



# 2026-2027 Student Handbook

**Wyoming Campus**

3600 Byron Center Ave.  
Wyoming, MI 49519

**GRCC Sneden Hall Campus**

415 Fulton St. E.  
Grand Rapids, MI 49503

**Kentwood Crossroads HS Campus**

28 60<sup>th</sup> St. SE  
Grand Rapids, MI 49548

This handbook is intended for use by students and staff as a guide to the rules, procedures, and general information about Kent ISD Adult Education. Students are responsible for familiarizing themselves with this handbook.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between Kent ISD Adult Education and students or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

**Important Information**

- Review our [district website](#) for more information about all that Kent ISD has to offer.
- Review our [Kent ISD school board policies](#) for more information regarding specific policy topics.

**KENT INTERMEDIATE SCHOOL DISTRICT**  
**Adult Education 2026-2027 Calendar**

| AUGUST 2026 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | TH | F  | S  |
|             |    |    |    |    |    | 1  |
| 2           | 3  | 4  | 5  | 6  | 7  | 8  |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 30          | 31 |    |    |    |    |    |

| SEPTEMBER 2026 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | TH | F  | S  |
|                |    | 1  | 2  | 3  | 4  | 5  |
| 6              | 7  | 8  | 9  | 10 | 11 | 12 |
| 13             | 14 | 15 | 16 | 17 | 18 | 19 |
| 20             | 21 | 22 | 23 | 24 | 25 | 26 |
| 27             | 28 | 29 | 30 |    |    |    |

| OCTOBER 2026 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | TH | F  | S  |
|              |    |    |    | 1  | 2  | 3  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 |

| NOVEMBER 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | TH | F  | S  |
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| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 29            | 30 |    |    |    |    |    |

| DECEMBER 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | TH | F  | S  |
|               |    | 1  | 2  | 3  | 4  | 5  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 | 31 |    |    |

| JANUARY 2027 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | TH | F  | S  |
|              |    |    |    |    | 1  | 2  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |
| 31           |    |    |    |    |    |    |

| FEBRUARY 2027 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | TH | F  | S  |
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| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            |    |    |    |    |    |    |

| MARCH 2027 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | TH | F  | S  |
|            | 1  | 2  | 3  | 4  | 5  | 6  |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 | 31 |    |    |    |

| APRIL 2027 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | TH | F  | S  |
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| 4          | 5  | 6  | 7  | 8  | 9  | 10 |
| 11         | 12 | 13 | 14 | 15 | 16 | 17 |
| 18         | 19 | 20 | 21 | 22 | 23 | 24 |
| 25         | 26 | 27 | 28 | 29 | 30 |    |

| MAY 2027 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | TH | F  | S  |
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| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

| JUNE 2027 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | TH | F  | S  |
|           |    | 1  | 2  | 3  | 4  | 5  |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 |    |    |    |

| JULY 2027 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | TH | F  | S  |
|           |    |    |    | 1  | 2  | 3  |
| 4         | 5  | 6  | 7  | 8  | 9  | 10 |
| 11        | 12 | 13 | 14 | 15 | 16 | 17 |
| 18        | 19 | 20 | 21 | 22 | 23 | 24 |
| 25        | 26 | 27 | 28 | 29 | 30 | 31 |

|  |                          |
|--|--------------------------|
|  | School Days              |
|  | Staff PD Days            |
|  | No School/Staff students |
|  | Summer Schedule          |

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TEACHER DAYS  
PROF DEVELOPMENT DAYS  
STUDENT DAYS

182  
5  
177

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## Emergency School Closing Procedures

In the event of an emergency school closure, such as a severe weather day or when school is unexpectedly closed early, Kent ISD Adult Education will notify students, parents, and the public about the closure in the following manner:

Closing information is reported on local radio stations, local TV stations, and on local district websites. For the Kent ISD Wyoming, Grand Rapids or Kentwood campuses, please look for “Kent ISD Adult Education.”

