

KCTC Weekly Planner

The HUB

Click on the week below to review.

NOTE: the most recent week is at the top of the document.

September: 9/15/25 9/22/25 9/29/25	October: 10/6/25 10/13/25 10/20/2025 10/27/2025	November: 11/03/2025 11/10/2025 11/17/2025 11/24/2025
December:	January:	February:
March:	April:	May:
June:	July:	August:

Week of 11/24/2025

School Events Calendar Reminders

Monday, 11/24	Pie Pick Up at KCTC West
Tuesday, 11/25	Pie Pick Up at KCTC West
Wednesday, 11/26	NO SCHOOL (Thanksgiving Break)
Thursday, 11/27	NO SCHOOL (Thanksgiving Break)
Friday, 11/28	NO SCHOOL (Thanksgiving Break)

Future Calendar Dates

Monday, 12/01	
Tuesday, 12/02	SLT Meeting, Front & Center, 2:30 - 3:30, Full CTE Tour
Wednesday, 12/03	POM Submissions Due
Thursday, 12/04	Lockdown Drill #2 - 7:15 9:30 12:15
Friday, 12/05	

Main Office Updates

Tours

- [Pathway Schedule](#)- Added Tour Date 2/ 3 for Human Services and Media, Marketing & Technology
- Tour [Talking Points](#)
- **Now until December 11- 2nd and 3rd session ambassadors are welcome to come and talk to the tour groups as we go through- Give Kristy L-V a heads up if you want us to try to come by a specific room.**

Ambassadors

Step 1	Step 2	Step 3
Choose 2 Ambassadors per program 	Ambassador Training December 3rd 	Pathway Visits begin Week of January 8, 2026 

Discipline Validation

LV is validating Discipline referrals- if you have left out a piece of information, she will email you with a picture indicating areas that need to be completed.

Monthly Reimbursement Reminder:

- The district's reimbursement policy requires all requests to be submitted monthly. If you have October or earlier expenses, please submit by Tuesday, November 25. This includes:
- [Mileage Form](#) (through Oct. 31) (cannot be reimbursed from staff member's home- [FAQ](#))
- [Employee Expense Claim Form](#) (through Oct. 31)
- [2025 Travel Approval Form](#) (for travel completed by Oct. 31)

Submit via Informed K12 or send completed travel forms to Reimbursements@KentISD.org.

LEAD Core Values Recognition:

- Each month at our Staff Meeting, we'll celebrate team members who exemplify our LEAD Core Values! All KCTC staff can nominate/be nominated.
- Nominations are due by Monday, Dec 8. Our next staff meeting is Tuesday, Dec 9. [Click here](#) to submit your nomination and help recognize your amazing coworkers!

Secret Gift Exchange:

Join in on some holiday fun with our Secret Gift Exchange!

- If you'd like to participate, complete the [attached questionnaire](#) and return it to the Main Office by **Wednesday, December 3.**

Gift exchange details:

- ◆ **Wed 12/17 & Thu 12/18:** Secretly deliver a \$5 gift each day to your recipient
- ◆ **Fri 12/19:** Bring a \$10–\$15 gift to the Secret Reveal at 2:30 pm in the East Commons
- Participants will receive their assigned recipient by Friday, December 5.

[Click here](#) for a chance to win!

Field Trips

Field Trip Process Update

- Please remember to use the new [field trip request form](#). Please download as a Word document, not a PDF - it seems to not allow you to check boxes as a PDF.
- Use [this flowchart](#) to know if you need to complete the field trip request, travel request, or both forms for your trip.
- If you need to complete the travel form for a conference/PD or for a CTSO/Club trip, please use this [reference guide](#) to include the requested supplemental information.

Upcoming Trips Scheduled

- 11/25 Aviation - GR Ford Airport; 1st & 3rd Session
- 11/25 Auto Collision - W MI Int'l - Pridgeon & Clay; 1st & 3rd Session
- 12/01 Precision Machining - Aquinas College; 1st, 2nd, & 3rd Session
- 12/01 Criminal Justice - G.R. Police - Dispatch; 1st & 3rd Session
- 12/02 Mechatronics - Pridgeon & Clay; 1st & 3rd Session
- 12/02 Criminal Justice - G.R. Police - Dispatch; 1st & 3rd Session
- 12/03 Appl Const / Diesel - **Waiting for Colby**; 1st & 3rd Session
- 12/03 Criminal Justice - G.R. Police - Dispatch; 1st & 3rd Session
- 12/03 HCF - Beacon Hill Retirement; 3rd Session
- 12/04 Criminal Justice - G.R. Police - Dispatch; 1st & 3rd Session

S3 Updates

Helpful hints for emails home to parents and logging accommodations

- [Email Templates](#) (on pg 2) to parents regarding: Missing 3-5 days, Chronic absence, Danger of failing. A [log entry phrase bank](#) is also available.
- Here is a link to the [PD presentation](#), **Making Accommodations Less Spooky**. This includes helpful hints on Chrome extensions, logging accommodations, progress monitoring, and the accommodation of Chunking. Please follow up with your TC if you have any questions!

CTE & Curriculum / PD

- **Advisory Meetings:** Well done wrapping up! Email any agenda feedback to Meredith 😊
- **Classroom Learning Labs:** We have our next Learning Labs coming up in December and January (during 2nd session) with our wonderful culinary instructors! Look out for dates and sign up genius links to sign up!

Going PRO Updates

- PRO cards are to recognize individuals Going PRO - Please keep passing these out to students and *recognizing the specific behavior* they exhibited. (If you need a whole class celebration, consider a Culinary Cafe or pizza order from the miscellaneous account.)

Work-Based Learning

Alumni Network

- Alumni Network: handout and QR code [here](#).

Job Shadows - Once students have arranged a date & time with their contact, they can:

- Visit Mrs. McDonald in the WBL office to complete their Job Shadow form
- **QR fill out our [Google Form](#) and check their email to fill out the Job Shadow form!**
- If students need Job Shadow leads, we are here to help!

