suspicion that a student may be in possession of inappropriate and/or illegal materials in violation of school rules, policy or law.

K9 Searches

In an effort to be proactive in maintaining a drug-free school zone, the Kentwood Public Schools conducts unannounced, random canine searches of school buildings, hallways, classrooms, lockers, parking lots and other school property. While canines are not used to search individuals, they may search student belongings, lockers or desks. The canine unit consists of a qualified handler, and a dog specially trained to sniff for drugs, bombs or weapons. The purpose of the random canine searches is to maintain a drug-free learning environment in which students feel safe. Canine searches may also be used to sniff student’s personal belongings, car, or assigned school property if there is individualized suspicion that a student is in possession of drugs, bombs or weapons.

Wand Searches

The District also conducts unannounced, random wand searches for weapons. These searches are conducted in order to provide a school and classroom environment in a weapons-free zone so that students can learn and feel safe. Wand searches may also be conducted if there is individualized suspicion that a student is in possession of dangerous or other unlawful weapons on school premises, school transportation, or at school sponsored activities.

Reasonable Suspicion

The school official performing a search must be able to articulate a reason for suspecting the student possesses something, which violates the law, school rule or policy. For example, reasonable suspicion may exist because of eyewitness observations of school personnel, information from a reliable informant, a silent observer tip, a canine alert, suspicious behavior, a bulge suggestive of weapon or contraband, recognizable smell of tobacco, alcohol or marijuana, unusual behavior, an incident captured via security cameras, or the student’s history and school record. A mere “hunch” or an attempt to “clear” a student is not a sufficient basis to undertake a search.

School Property

Student desks, student vehicles and other similar property are owned, leased or controlled at all times by the school. The school exercises exclusive control over the school-related property and a student should not expect any privacy whatsoever regarding items placed or stored in or on school-related property, because school-related property is subject to search at any time by school officials.

School Computers

School computers, files, software, and other similar educational technology, including Internet access records, including but not limited to data are controlled by the school. The school exercises exclusive control over the school property, and a student should not expect any privacy whatsoever regarding the property because the school property is subject to search at any time by school officials.

The Person

A student may be searched if there is reasonable suspicion that the student has violated the law, a school rule or policy. With consent, given by a student or parent, a particular student’s effects (e.g. purse, book bag, coat, pockets or shoes) are also subject to being searched by school officials and are subject to the same rule. The scope of the search must be reasonably related to the objectives of the search. If a student resists or refuses the consent to a search as established in this policy it will be considered grounds for disciplinary action. The maximum penalty for refusal will be equal to the student’s current level of offense of the suspected violation.

Location

A search should be conducted in private, to the extent practicable. In all circumstances, female students will be searched by a female school official while male students will be searched by a male school official. All searches will be conducted with two adults present.

Seizure of Illegal Item

If a search conducted pursuant to this policy yields or reveals an illegal item or contraband materials, such findings will be turned over to the proper legal authorities for ultimate disposition.

Parental/Guaridan Contact

It is always our goal to work in collaboration with Parents/Guardians at Crossroads Alternative High School. In the event a student is searched the parent/guardian will be notified immediately upon its conclusion. The contact will explain the reasonable suspicion that led to the search and any inappropriate and/or illegal materials obtained as a result of this search.

**OUT OF SCHOOL SUSPENSION**

A student on suspension is not allowed on any Kentwood Public School property or at any Kentwood Public school activities for the duration of the suspension.

**RESTORATIVE PRACTICE**

Restorative Practice is a paradigm/belief system, emanating from the criminal justice realm, which seeks to restore and repair the harm caused by a person’s actions. According to research, Restorative Practice aims to:

* understand the harm and develop empathy for both the victim and the offender;
* listen and respond to the needs of the person harmed and the person who harmed;
* encourage accountability and responsibility through personal reflection within a collaborative planning process;
* allows individuals to learn the impact of their actions and take responsibility;
* supports the healing process; and
* creates a caring climate in schools

The aim of the Restorative Practice is to reduce the number of out of school suspensions as well as repair the classroom, school, or community.

**WEAPONS, RAPE AND ARSON**

**A law passed by the State legislature in September 1994 requires expulsion as the penalty for any K-12 student who possesses a dangerous weapon, or commits rape or arson in a** **school building or on school grounds.** The law went into effect January 1, 1995. The following objects are considered dangerous weapons by State and Federal law: a gun, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

Crossroads Alternative High School is committed to providing an educational environment in which students feel safe and able to learn. As part of this commitment, the administration intends to strictly enforce the mandatory expulsion penalties as directed by the State and Federal law in its effort to maintain schools free of dangerous weapons and unsafe behavior. We ask the cooperation of all students in working to accomplish this goal.