For the Grand Rapids location, also watch for GRCC notifications. If GRCC is closed, so will the Adult Ed GRCC campus.

## Notice of Non-Discrimination

The district does not discriminate on the basis of race, color, religion, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District’s applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education’s Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

### **Primary Designated Title IX Coordinator:**

Asst. Superintendent of Human Resources & Legal Services  
Kent Intermediate School District  
2930 Knapp St., Grand Rapids, MI 49525  
616-365-2214  
[daverodgers@kentisd.org](mailto:daverodgers@kentisd.org)

### **Additional Title IX Coordinator:**

Director of Human Resources  
Kent Intermediate School District  
2930 Knapp St., Grand Rapids, MI 49525  
616-365-2288  
[daniellehendry@kentisd.org](mailto:daniellehendry@kentisd.org)

### **Designated Section 504 Coordinator:**

Asst. Superintendent of Human Resources & Legal Services  
Kent Intermediate School District  
2930 Knapp St., Grand Rapids, MI 49525  
616-365-2214  
[daverodgers@kentisd.org](mailto:daverodgers@kentisd.org)

**Designated Civil Rights Coordinator/Employment Compliance Officer:**

Asst. Superintendent of Human Resources & Legal Services

Kent Intermediate School District

2930 Knapp St., Grand Rapids, MI 49525

616-365-2214

[daverodgers@kentisd.org](mailto:daverodgers@kentisd.org)

The District's Non-Discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at [www.kentisd.org](http://www.kentisd.org).

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the Grievance Process described by Policy.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

**Examples of Unlawful Harassment**

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person's membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person's ability to benefit from the District's educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policy 3115A. Policies 3115-3115H are attached to this handbook.

# Adult Education-Wide Policies and Procedures

## Registration

Kent ISD Adult Education is a first come, first served program based on classroom and teacher capacity. Registration begins in August and ends in April. To register, students will need to go to our website to fill out the registration form and choose an in-person orientation date. Orientation is a requirement and cannot be done from home. Orientation will take 90 minutes (about 1 and a half hours) to complete and includes confirmation of registration forms and a reading assessment test.

## Orientation

Orientation is a requirement for all students before they start class. The orientation will let you know what to expect when you are in classes, meet members of the adult education team, and will set you up for a successful start of your program. The process and/or times for the orientation will be presented to you after your registration is complete.

## Attendance

Kent ISD Adult Education is an in-person, attendance-based program. Students are to arrive at their classes before the start of class and stay through the end of class. If a student is absent for a day, they must contact their teacher to excuse their absence. If a student is absent for an extended period, they will need to be in communication with their teacher. If the student's absence exceeds three weeks, they will need to relinquish their spot in their classes until they can return to class. Returning to class is not a guarantee, and students may be put on a waitlist until a spot is available.

## Instructional Team

### *Wyoming Campus*

- Hank Diaz ([hankdiaz@kentisd.org](mailto:hankdiaz@kentisd.org))
- Kim Dittenber ([kimdittenber@kentisd.org](mailto:kimdittenber@kentisd.org))
- Rebecca Lantinga ([rebeccalantinga@kentisd.org](mailto:rebeccalantinga@kentisd.org))
- Mark Omness ([markomness@kentisd.org](mailto:markomness@kentisd.org))
- Deb Pitsch ([deborahpitsch@kentisd.org](mailto:deborahpitsch@kentisd.org))
- Sarah Schuiteman ([sarahschuiteman@kentisd.org](mailto:sarahschuiteman@kentisd.org))
- Tiffany Smith ([tiffancysmith@kentisd.org](mailto:tiffancysmith@kentisd.org))
- Anne Walker ([annewalker@kentisd.org](mailto:annewalker@kentisd.org))