WBL Highlights

- This week over 100 interviews were conducted with local employers for Mechatronics WBL Internships!
- **Spring 2026** - WBL will be holding their own version of March Madness!
 - ◆ Watch for information and calendar invites for hiring events.

Week of 11/17/2025

School Events Calendar Reminders

Monday, 11/17

Tuesday, 11/18

Wednesday, 11/19

Thursday, 11/20

Friday, 11/21

Fire Drills #3 - 7:15 | 9:30 | 12:15

Career Focus Tours, 2nd & 3rd Sessions

Tours 2nd & 3rd

New Teacher Cohort, 10:00-11:00

Future Calendar Dates

Monday, 11/24

Tuesday, 11/25

Wednesday, 11/26

Thursday, 11/27

Friday, 11/28

NO SCHOOL (Thanksgiving Break)

NO SCHOOL (Thanksgiving Break)

NO SCHOOL (Thanksgiving Break)

Main Office Updates

Criminal Justice Crime Scene Exercises & Interviews

→ CJ will be holding crime scene exercises and job interviews over the next few weeks, and there will be an increased presence of police vehicles and personnel. Please see the specific dates and locations below:

- ◆ 11/20 - Crime scene exercises in KCTC East D Wing/CJ area

Tours

- [Pathway Schedule](#)- Added Tour Date 2/ 3 for Human Services and Media, Marketing & Technology
- Tour [Talking Points](#)
- **Now until December 11- 2nd and 3rd session ambassadors are welcome to come and talk to the tour groups as we go through- Give me a heads up if you want us to try to come by a specific room.**

Ambassadors

Step 1	Step 2	Step 3
Choose 2 Ambassadors per program	Ambassador Training December 3rd	Pathway Visits begin Week of January 8, 2026
		

Danger of Failing

We are four weeks into the 2nd quarter-KLV will be sending out your list of students who are currently in danger of failing- if you haven't already communicated home, please do! No need to respond to the email.

Monthly Reimbursement Reminder:

- Don't forget! The district's reimbursement policy requires all requests to be submitted monthly. If you have October or earlier expenses, please submit them by Tuesday, November 25. This includes:
- [Mileage Form](#) (through Oct. 31)
- [Employee Expense Claim Form](#) (through Oct. 31)
- [2025 Travel Approval Form](#) (for travel completed by Oct. 31)
- This is a reminder that Mileage can not be reimbursed from the staff member's home. Please see this [FAQ](#) for more information.

Submit via Informed K12 or send completed travel forms to Reimbursements@KentISD.org.

[Click here](#) for a chance to win!

Career Focus Collaboration Opportunity

- Our Career Focus instructors are looking for opportunities to connect with CTE instructors and students. If you're interested in you or your students doing a classroom presentation or hosting a short activity to share your expertise, please complete this [short interest form](#). Your support will help our Career Focus students explore career pathways and build real-world connections—thank you for considering!

Field Trips

Field Trip Process Update

- Please remember to use the new [field trip request form](#).
- Use [this flowchart](#) to know if you need to complete the field trip request, travel request, or both forms for your trip.
- If you need to complete the travel form for a conference/PD or for a CTSO/Club trip, please use this [reference guide](#) to include the requested supplemental information.

Upcoming Trips Scheduled

- 11/17 HCF- Boulder Creek Assisted Living; 1st & 3rd Session
- 11/18 Precision Machining - Artiflex; 1st & 3rd Session
- 11/18 NT/PCT - Aquinas College; 1st, 2nd, & 3rd Session
- 11/19 HCF - Beacon Hill Retirement; 3rd Session
- 11/19 Teacher Academy - Ferris St. University; All Day
- 11/21 Welding - Iron Workers Local 25
- 11/25 Aviation - GR Ford Airport; 1st & 3rd Session

S3 Updates

Helpful hints for emails home to parents and logging accommodations

Templates available for **emails** to parents regarding:

Missing 3-5 days

Chronic absence

Danger of failing

A log entry phrase bank is also available on this document

https://docs.google.com/document/d/1GCPqOJPJK4pEuoSQkG_N3REGV6vUwA8hBsA_1X29xS0/edit?usp=sharing

Here is a link to the PD presentation, **Making Accommodations Less Spooky**.

This includes helpful hints on Chrome extensions, logging accommodations, progress monitoring, and the accommodation, Chunking. Please feel free to follow up with your Teacher Consultant if you have any questions.

<https://docs.google.com/presentation/d/1Z3LrsvwFsbcQx9KoMJ9UJDMQZ-vxQpsVOLu6MM4dWvI/edit?usp=sharing>

CTE & Curriculum / Prep Period PD

- **Prep PD:** Thursday AM, 11/20– A Staff Calendar invite will be added Monday with details!
- **CTE Advisory Meetings:** Make sure to look over your minutes promptly following your meeting to make sure they capture the conversation and speakers. Keep the file in your CO3 Folder in your CIP Drive (no duplicate files).

Going PRO Updates

- Thank you for catching students Going PRO and passing out PRO Cards! We have seen an increase in students using cards at the store, which is great! Please keep passing these out to individuals who demonstrate PRO behaviors and remember to thank them for the specific behavior they exhibited.
- We have had the question come up around passing out PRO cards to an entire class when to celebrate classwide and love that you are looking for additional ways to celebrate kids! Since we would run out of cards very quickly and because the intent of the PRO cards is to recognize individuals Going PRO, consider placing an order at the Culinary Cafe, a pizza place, etc. using your program's miscellaneous account.

Work-Based Learning

Alumni Network QR Code

- As a follow-up to last week's PD, we're sharing an electronic version of the Alumni Network [QR Code](#) for staff to distribute. Please share it with alumni in your networks to help us grow this initiative! You can also access the full handout from that morning [here](#).

Work-Based Learning Stats

- KCTC currently has 29 students participating in long-term internships!
- An additional 130+ students are expected to go out before the end of January!
- The team has conducted a total of 69 site visits to local business & industry

WBL Events:

- **Advanced Culinary** students are participating in Job Shadow working interviews over the next week for placement at Corewell Health! Thank you, Jacob Bandstra!
- The **Health EMT** program has 37 students set up for externships with Life EMS. Students will ride with the EMT Ambulance crew for a minimum of 36 hours over the next few months! Thank you, Rachel Kasinger
- **Auto Tech** and **Marketing** students are touring Fox Motors this week! Thank you, Auto Tech instructors and Kirk Helferich!