**STUDENT CODE OF CONDUCT**

| **UNACCEPTABLE BEHAVIOR** | **RANGE OF CONSEQUENCE** |
| --- | --- |
| **1. ALCOHOL**  **A.  Distribution and/or selling or intent to sell** alcoholic beverages on all Kentwood School property or at any school sponsored activities. | Possible:  Parental contact, 1-10 days suspension, long-term suspension, police contact, recommendation for expulsion. |
| **1. ALCOHOL**  **B. Possession or under the influence** of alcoholic beverages on any Kentwood School property or at any school sponsored activities: | Possible:  Parental contact, 1-10 days suspension, long-term suspension, police contact, recommendation for expulsion. |
| **2. ARSON** | State mandatory expulsion. Parent contact. Police contact. |
| **3. ASSAULT, BATTERY** (An unprovoked attack on another person): | Possible:  Parental contact, 1-10 days suspension, long-term suspension, police contact, recommendation for expulsion. |
| **4. BUS BEHAVIOR BEFORE, DURING, AND AFTER THE RIDE** Including, but not limited to: profanity, threatening behavior to bus driver or student, leaving by the emergency exit, and fighting. | Possible:  Parent contact, lunch/after school detention, loss of bus privileges, 1-10 day suspension, long-term suspension, police contact, recommendation for expulsion. |
| **5. CHEATING:** | Possible zero on assignment, parent call from teacher, and detention.  Possible 1-10 day suspension. |
| **6. CRIMINAL ACTIVITY** | When a student’s commission of/or participation in a criminal activity occurs in a non-school context, school officials may nevertheless impose an appropriate punishment, including suspension or expulsion, when such punishment is reasonably necessary to protect the interests and learning environment of the building and/or school district. |
| **7. DISRESPECTFUL, INAPPROPRIATE, AND DISRUPTIVE BEHAVIOR**: Conduct detrimental to the normal functioning of school or school activities and safety of students and/or staff. Including, but not limited to: bullying, dishonesty, obscene gestures, behavior and/or notes, threatening behavior, drug related drawings, offensive or profane language, and gathering of students for the purpose of promoting an altercation. | Possible:  Parent contact, detention, 1-10 days suspension, long term suspension, police contact, recommendation for expulsion. |
| **8. DRESS CODE VIOLATION:**  Inappropriate, revealing clothing, sagging, headwear, etc.  (Refer to pg.16 for further clarification) | Possible:  Call home for a change of clothes. detention, 1-10 day out of school suspension, parent meeting. |
| 9**. DRIVING OR PARKING INFRACTIONS:**  \*Administration holds the right to revoke driving privileges at any time and administer school discipline with offenses filed in safety office. | Possible:  Parent contact, written warning,  $10.00 fine, boot, loss of driving privileges and/or vehicle will be towed at owner’s expense.  **An additional $10.00 fee will be charged** **to remove the boot.** |
| **10. DRUGS**  **A.  Distribution and/or selling or intent to sell** an illegal or controlled substance, drugs (marijuana, barbiturate, etc.), or ersatz (substitute) drug or drug paraphernalia on any Kentwood Public School property or any school sponsored event: | Possible:  Parent contact, 1-10 days suspension, long term suspension, police contact, recommendation for expulsion. |
| **10. DRUGS**  **B.  Possession** **of drugs or paraphernalia or under the influence** of any illegal or controlled substance or drug on Kentwood Public School property or any school sponsored event: | Possible:  Parent contact, 1-10 days suspension, long term suspension,  police contact, recommendation for expulsion. |
| **11. ELECTRONIC DEVICES/CELL PHONES** | Device will be confiscated and returned to student at end of day;  possible detention or 1-10 days out of school suspension. |
| **12. FAILURE TO SERVE LUNCH DETENTION** | Possible:  Parent contact, after school detentions, or 1-10 days suspension. |
| **13. FAILURE TO SERVE AFTER SCHOOL DETENTION SESSION** | Possible:  Parent contact, after school detentions, or 1-10 days suspension. |
| **14. FORGED SIGNATURE, IMPERSONATING A PARENT/GUARDIAN TO EXCUSE STUDENT AND FALSIFYING** A **WITNESS STATEMENT** | Possible:  Parent contact, detention, 1-10 days suspension, long-term suspension,  police contact, recommendation for expulsion. |
| **15. GAMBLING** | Possible:  Parent contact, detention, 1-10 days suspension, long-term suspension,  police contact, recommendation for expulsion. |
| **16. GANG ACTIVITY, AFFILIATION OR PROMOTION** | Possible:  Parent contact, detention, 1-10 days suspension, long-term suspension,  police contact, recommendation for expulsion. |
| **17. GROSS MISCONDUCT:** Deliberate, malicious, premeditated or willful conduct detrimental to the normal functioning of school or school activities and safety of students and/or staff. | Possible:  Parent contact, detention, 1-10 days suspension, long-term suspension,  police contact, recommendation for expulsion. |