### *GRCC Campus*

- Dana Fowle ([danafowle@kentisd.org](mailto:danafowle@kentisd.org))
- Stephanie Hakim ([stephaniehakim@kentisd.org](mailto:stephaniehakim@kentisd.org))
- Marty Marquardt ([martinmarquardt@kentisd.org](mailto:martinmarquardt@kentisd.org))
- Karen McBurney ([karenmcburney@kentisd.org](mailto:karenmcburney@kentisd.org))

### *Kentwood Campus*

- Matt Reda ([mattreda@kentisd.org](mailto:mattreda@kentisd.org))

## **Arriving and Leaving Campus**

Kent ISD Adult Education staff and administration are responsible for students' well-being while attending class. Kent ISD Adult Education's campuses are closed campuses. That means, during non-instructional time, students are not permitted to loiter on campus. The current scheduled times for instruction are:

Morning Classes 9:00 AM – 11:45 AM

Afternoon Classes 12:15 PM – 3:00 PM

Night Classes 5:15 PM – 8:45 PM

For most locations, the **exterior** building doors unlock to receive students at various times throughout the day:

8:00 AM – 3:00 PM from Monday through Friday

4:45 PM – 6:00 PM from Monday through Wednesday

For the safety and security of our campus, **the interior doors will remain locked at all times**. Students will be allowed in through the interior doors by security or office staff within 15 minutes before their scheduled class start time.

Students will not have access to the building prior to these times. Students are asked to leave campus immediately after their scheduled class time is over.

## **CASAS eTesting**

Upon registering, all students must complete a CASAS Reading assessment test. The test is a state mandated test, which allows administrators to place students into their proper classes. Once the CASAS test is completed, the score determines which classes the student is ready for. The breakdown of classes is determined by administration. CASAS tests are expected to be taken seriously.

For a non-native English-speaking student to enroll into GED classes, they are required to obtain a 215 or higher GED CASAS reading score. For a native English speaker to enroll into GED classes, they are required to obtain a 210 or higher on CASAS test score.

For non-native English-speaking students to enroll in ESL (English as a Second Language) classes, they are required to score below a 239 ESL CASAS Reading score. If they score above 239, they may take a CASAS Listening test to see if they are eligible for the program. The student must score below a 232



listening score to be eligible for the program. If an individual graduates out of both reading and listening, they will be referred to a different program that will be more beneficial to their needs.

**All students must take a CASAS Reading posttest after 40 hours of class instruction.** A Reading posttest is a requirement and cannot be opted out of. The test scores coincide with the program's funding and assist the program in staying open for current and future students. If a student refuses to take a Reading posttest, they will no longer be able to attend classes. The CASAS posttest should be taken seriously, failure to take the test seriously will result in inaccurate results and continued deficient performance may result in being excused from the program.

If a student achieves a score that allows them to move up to the next class in their CASAS Reading posttest, they will be required to begin that class when administration says their spot is available. If a student refuses to move to the next class, they will no longer be able to attend classes.

### **GED Expectations**

Our GED (General Educational Development) and ABE (Adult Basic Education) prep classes are designed to help students pass the four GED subject tests (collectively referred to as “the GED test”). The tests include Math, Science, Social Studies, and Language Arts. Upon registering and completing a CASAS reading assessment test, students will be placed in ABE or GED classes. Both classes teach towards the GED test but are taught at a different pace.

ABE is the foundational class for GED classes. Students placed in this class read below a 9<sup>th</sup> grade reading level and will gain skills in basic reading and math needed to move into GED classes.

GED is the practical education class for learning/refreshing skills necessary for passing the GED tests. Students placed in this class read above a 9<sup>th</sup> grade reading level and will learn all four subjects needed to pass the GED test.

Each test must be taken in a GED official testing center. Both our Wyoming and Grand Rapids locations are available for GED testing to all of our students.

All ABE/GED students will sign up for a MyGED account once they start class.

Within our funding, students will be given free practice tests for each subject in the GED. The practice test will determine when students are ready to apply for a voucher from the state to take their official test. Free vouchers for tests are issued to students who achieved a 145-competency score on their practice test. Each student is allowed **one free voucher** for each one of their GED tests, courtesy of Kent ISD.