Job Shadows - Once students have arranged a date & time with their contact, they can:

- Visit Mrs. McDonald in the WBL office to complete their Job Shadow form
- [QR](#) fill out our [Google Form](#) and check their email to fill out the Job Shadow form!
- If students need Job Shadow leads, we are here to help!

Week of 11/10/2025

School Events Calendar Reminders

Monday, 11/10	
Tuesday, 11/11	Staff/PLC Meeting 2:30 - 3:30, Tours 2nd & 3rd
Wednesday, 11/12	Career Focus Tours, 2nd and 3rd Sessions
Thursday, 11/13	2nd/3rd Year Teacher Cohort, 10:00-11:00, Tours 2nd & 3rd
Friday, 11/14	

Future Calendar Dates

Monday, 11/17	
Tuesday, 11/18	Fire Drills #3 - 7:15 9:30 12:15
Wednesday, 11/19	Career Focus Tours, 2nd and 3rd Sessions
Thursday, 11/20	Tours 2nd & 3rd
Friday, 11/21	

Main Office Updates

Career Focus Collaboration Opportunity

- Our Career Focus instructors are looking for opportunities to connect with CTE instructors and students. If you're interested in hosting a short lab activity or doing a classroom presentation to share your expertise, please complete this [short interest form](#). Your support will help our Career Focus students explore career pathways and build real-world connections—thank you for considering!

Need to See What's Happening This Week?

You can view our conference room schedule and see what meetings are coming up by visiting this link: [Kent ISD Room Calendar](#)

- CJ will be holding crime scene exercises and job interviews over the next few weeks, and there will be an increased presence of police vehicles and personnel. Please see the specific dates and locations below:
- ◆ 11/13 - Job Interviews in KCTC East commons
 - ◆ 11/20 - Crime scene exercises in KCTC East D Wing/CJ area

Tours

- [Pathway Schedule](#)
- **Now until December 11- 2nd and 3rd session ambassadors are welcome to come and talk to the tour groups as**

Ambassadors

Step 1	Step 2	Step 3
Choose 2 Ambassadors per program 	Ambassador Training December 3rd 	Pathway Visits begin Week of January 8, 2026

we go through- Give me a heads up if you want us to try to come by a specific room.

- **Wed Nov 12-** If you have feedback about last year's process or want to ask any questions- I should have a draft of the rotations finished at this time.
 - If you cannot meet at this time- please let me know and we can arrange another time

Attendance

- Over 800 students finished 3rd quarter with perfect attendance- 8 were drawn to receive donuts made by our culinary students!
- 1st Quarter School-Related absences were higher than last year. However, to date, SR's are down. (we also have about 100 more students on our roster this year)
- Aug 18- Nov 5, 2025 8072 School-Related Absences
- August 19- Nov 6, 2024 8436 School-Related Absences

LEAD CORE Values Awards:

- Nominations for LEAD Awards are due on Monday November 10th. [[CLICK HERE](#)] to submit your nomination and help recognize your amazing coworkers!

Monthly Reimbursement Reminder:

- Don't forget! The district's reimbursement policy requires all requests to be submitted monthly. If you have October or earlier expenses, please submit them by Tuesday, November 25. This includes:
 - [Mileage Form](#) (through Oct. 31)
 - [Employee Expense Claim Form](#) (through Oct. 31)
 - [2025 Travel Approval Form](#) (for travel completed by Oct. 31)

Submit via Informed K12 or send completed travel forms to Reimbursements@KentISD.org.

Field Trips

Field Trips Update

- Only 1–2 days remain open for transportation in November and a few in December. Spring trips are already booking into May - please submit requests at least 40 days in advance and send Jeanette your spring dates ASAP.

Upcoming Trips Scheduled

- 11/11 Criminal Justice - GR Fire Dept Training; 1st & 3rd Session
- 11/12 Pharmacy Tech - Ferris (G.R.); All Day
- 11/13 Auto Tech - Fox Motors (Ford); 1st, 2nd, & 3rd Session
- 11/14 Auto Tech - Fox Motors (Ford); 1st, 2nd, & 3rd Session
- 11/14 HCF - Davenport University; All Day
- 11/17 HCF- Boulder Creek Assisted Living; 1st & 3rd Session
- 11/18 Precision Machining - Artiflex; 1st & 3rd Session
- 11/18 NT/PCT - Aquinas College; 1st, 2nd, & 3rd Session
- 11/19 HCF - Beacon Hill Retirement; 3rd Session
- 11/19 Teacher Academy - Ferris St. University; All Day

S3 Updates

Parent Portal PowerSchool Accounts, Student Profile Forms & Field Trip Forms

To help ensure accurate communication and smooth setup for families, please review the following reminders:

- When parents need assistance creating their PowerSchool Parent Portal account, please provide them (parents) with this contact information: karenriemersma@kentisd.org It is important that parents reach out directly, as we are unable to share Access IDs or passwords with students.
- Direct communication with parents/guardians ensures we have their most accurate and up-to-date contact details. Occasionally, the information entered during student enrollment may be outdated or contain errors.
- If families experience technology or language challenges, we are happy to provide a printed Student Profile Form for completion.
- If a parent/guardian is unable to complete the Parent Portal setup or Student Profile Form, the [Field Trip Permission Form](#) may be used as an alternative when necessary.
- Please return all completed forms to Student Services.

[Click here](#) for a chance to win!

Curriculum / CTE / PD Updates

Upcoming PD:

- **11/13: Classroom Learning Lab** PD: CLL with Alison Vanandel in B235, ([1st session](#)) (rescheduled). Please join to observe classroom culture and management! We welcome **anyone** to gain new tools and techniques to try in their classrooms/labs! ([SCECH credit](#))

Going PRO Updates

- Our next PRO SLC meeting will be November 14th. Students hopefully held on to their pre-made pass to come down at their designated time by session (7:30, 9:30, or 12:30). All dates have been added to the KCTC Staff Calendar in Outlook. The last two are Feb 13 and May 1.
- Thank you for catching students Going PRO and passing out PRO Cards! We have seen an increase in students using cards at the store, which is great! Please keep passing these out to individuals who demonstrate PRO behaviors and remember to thank them for the specific behavior they exhibited.