| **18. INTERNET MISUSE** | Possible:  Parent contact, detention, 1-10 days suspension, long-term suspension,  police contact, recommendation for expulsion. |
| **19. INSUBORDINATION**   Including, but not limited to, not complying with staff request, disobedient, failure to identify self upon request, refusing to permit search of person or personal belongings. | Possible:  Parent contact, detention, 1-10 days suspension, long-term suspension,  police contact, recommendation for expulsion. |
| **20. LEAVING CLASS WITHOUT PERMISSION** | Possible:  Parent contact, detention, 1-10 days suspension, long-term suspension,  police contact, recommendation for expulsion. |
| **21. LEAVING SCHOOL WITHOUT PERMISSION** | Possible:  Parent contact, detention, 1-10 days suspension, long-term suspension,  police contact, recommendation for expulsion. |
| **22. MISUSE OF BOOKS MATERIALS, EQUIPMENT, PASSES AND ATTENDANCE RECORDS** | Possible:  Parent contact, detention, 1-10 days suspension, long-term suspension,  police contact, recommendation for expulsion. |
| **23. ORAL OR WRITTEN ABUSE OF SCHOOL EMPLOYEES OR STUDENTS (Includes online sites)** | Possible:  Parent contact, detention, 1-10 days suspension, long-term suspension,  police contact, recommendation for expulsion. |
| **24. PHYSICAL ALTERCATION:** | Possible:  Parent contact. 1-10 days suspension, long-term suspension,  police contact, recommendation for expulsion. |
| **25. PLAGIARIZING OR REPRODUCING THE WORK OF ANOTHER** | Possible:  Parent contact, detention, 1-10 days suspension, long-term suspension,  police contact, recommendation for expulsion. |
| **26. Threats** to persons or property, extortion, inciting a fight, fighting, and battery | Possible:  Parent contact. 1-10 days suspension, long-term suspension,  police contact, recommendation for expulsion. |
| **27. PUBLIC DISPLAYS OF AFFECTION:** Actions that are deemed inappropriate ways to show affection in a school setting | Possible:  Parent contact., detention, 1-10 days suspension, long-term suspension,  police contact, recommendation for expulsion. |
| **28. PYROTECHNICS:** The possession and/or use of any explosive, smoke, or odor producing device is prohibited in or on the school setting. | Possible:  Parent contact. 1-10 days suspension, long-term suspension,  police contact, recommendation for expulsion. |
| **29. RAPE:**. | State Mandatory Expulsion. Police contact |
| **30. SEXUAL AND RACIAL HARASSMENT:**  **Sexual harassment** includes, but is not limited to, any unwelcome or unwanted sexual advances, or other verbal, written or physical conduct of a sexual nature.  Racial harassment includes, but is not limited to, racial slurs, degrading remarks, and comments. | Possible:  Parent contact. 1-10 days suspension, long-term suspension,  police contact, recommendation for expulsion. |
| **31. SKIPPING CLASS:**  \*While still in school building\* | Possible:  Parent contact, detention, 1-10 days suspension, long-term suspension,  police contact, recommendation for expulsion. |
| **32. THEFT OF SCHOOL PROPERTY AND/OR PERSONAL PROPERTY:** | Possible:  Parent contact, detention, 1-10 days suspension, long-term suspension,  police contact, recommendation for expulsion. |
| **33. TOBACCO:**  Act 314 of the 1988 Youth Tobacco Act makes it unlawful for persons under age 18 to possess, buy, or use any type of tobacco product.  In addition, students of Kentwood Public Schools must abide by the following rules for possession, use, sale or furnishing of tobacco products, i.e., smoking, chewing, e-cigs, vapors, gutka, supari, etc. on all Kentwood School property and at school sponsored activities | Possible:  Parent contact, detention, 1-10 days suspension, long-term suspension,  police contact, recommendation for expulsion. |
| **34. UNAUTHORIZED PRESENCE ON SCHOOL PROPERTY OR VISITS TO OTHER SCHOOL BUILDINGS:** (This includes the Freshman campus, 10-12 building, and other Kentwood Public school buildings.) | Possible:  Parent contact, detention, 1-10 days suspension, long-term suspension,  police contact, recommendation for expulsion. |
| **35. VANDALISM, DESTRUCTION/DEFACING OF SCHOOL PROPERTY AND/OR PERSONAL PROPERTY:** | Possible:  Parent contact, detention, 1-10 days suspension, long-term suspension,  police contact, recommendation for expulsion. |
| **36.  PHYSICAL ASSAULT ON STAFF OR STUDENT:** | Possible:  Parent contact. 1-10 days suspension, long-term suspension,  police contact, recommendation for expulsion. |
| **37. VERBAL ASSAULT ON STAFF/ADULTS:** | Possible:  Parent contact, detention, 1-10 days suspension, long-term suspension,  police contact, recommendation for expulsion. |
| **38. VERBAL ALTERCATION:** | Possible:  Parent contact, detention, 1-10 days suspension, long-term suspension,  police contact, recommendation for expulsion. |
| **39. WEAPONS:** (Possession or use of, including facsimiles) | State mandatory expulsion.  Police contact.  (Refer to page 240for further clarification) |