If a student does not pass one of their GED tests on the first attempt, they may be given a \$10 retake voucher. Students are required to pay the \$43.50 for a third attempt.

Students are given three attempts at a GED test, before they must wait 60 days (about 2 months) to retake the test after which students will be required to pay the \$43.50 for any additional attempts at the test.

**If a student is not passing or refusing to take tests or making a gain within the GED classes in a reasonable amount of time, or refusing to cooperate with the staff on making progress, the student will be dismissed from the program or referred to another program that will fit the student's needs.**

## **ESL Expectations**

Our ESL classes are designed to help non-native English speakers to learn English. The classes are set up in tiers, starting with beginner level English to intermediate-high level English. Class enrollment is based upon the CASAS Reading assessment test. Once a student completes the CASAS Reading assessment, the administration team will determine which class the student is ready for.

After 40 hours of instruction, the student will test again and, if the test determines they are ready for the next level, then they are eligible to move up to a higher-level class.

## **Wave Card Expectations**

Wave Cards may be distributed to students who need bus transportation. Each card contains enough funds to transport students for one month. Every month, students will be required to check their card into the office for more funds. The card is meant for students who require bus services every day.

***If a student is not using their Wave Card funds or they are no longer in attendance, the card will be turned off.*** In such instances, the student work with administration to determine if they are eligible to have the card reactivated.

Students are responsible for the Wave Card provided to them. If the Wave Card is lost, students will be given one replacement card. If the card is lost a second time, students will need to pay a \$5 fine. If the card is lost a third time, students will no longer be eligible for Wave Card services.

At the end of the year, or when a student no longer plans to return to school, the Wave Card will need to be returned to the main office. If a card is not returned, the student may forfeit their right to a Wave Card in the future.

## **GoBus! Expectations**

Students eligible for the GoBus! may be able to receive GoBus! tickets from the main office. The GoBus! is meant for students with disabilities. To determine eligibility, students must first have a meeting with the administration or a designated representative. Once approval has been given, students are eligible for one sheet of GoBus! tickets per day. The tickets are only meant to go to and from school. Any other use for the ticket outside of school will result in a loss of privileges of receiving a GoBus! ticket from the office.

## **Follow-Up**

Upon registration, students sign a form stating they will receive a phone call from us after they have completed classes with us. This will happen either after the student has been dropped or upon completion of ESL or GED. Follow-up phone calls are made by the entire staff of the Kent ISD and are a requirement by the State of Michigan for our program funding.

## **Transcripts**

Upon registration, students entering GED classes must fill out a transcript request form. Under Kent ISD Adult Education funding guidelines, we are required to collect proof of no diploma/graduation from the student in order to pursue and to achieve their GED. The form requires the last high school the student attended, approval of sending the request form out to the previous high school listed, as well as a

signature from the student. Failure to complete the form will disallow the student from starting classes with Kent ISD Adult Education.

Kent ISD Adult Education does not carry transcripts for student use at the school. Students must seek transcripts from the previous high school they attended. When a student completes their GED, the Kent ISD Adult Education does not carry transcripts for them. Students must go to their MyGED account to gain access to their transcripts.

### Age Waiver Form

The Kent ISD Adult Education program is for students 18 years of age and older. In rare circumstances, students of 17 years of age may be able to attend classes with us. For a student who is 17 to start Adult Education classes, they first must be referred to the program by their previous school of attendance or by a parole officer. **The student and parent must sign an HSE (High School Equivalency) Age Waiver Form Request and have an appropriate state-issued ID at registration.** Part of the process of receiving approval from the state is having a valid photo ID, passport or birth certificate, and creating a MyGED account.