- We have had the question come up around passing out PRO cards to an entire class when to celebrate classwide and love that you are looking for additional ways to celebrate kids! Since we would run out of cards very quickly and because the intent of the PRO cards is to recognize individuals Going PRO, consider placing an order at the Culinary Cafe, a pizza place, etc. using your program's miscellaneous account.

Work-Based Learning

REMIND YOUR WBL STUDENTS:

- Please remind students placed in WBL internships to check their KCTC email daily!
- Students who consistently turn in timesheets will receive a Going Pro card = a free item at the KCTC Retail Store!

Job Shadows for Students

- Students should arrange a date and time for a Job Shadow with the employer of interest. They should have the following information to start a job shadow form:
 - ◆ *Company name & complete address*
 - ◆ *Full name, email address, and phone # of contact person at the company*
 - ◆ *Date and Time of Job Shadow*
- To start a Job Shadow Form, students have 3 options:
 - ◆ Visit the WBL office A115 in KCTC East - See Mrs. McDonald
 - ◆ Fill out [this Google form](#)
 - ◆ Use the QR Code on the Job Shadow flyer (previously in staff mailboxes)
- Students must check their school email and complete, sign, and submit their form.
- Please allow *at least* 3 school days for the approval process
- There is also a form for instructor entry on Jobready 360. Email Kody McDonald if you would like instructions and login info.

WBL Orientation

- Do you have students who will participate in a WBL internship? We have WBL orientation sessions scheduled several times a month!
- Students learn about documents, eligibility, attendance, and timesheets!
- Contact your WBL Coordinator or Kody McDonald for more information!

Week of 11/03/2025

School Events Calendar Reminders

Monday, 11/03	* DEADLINE: to submit an order for the 2025 Pie Sale .
Tuesday, 11/04	Full CTE Tours begin again, Tues and Thurs until Dec 11
Wednesday, 11/05	October PRO of the Month submissions due Career Focus Tours, 2nd and 3rd Sessions
Thursday, 11/06	Google Drop In Sessions/ Commons; 8:00-10:30
Friday, 11/07	New Teacher Cohort, 10:00-11:00

Future Calendar Dates

Monday, 11/10	
Tuesday, 11/11	Staff/PLC Meeting 2:30 - 3:30
Wednesday, 11/12	Career Focus Tours, 2nd and 3rd Sessions
Thursday, 11/13	2nd/3rd Year Teacher Cohort, 10:00-11:00
Friday, 11/14	
Tuesday, 11/18	Fire Drill #3 (All Sessions: 7:15, 9:30, 12:15)

Main Office Updates

Attendance

- Kristy LV will be pulling attendance again - If you have a worry before she gets to the student, please let her know.
- 880 students had perfect attendance through the end of Q1- We randomly selected 9 students to be rewarded with fresh baked goods- from the culinary department- if your student was chosen, you and the student will get an email.

Career Focus Collaboration Opportunity

- Our Career Focus instructors are looking for opportunities to connect with CTE instructors and students. If you're interested in hosting a short lab activity or doing a classroom presentation to share your expertise, please complete this [short interest form](#). Your support will help our Career Focus students explore career pathways and build real-world connections—thank you for considering!

Field Trips

Field Trips Update

- Only 1–2 days remain open for transportation in November and a few in December. Spring trips are already booking into May - please submit requests at least 40 days in advance and send Jeanette your spring dates ASAP.

Upcoming Trips Scheduled

- 11/03 Criminal Justice - GR Fire Dept Training; 1st & 3rd Session
- 11/03 Engineering - Walker Tool & Die; 1st & 3rd Session
- 11/04 Precision Machining - Commercial Tool & Die; 3rd Session
- 11/04 Engineering - Autocam Medical; 1st & 3rd Session
- 11/04 Mechatronics - Airflex Automation; 1st & 3rd Session
- 11/05 Criminal Justice - GR Fire Dept Training; 1st & 3rd Session
- 11/05 Engineering- Lear Corp.; 1st & 3rd Session
- 11/05 HCF - Beacon Hill Retirement; 3rd Session
- 11/05 Precision Machining - N N Inc.; 1st & 3rd Session

S3 Updates

Parent Portal PowerSchool Accounts, Student Profile Forms & Field Trip Forms

To help ensure accurate communication and smooth setup for families, please review the following reminders:

- When parents need assistance creating their PowerSchool Parent Portal account, please provide them (parents) with this contact information: karenriemersma@kentisd.org It is important that parents reach out directly, as we are unable to share Access IDs or passwords with students.
- Direct communication with parents/guardians ensures we have their most accurate and up-to-date contact details. Occasionally, the information entered during student enrollment may be outdated or contain errors.
- If families experience technology or language challenges, we are happy to provide a printed Student Profile Form for completion.
- If a parent/guardian is unable to complete the Parent Portal setup or Student Profile Form, the [Field Trip Permission Form](#) may be used as an alternative when necessary.
- Please return all completed forms to Student Services.

Michigan Rehabilitation Services Representative visits

On November 5th, Martha Davis, who is an MRS representative for Kent City, will be here to meet with students who may benefit from services. You will have received an email and calendar invite for students if you have an eligible student in your class.

Curriculum / CTE / PD Updates

Upcoming PD:

- **11/6:** [Google Classroom](#) and Pear Assessment drop-in PD with EdTech (8:00-10:30)
- **11/13:** [Classroom Learning Lab](#) PD: CLL with Alison Vanandel in B235, (1st session) (rescheduled). Please join to observe classroom culture and management! We welcome **anyone** to gain new tools and techniques to try in their classrooms/labs! ([SCECH credit](#))

Going PRO Updates

- Our next PRO SLC meeting will be November 14th. Students hopefully held on to their pre-made pass to come down at their designated time by session (7:30, 9:30, or 12:30). All dates have been added to the KCTC Staff Calendar in Outlook. The last two are Feb 13 and May 1.