**Although possible consequences are listed, the final decision of disciplinary measures in a particular situation is up to the discretion of the administration.**

**DISCLAIMER**

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a handbook; however, we expect students to follow reasonable rules and not violate the rights of others.

**APPEAL PROCESS FOR OUT-OF-SCHOOL SUSPENSION 1-10 DAYS OR VIOLATION OF BEHAVIORAL CONTRACT**

Parents/guardians and students have the right to appeal an out-of-school suspension of ten days or less.

* If a parent/guardian wishes to appeal a suspension, a meeting must take place with the building principal within two (2) school days of the notification of suspension.
* The parent/guardian has two (2) school days to request a meeting with the Assistant Superintendent of Student Services if the issue is not resolved with the Building Principal.
* The Assistant Superintendent of Student Services will inform the appealing parties of his/her decision. If a decision is made to reduce or reverse the suspension, the student's records will be corrected and the student given an opportunity to make up all schoolwork missed for full credit.

The Assistant Superintendent of Student Services decision is final and not subject to further review.

**NOTE: IF A REQUEST TO APPEAL IS NOT MADE WITHIN THE AFOREMENTIONED TIME LIMIT, THE ADMINISTRATOR'S DECISION WILL NOT BE SUBJECT TO FURTHER REVIEW**.

**APPEAL PROCES**S   
**OUT-OF-SCHOOL SUSPENSION MORE THAN 10 DAYS OR EXPULSIO**N

When the decision to suspend for more than ten school days (long term suspension) or to expel a student from KPS the student/parent/guardian will receive the applicable sections of Kentwood Public Schools policy JDD and associated regulations from the enforcing administrator.

Students/parents/guardians wishing to appeal the decision must make a written request to the Assistant Superintendent of Student Services within three school days (Policy JDD). **If there is an appeal, the student will remain suspended pending the appeal.**

Note: Federal or State of Michigan guidelines for the suspension/expulsion of handicapped (special education) students supersede the Kentwood Policy related to suspension, expulsion, and transportation.

**EXPLANATION OF TERMS**

Below is a brief definition of some of the terms and phrases used in the Conduct Code that need special clarification:

**1. Battery** – A physical attack upon a person without their retaliation.

**2. Electronic Devices** – Electronic or battery operated games or devices, e.g. laser pens, headsets, compact disk players, hand-held electronic games, cell phones, IPods, IPads, MP3 players, etc., are not permitted during the school day.

**3. Expulsion** – Exclusion from the school district for 60 or more days.

This includes a permanent or indefinite expulsion.

**4. Parental Conference** -Actual face to face meeting with parents/guardians, student, and an administrator.

**5. Parental Contact** -Any communication with a student's parent/guardian. This may take the form of a phone call, email, letter, or meeting.

**PLAGIARISM:**

Plagiarism is the use of facts, opinions, and language taken from another writer without acknowledgment. In its purest form plagiarism is literally "stealing" another person's writing. To avoid all forms of plagiarism read and remember the following rules:

1. The language in your paper must either be your own or a direct quote from the original author.  
2. Changing or omitting words is not enough to make the writing your own.  
3. If the language comes from another writer, quotation marks and a parenthetical citations are

Necessary.

4. Paraphrasing still requires a parenthetical citation.

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**Crossroads Alternative High School**

**STUDENT HANDBOOK RECEIPT**

**2021-2022**

**I,**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(Please Print Name)

**received all materials distributed during student registration including:**

* **Free and Reduced Meal Online Application**
* **Authorization for Emergency Treatment**
* **A student handbook which contains:**

1. Code of Conduct
2. Weapons Policy
3. Bus Conduct Rules
4. Internet & Computer Use Agreement
5. Gang Policy

**My signature indicates that I agree to become familiar with and abide by these regulations.**

**It is the responsibility of the student to share the contents of this handbook with his or her**

**parent(s) or guardian(s).**

**Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Intentionally left blank*