The Kent ISD Adult Education program is meant for adults to obtain their GED, so when an underage student starts classes with Kent ISD Adult Education, they will be treated as an adult. ***Only the student may receive information about their progress, parents/guardians may not receive any information about student progress or attendance.***

### CTE/IELCE

CTE (Career Technical Education) classes are offered free of charge for all our GED students. A student must be 18 or older as of July 1 of that program year. Most CTE classes take place at Kent Career Technical Center ("KCTC") on the East Beltline. Kent ISD Adult Education offers these classes twice a year but are subject to the availability of the teachers, enrollment, and funding. All students must go through an application process to sign up for these free classes. ***If chosen for a selected CTE course, students are expected to attend both their GED classes and their CTE classes.*** Failure to do so may result in being dropped from class.

CTE Program Navigator: Jessie Comden ([jessiecomden@kentisd.org](mailto:jessiecomden@kentisd.org))

IELCE (Integrated English Literacy and Civics Education) classes are offered free of charge for all our ESL students. All students must go through an application process to sign up for these free classes. ***If chosen for a selected course, students are expected to attend both their ESL classes and their IELCE classes.***

IELCE Program Navigator: Angela Elenbaum ([angelaelenbaum@kentisd.org](mailto:angelaelenbaum@kentisd.org))

### Student Advocacy

To meet with a student advocate, please make an appointment either by email or face to face. The student advocate may accept walk-ins, if time allows, but it is not a guarantee. Our student advocate can assist with finding transportation, housing, day care, IEP services (18-26 years old), GED accommodations, food assistance, etc. Please come with any necessary information asked of you for any meeting.

## Classroom Behavior

Kent ISD Adult Education strives to create a safe and welcoming learning environment. Students are expected to respect their teachers and their peers while on school property.

While phones are allowed in the classroom, students are expected to turn them on silent and have them respectfully stowed away while class is in session.

Eating and drinking is allowed in classes but should not interrupt classroom learning.

Tardiness for a valid reason is allowed, but students should be respectful of on-going classes.

Students who refuse to follow the expectations of staff (including making adequate progress in their coursework, taking tests, etc.) or the rules of the facility will be dismissed from the program.

## Student Code of Conduct

The Student Code of Conduct is meant to be a guide and is subject to the discretion of the administration and the School Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to, suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

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

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate extracurricular sanctions may be imposed, in accordance with the applicable handbook, rules, or Board policy.

| Prohibited Conduct                                                                                                                                                                                                                                                            | Potential Consequences                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Illegal Substances or Paraphernalia, including Alcohol:</b> possession, under the influence of, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs. | <ul style="list-style-type: none"><li>• Dismissal from classes</li></ul>                                                                                     |
| <b>Tobacco/Nicotine:</b> possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.                                                                                          | <ul style="list-style-type: none"><li>• Kent ISD Adult Education is a no nicotine campus. All nicotine must be consumed outside of school grounds.</li></ul> |