Work-Based Learning

REMIND YOUR WBL STUDENTS:

- Please remind students placed in WBL internships to check their KCTC email daily!
- Students who consistently turn in timesheets will receive a Going Pro card = a free item at the KCTC Retail Store!

Job Shadows for Students

- Students should arrange a date and time for a Job Shadow with the employer of interest. They should have the following information to start a job shadow form:
 - ◆ *Company name & complete address*
 - ◆ *Full name, email address, and phone # of contact person at the company*
 - ◆ *Date and Time of Job Shadow*
- To start a Job Shadow Form, students have 3 options:
 - ◆ Visit the WBL office A115 in KCTC East - See Mrs. McDonald
 - ◆ Fill out [this Google form](#)
 - ◆ Use the QR Code on the Job Shadow flyer (previously in staff mailboxes)
- Students must check their school email and complete, sign, and submit their form.
- Please allow *at least* 3 school days for the approval process
- There is also a form for instructor entry on Jobready 360. Email Kody McDonald if you would like instructions and login info.

WBL Orientation

- Do you have students who will participate in a WBL internship? We have WBL orientation sessions scheduled several times a month!
- Students learn about documents, eligibility, attendance, and timesheets!
- Contact your WBL Coordinator or Kody McDonald for more information!

Week of 10/27/2025

School Events Calendar Reminders

Monday, 10/27	
Tuesday, 10/28	SLT Meeting - 2:30 - 3:30
Wednesday, 10/29	
Thursday, 10/30	Halloween dress if appropriate- email coming
Friday, 10/31	* NO SCHOOL Staff PD Day
	* DEADLINE: to submit PD/Conference Pre-Request Approval form for conferences scheduled through the remainder of the school year

Future Calendar Dates

Monday, 11/03	* DEADLINE: to submit an order for the 2025 Pie Sale .
Tuesday, 11/04	
Wednesday, 11/05	October Going PRO submissions due
Thursday, 11/06	Google Drop In Sessions/ Commons; 8:00-10:30
Friday, 11/07	

Main Office Updates

- The Auditorium is almost fully booked for November and December. There are only 3 days available (one in November, 2 in December)!

Commons Market Hours

- The open hours have been added to the HUB, on the Calendars/Schedules tab!

Career Focus Collaboration Opportunity

- Our Career Focus instructors are looking for opportunities to connect with CTE instructors and students. If you're interested in hosting a short lab activity or doing a classroom presentation to share your expertise, please complete this [short interest form](#). Your support will help our Career Focus students explore career pathways and build real-world connections—thank you for considering!

Field Trips

Field Trips Update

- Only 1–2 days remain open for transportation in November and a few in December. Spring trips are already booking into May - please submit requests at least 40 days in advance and send Jeanette your spring dates ASAP.

Upcoming Trips Scheduled

- 10/29 Health Careers / Vandewater- Beacon Hill Retirement; 1st Session
- 10/30 Career Focus - Michigan Career & Technical Institute; All Day
- 10/30 Agriscience - Indiana Convention Center; All Day
- 11/03 Criminal Justice - GR Fire Dept Training; 1st & 3rd Session
- 11/03 Engineering - Walker Tool & Die; 1st & 3rd Session
- 11/04 Precision Machining - Commercial Tool & Die; 3rd Session
- 11/04 Engineering - Autocam Medical; 1st & 3rd Session
- 11/04 Mechatronics - Airflex Automation; 1st & 3rd Session
- 11/05 Criminal Justice - GR Fire Dept Training; 1st & 3rd Session

S3 Updates

Parent Portal PowerSchool Accounts, Student Profile Forms & Field Trip Forms

To help ensure accurate communication and smooth setup for families, please review the following reminders:

- When parents need assistance creating their PowerSchool Parent Portal account, please provide them (parents) with this contact information: karenriemersma@kentisd.org It is important that parents reach out directly, as we are unable to share Access IDs or passwords with students.
- Direct communication with parents/guardians ensures we have their most accurate and up-to-date contact details. Occasionally, the information entered during student enrollment may be outdated or contain errors.
- If families experience technology or language challenges, we are happy to provide a printed Student Profile Form for completion.
- If a parent/guardian is unable to complete the Parent Portal setup or Student Profile Form, the [Field Trip Permission Form](#) may be used as an alternative when necessary.
- Please return all completed forms to Student Services.

Curriculum / CTE / PD Updates

Upcoming PD:

- **10/23:** C&E: Resumes PD [session slides](#) (comments from guest HR panelist in comments)
- **11/6:** Google Classroom and Pear Assessment drop-in PD with EdTech (**8:00-10:30**)
- **11/13:** Classroom Learning Lab PD: CLL with Alison Vanandel in B235, (**1st session**) (rescheduled). Please join to observe classroom culture and management! We welcome **anyone** to gain new tools and techniques to try in their classrooms/labs! ([SCECH credit](#))

CTE Reminders:

- **Advisory “Lead”:** Schedule Advisory meetings; add any customizations to agendas.
- **CIP Self Review “Lead”:** Following Fall CTE/Curriculum meetings, the C04 files (Syllabi, Safety, and Instructional Design) must be ready in Google CIP Shared Drive by **10/31**.

Going PRO Updates

- Additional PRO Cards have been placed in your mailboxes! You all are doing a great job passing them out and telling students why they earned one - keep up the great work!
- Our next PRO SLC meeting will be November 14th. Students hopefully held on to their pre-made pass to come down at their designated time by session (7:30, 9:30, or 12:30). You will receive a calendar invite soon for this and the remaining meetings to help remind your students.

Work-Based Learning

Need help with WBL and your gradebook?

- Contact your WBL Coordinator - they are happy to help!

Job Shadows for Students

- Send students to the WBL office A115 in KCTC East **OR** have them fill out [this Google form](#) (and follow up by checking their KCTC email!)
- Please allow at least 3 school days for the approval process

WBL Orientation

- Do you have students who will participate in a WBL internship? We have WBL orientation sessions scheduled several times a month in the auditorium!
- Students learn about documents, eligibility, attendance, and timesheets!
- Contact your WBL Coordinator or Kody McDonald for more information!

Regional Updates

- Please reach out to Kim Carlson with any grade changes for Q1.

Week of 10/20/2025

School Events Calendar Reminders

Monday, 10/20

Tuesday, 10/21

Fire Drills #2 - 7:15 | 9:30 | 12:15

Flu Shot Clinic - 2:00-4:00; Room A105

Wednesday, 10/22

Thursday, 10/23

Friday, 10/24

Future Calendar Dates

Monday, 10/27

Tuesday, 10/28

SLT Meeting - 2:30-3:30

Wednesday, 10/29

Thursday, 10/30

Friday, 10/31

* NO SCHOOL | Staff PD Day

* **DEADLINE:** to submit [PD/Conference Pre-Request Approval form](#) for conferences scheduled through the remainder of the school year.

Main Office Updates

Staffing

- Please welcome Selena Martinez to our KCTC staff. Selena will begin next Wednesday, 10/22 as a CTES in Health Careers. She is replacing Nicole Holbrook who took a position outside of Kent ISD after the end of last school year.
- Check out the [Welcome Slides](#) and get to know a little more about Selena and other newer KCTC staff.

Front Line & Culinary Cafe

- **Closed next week** (10/20-10/24). They will re-open after the next quarter students are ready to go.

Commons Market Hours

- The open hours have been added to the HUB, on the Calendars/Schedules tab!

Career Focus Collaboration Opportunity

- Our Career Focus instructors are looking for opportunities to connect with CTE instructors and students. If you're interested in hosting a short lab activity or doing a classroom presentation to share your expertise, please complete this [short interest form](#). Your support will help our Career Focus students explore career pathways and build real-world connections—thank you for considering!

Field Trips

Field Trips Update

- Only 1–2 days remain open for transportation in November and a few in December. Spring trips are already booking into May - please submit requests at least 40 days in advance and send Jeanette your spring dates ASAP.

Upcoming Trips Scheduled

- 10/20 NT/PCT - Cornerstone University; all sessions
- ~~10/22 Pro Student Leadership Council to Howell High School; All Day~~
- 10/22 Applied Construction - Wayland Carpenter Training; each session
- 10/22 Agriscience/Willett - Munells Poultry Processing; All Day
- 10/23 General Aviation - GR Ford Airport; 1st & 3rd session
- 10/24 Digital Animation - Davenport University; All Day
- 10/24 Networking & Cyber Security/Lake - GVSU; All Day
- 10/29 Health Careers/Vandewater - Beacon Hill Retirement; 1st Session
- 10/30 Career Focus - Michigan Career & Technical Institute; All Day

Curriculum / CTE / PD Updates

Thursday PD sessions:

- 10/23 - **C&E: Resumes** (1st Session 8:00 | 2nd Session 9:45) - see [Staff Calendar](#) & Invite
- 10/30 - **None** (PD day 10/31)

Advisory meetings ahead in Nov. Craig holds the virtual Chairperson meeting on Tuesday, 10/21.

Classroom Learning Labs:

- Alison Vanandel's Classroom Learning Lab was moved to NOVEMBER 13 in Room B235 during 1st session. If you wish to attend to observe Alison's classroom culture and management - please join. We welcome **anyone** that wishes to gain new tools and techniques to try in their classrooms and labs! [Sign up here for SCECH credit!](#)

Going PRO Updates

- If you requested a badge holder, they are in your mailbox! If you would like to request one, [please complete this form by Friday, Oct 24](#). If you want to request one after the 24th, you can do so by emailing Laura Motush.
- Our PRO SLC members have been working hard to gather input from students across all programs about improvements they'd like to see at KCTC. Some of our students may need to pop into classrooms to interview 2-3 students due to transportation making it challenging to gather input between classes. If you do NOT want students knocking/entering your classroom, please send Laura Motush an email by October 22nd so I can let students know before they begin going into classrooms on October 23rd. I will encourage students to focus on the start and/or end of each session. If you have a PRO

SLC member in your class, I will be telling them to check in with you at least a day in advance to make sure they can be late/leave early to gather this input.

- Great job passing out PRO Cards! We have already received requests for more cards, so we have another order submitted and will get more in your mailbox in the next couple of weeks.

Work-Based Learning

MCPA Conference

- The WBL Team will be out of the office on Monday, Oct. 20 and Tuesday, Oct 21. to attend the MCPA Conference.

Week of 10/13/2025

School Events Calendar Reminders

Monday, 10/13

Tuesday, 10/14

Wednesday, 10/15

Staff/PLC Meeting, 2:30 PM

DEADLINE: Safe Schools Training modules

Door Contest Judging

Thursday, 10/16

Friday, 10/17

First Classroom Learning Lab - Alison VanAndel, host

End of Quarter 1

Future Calendar Dates

Monday, 10/20

Tuesday, 10/21

Fire Drills #2: 7:15, 9:30, 12:15

Flu Shot Clinic, 2:00-4:00 PM, Room A105

Wednesday, 10/22

Thursday, 10/23

Friday, 10/24

Main Office Updates

Attendance

- Please call/email home when students have 4 or more absences. Kristy is still working on this. If you have a student who is an immediate concern, please let Kristy know.

Tours

- [Click here](#) to see the talking points for your program (Thank you for replying to Andrea- Kristy took her notes and readjusted to organize for folks new to tours)- if these things are not true- please fix them ASAP or add if it seems light- but we do want to keep it short and sweet-They will be printed on Monday 10/13 for our tour guides (date pushed back for more input)

Logging Discipline

- Thank you for logging- check out the log below as a sample to see each area that needs to be filled out for a log to be complete.
- Logging is not commentary on classroom management, but rather the history of a student and good fodder for conversation about classroom interventions tried or not tried yet.