|                                                                                                                                                                                                                                                                        |                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>Failure to comply will result in dismissal from school.</li> </ul>                                                                              |
| <b>Disruptive Behavior or Insubordination:</b> disrupting the learning environment or school activity or violating a school rule or directive.<br><b>Includes refusal to make progress or take state required tests.</b>                                               | <ul style="list-style-type: none"> <li>Discipline is up to the teacher. Repeat offenders may be asked to leave the class</li> <li>Dismissal from classes</li> </ul>                    |
| <b>Dangerous Weapon Possession:</b> firearm, dagger, dirk, stiletto, knife with blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.                                                                                 | <ul style="list-style-type: none"> <li>Dismissal from classes and police referral</li> </ul>                                                                                           |
| <b>Other Weapons and Look-Alike Weapons Possession:</b> an object that is not a “dangerous weapon,” including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items. | <ul style="list-style-type: none"> <li>Dismissal from classes and police referral</li> </ul>                                                                                           |
| <b>Use of an Object as a Weapon:</b> any object used to threaten or harm another, regardless of whether injury results.                                                                                                                                                | <ul style="list-style-type: none"> <li>Dismissal from classes and police referral</li> </ul>                                                                                           |
| <b>Arson:</b> Purposefully, intentionally, or maliciously setting a fire to school property.                                                                                                                                                                           | <ul style="list-style-type: none"> <li>Dismissal from classes and police referral</li> </ul>                                                                                           |
| <b>Physical Assault (Student to Student):</b> <b>threatening</b> , causing or attempting to cause physical harm to another through intentional use of force or violence.                                                                                               | <ul style="list-style-type: none"> <li>Dismissal from classes and police referral</li> </ul>                                                                                           |
| <b>Physical Assault (Student to Employee, Volunteer, or Contractor):</b> <b>threatening</b> , causing or attempting to cause physical harm to another through intentional use of force or violence.                                                                    | <ul style="list-style-type: none"> <li>Dismissal from classes and police referral</li> </ul>                                                                                           |
| <b>Verbal or Written Threat, including Bomb or Similar Threat:</b> statement and/or action that constitutes a threat against a student, employee, other person, or school property.                                                                                    | <ul style="list-style-type: none"> <li>Dismissal from classes and police referral</li> </ul>                                                                                           |
| <b>Plagiarism, Cheating, or other Falsification of Schoolwork:</b> submitting work that is not your own, including copying from others, cheating on a CASAS or GED test.                                                                                               | <ul style="list-style-type: none"> <li>If caught cheating on a CASAS test the test results will be invalid and student will be required to retake the test at a later date.</li> </ul> |

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|                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• If caught cheating on a GED test, per Michigan regulations, you may be expelled from the testing center and your test results may be invalidated. You may also face criminal charges for fraud or forgery, which could have a negative impact on your future educational and career opportunities.</li> </ul> |
| <b>Falsification:</b> fraudulently using the name or identification of another person, or fake ID, either in writing or verbally, or falsifying time, dates, grades, address, on school records/forms or reporting procedures, or for identification during registration, enrollment, or testing.                                                      | <ul style="list-style-type: none"> <li>• Dismissal from classes and possible police referral</li> <li>• Refusal of admission to program, classes, or testing center</li> <li>• Notification to GED of a proxy attempt, potentially resulting in a ban from the GED test</li> <li>• Expulsion from Kent ISD run testing centers</li> </ul>              |
| <b>Discrimination, Harassment (Including Sexual Harassment), and Bullying:</b> violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• Dismissal from classes and possible police referral</li> </ul>                                                                                                                                                                                                                                                |
| <b>Criminal Sexual Conduct:</b> commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district. | <ul style="list-style-type: none"> <li>• Dismissal from classes and possible police referral</li> </ul>                                                                                                                                                                                                                                                |
| <b>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</b>                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• Dismissal from classes and possible police referral</li> </ul>                                                                                                                                                                                                                                                |
| <b>Sexting:</b> distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Dismissal from classes and possible police referral</li> </ul>                                                                                                                                                                                                                                                |
| <b>Misuse of District Technology:</b> violating the Kent ISD Adult Education's acceptable use policies and agreement.                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Dismissal from classes and possible police referral</li> </ul>                                                                                                                                                                                                                                                |
| <b>Gambling:</b> speculating, betting, wagering, or playing a game for money or other stakes.                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• Dismissal from classes and possible police referral</li> </ul>                                                                                                                                                                                                                                                |

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| <p><b>Vandalism:</b> action involving deliberate destruction of or damage to public or private property.</p> | <ul style="list-style-type: none"> <li>• Dismissal from classes and possible police referral</li> </ul> |
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## Visitors

Visitors and tours by interested community members are welcomed throughout the year. Visits are pre-arranged and coordinated through the main office. Visitors may not loiter on school grounds during the duration of a class. If a student is being dropped off by a family member or a friend, they must leave the building until the student is done with classes.

The Kent ISD Adult Education does not offer day care. Children will not be allowed in classes, or in testing areas. Parents must find someone to watch their kids while they are in class.