Example of Staff-Managed Discipline Log:

Incident Date	02/06/2025	Time	01:15 PM
Log Type	Discipline		
Subtype	L1 Level 1 () ()		
Behavior	(25) Defiance/Insubordination/Non-compliance		
Log Entry	<input and="" out."="" shut="" type="text" up"="" value="Student refused to take part in a bell ringer activity, when asked to take part he quietly said " walked=""/>		
Duration (Assigned)	05		
Motivation	(4) Avoid Tasks/Activities		
Others Involved	(1) None		
Seclusion & Restraint	(1) No		

Kent County Cup – [Mario Kart 8 Esports Tournament](#)

- Next **Saturday, October 18** at **Kent Career Tech Center**! This is an awesome chance for high school gamers to represent their school, compete against students from across Kent County, and maybe even take home the trophy.
- **Event Details:**
 - **Date & Time:** October 18 – Doors open at 9 a.m.
 - **Location:** KCTC, 1655 E. Beltline NE, Grand Rapids (Parking lot #1)
 - **Competitors:** 9th–12th graders in the Kent ISD service area (up to 64 players)
 - **Cost:** \$5 per player; concessions available
 - [Registration](#): Open now through **October 14**
- **Why it matters:** In addition to gaming, students will build real-world workforce skills like teamwork, communication, problem-solving, and strategic thinking — the same skills that

matter in today's high-tech careers. It's a perfect example of how esports connects to future opportunities in STEM, IT, Healthcare and more! **Here is the [event flyer](#).**

Field Trips

Upcoming Trips Scheduled

- 10/15 Health Careers/Vandewater - Beacon Hill; 3rd session
- 10/17 Health Careers/Coin - Boulder Creek Assisted Living; 1st & 3rd session
- 10/20 NT/PCT - Cornerstone University; all sessions
- 10/22 Pro Student Leadership Council to Howell High School; All Day
- 10/22 Applied Construction - Wayland Carpenter Training; each session
- 10/22 Skills USA Fall Leadership Conference/Ramirez - Lansing Center; All Day
- 10/22 Agriscience/Willett - Munells Poultry Processing; All Day
- 10/23 General Aviation - GR Ford Airport; 1st & 3rd session
- 10/24 Digital Animation - Davenport University; All Day
- 10/24 Networking & Cyber Security/Lake - GVSU; All Day

S3 Updates

Door Decorating Contest

- The contest has been extended and will be judged on Wednesday, the 15th

Registrar Info

- Stephanie Comer will be out of the office on medical leave from 10/22 - 12/5. If you need anything registrar-related during that time including drops or grades changes, please contact Kim Carlson.

Curriculum / PD Updates

Thursday PD sessions:

- 10/16 - Classroom Learning Lab - Alison VanAndel (Phlebotomy Lab Tech instructor) hosts: Come to Room B230 @ 6:55am to observe her Classroom Culture strategies!
 - ◆ Sign up [HERE](#)!
 - ◆ (Sign up [HERE](#) to *host* a future CLL and [HERE](#) to *nominate* a colleague)
- 10/23 - C&E: Resumes
- 10/30 - None (PD day 10/31)

Going PRO Updates

- PRO SLC (Student Leadership Council) students are working on getting feedback from their peers on what needs or improvements they would like to see at KCTC to drive some of our work. As of now, students should be attempting to gather input before/after class, and

Laura will send additional communication if we find a need for students to visit classrooms.

- If you haven't completed the request form for a badge holder to hold your PRO Cards, please [click here](#)!

Work-Based Learning

Did you know? College visits do NOT count as WBL. Talk to your WBL coordinator if you have questions.

Job Shadows

- Students & Instructors can use this form: [Job Shadow](#) OR use the QR code on our flyer.
- Students, parents, and instructors will need to watch their email to complete their portion of the form from Jobready 360 or SignMyForm..
- Job Shadow requests should be submitted a minimum of 3 days in advance to allow for the approval process.

WBL Orientation

- If you have students preparing to start a WBL Internship or Externship, be sure they schedule a time for WBL Orientation with Kody McDonald.

Questions about WBL? Internships? Eligibility? Job Shadows?

- The WBL Office Is OPEN for staff and students!
- Or email wbl@kentisd.org

Regional Updates

- Please remember to notify your KCTC registrar of any drops in your programs

Facilities Updates from Mark Fargo

New Staff

- Please welcome Krista Kurti as the new Administrative Assistant in Facilities.

Week of 10/6/2025

School Events Calendar Reminders

Monday, 10/6	<i>College Spirit Week Begins: Military Monday</i> - dress to support any branch of the military. ALSO ... Poster/Door/Digital Display Contest begins!
Tuesday, 10/7	<u>SLT</u> : Full Day/Fall Data Review-School Improvement <i>College Spirit Week: Dress Like a College Student</i> - PJ Day
Wednesday, 10/8	PROs of the Month Recognition/Celebration <i>College Spirit Week: College Hat Day</i>
Thursday, 10/9	<i>College Spirit Week: Your Future is So Bright</i> - wear bright colors
Friday, 10/10	<i>College Spirit Week: College Apparel Day</i>

Future Calendar Dates

Monday, 10/13	
Tuesday, 10/14	Staff / PLC Meeting - 2:30 PM
Wednesday, 10/15	DEADLINE: Safe Schools Training modules
Thursday, 10/16	
Friday, 10/17	End of Quarter 1

Main Office Updates

Fall Update (Counselor) Breakfast

→ We had a great turnout at the Counselor Breakfast. You can view the presentation [HERE](#).

Grading Expectations - End of Quarter

→ Instructors: Ensure your **gradebooks are up-to-date**. See [Grading Reference](#): technical grades min. of 1x/week, and C&E grades min of 2x/quarter (1 is a schoolwide C&E).

Reminder ... Kent ISD Employee Flu Shot Clinic

→ **Tuesday, October 21, 2:00-4:00 PM**. All employees interested in receiving a flu vaccine are welcome to attend. It will be held in **Room A105**. No appointments needed.

◆ [Fight the Flu flyer](#)

◆ [Vaccine Consent Form](#) - complete prior to your visit and bring with you

Attendance

→ Please call/email home when students have 4 or more absences. Kristy will be running attendance again today. If you have a student who is an immediate concern, please let Kristy know.

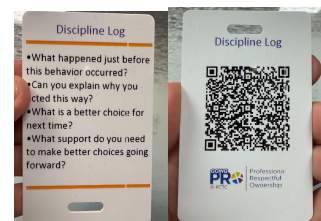
Tours

→ [Click here](#) to see the talking points for your program (Thank you for replying to Andrea- Kristy took her notes and readjusted to organize for folks new to tours)- if these things are

not true- please fix them ASAP or add if it seems light- but we do want to keep it short and sweet-They will be printed on Monday 10/13 for our tour guides.
Only one person checked last week- please help our tours guides say the right things.

Logs

- When doing discipline logs- please fill it out in full- if you don't know the motivation- ask:
- Cards in the office by Propio if you need one
- [Referral Definitions and Log Example on Hub](#)



Wolverine Worldwide Shoe Sale

- The Wolverine Worldwide employee discount is available once again at the Rockford Footwear Depot, starting Oct. 3 and running until Nov. 2. Footwear Depot offers great deals on quality shoes for all Kent ISD staff. Get more [shoe sale details on Connect](#).

Field Trips

Upcoming Trips Scheduled

- 10/8 Diesel - Ferris State Univ; All Day
- 10/8 Health Careers/O'Donnell - Beacon Hill; 1st Session
- 10/9 Criminal Justice/Nelson - Ft. Custer Training Ctr; All Day
- 10/15 Health Careers/Vandewater - Beacon Hill; 3rd Session
- 10/17 Health Careers/Coin - Boulder Creek Assisted Living; 1st & 3rd Sessions

S3 Updates

October is College Month!

S3 has planned some great activities to assist your students with their future college planning.

- Step 1: Announce that October is College Month!
- Step 2: Begin poster/door/digital display contest NOW 😊
- Step 3: Share the prepared October is College Month Slide Presentation with your students (application process, free application fees with certain schools are listed, FAFSA, TIP, Scholarships, Articulation, Warm-up Activity and Spirit Week Days)
- Step 4: Have FUN!
- Step 5: Need support? Contact your S3 Team!
- Presentation [CLICK HERE](#) (Ctrl+Click)

Therapy Dog Visits for 2025-26

- If you would like to schedule a visit, please complete this [Therapy Dog Visit Request](#).

Food Drive

- Student Services houses a small food pantry for students in need. We are accepting shelf-stable [food pantry donations](#) to restock. Needed: packaged snacks, instant meals,

individual packs of noodles, soups, and cereals.

Curriculum / PD Updates

Thursday PDs... (*Sign in for SCECH credits)

- **Oct. 9:** 2nd + 3rd Year Teachers Cohort Meeting (9:30) / Advisory “Lead” Meeting (10:30)
- **Oct. 16:** **FIRST Classroom Learning Lab** of the year!
 - Alison VanAndel (Phlebotomy Lab Tech instructor) hosts: Come to Room B230 @ KCTC East to observe her Classroom Culture strategies! **Sign up [HERE](#)!**
(Sign up [HERE](#) to *host* a future CLL and [HERE](#) to *nominate* a colleague)

Going PRO Updates

PRO of the Month

- Thank you to everyone who completed a Pro of the Month nomination! We will be having a buffet style celebration in the cafe on Wednesday each session for our POMs.

PRO Cards

- Would you like a badge holder/protector to hold some PRO Cards to make it easier to give to students demonstrating PRO behaviors in the moment? [Please click here](#) for details and to indicate your interest in receiving a badge protector to hold PRO Cards!

PRO Student Leadership Council

- Our first meeting is today! If you have any students in our PRO SLC, you received an email last week with details, and hopefully you picked up the passes to give to students. They should show you their pass at the time for their session to meet in the Commons.
- Students have a task to get input from peers in multiple programs. At this time, they should not be interrupting classes, but trying to catch students before or after class. If we find a need to enter classes, we will communicate that to you!

Work-Based Learning

Job Shadow Forms

- No longer any need for instructors to keep Job Shadow files for the required 7 years!
The WBL Team will do it for you!
- How to Access the Job Shadow form?
Students& Instructors can initiate a job shadow using this [Job Shadow Google form](#)
- Look for a Job Shadow flyer in your staff mailbox with QR code for students!
- Instructors can be given access to enter all form info into Jobready 360 (our new WBL platform.) Interested? Email or call Kody McDonald

Facilities Updates from Mark Fargo

Staffing

- Welcome Michael Mangan, the newest custodian at KCTC East, replacing Jacob Battle (who is now in the laundry position).
- Michael is cleaning A-Wing and is learning the system very quickly. Please don't be shy about introducing yourself, especially the teachers in A-Wing

Security Blinds

- Earlier this year in an effort to make the buildings more secure in the event of an active threat **inside** the building, Facilities, Security, and building leaders met to discuss window coverings. After vetting a few companies Nightlock Blinds was chosen for a vendor. The purpose of the blinds is to create a visual block from the hallways or common areas into the rooms. Again this is preparing for a threat already **inside** the building. This is why blinds have been placed only on the doors and windows going out of your rooms into the halls or common areas, to help you feel secure in your rooms during a lockdown. There was never any intent on putting blinds on exterior doors and windows.
- Hopefully this makes things a little clearer and helps answer why you may have been turned down for a request for outside blinds.

Week of 9/29/2025

School Events Calendar Reminders

Monday, 9/29

Tuesday, 9/30 SLT Meeting, 2:30-3:30, Front & Center, Full Tours 2nd/3rd

Wednesday, 10/1 Count Day

Thursday, 10/2 Fall Update (Counselor) Breakfast

Friday, 10/3 Quarterly PRO Leadership Council Meeting (Students)
7:30-8:30 | 9:30-10:30 | 12:30-1:30 ... East Commons

Future Calendar Dates

Monday, 10/6 College Spirit Week Begins

Tuesday, 10/7 SLT: Full Day/Fall Data Review

Wednesday, 10/8 PROs of the Month recognition

Thursday, 10/9 Preparation Meeting for Program Advisories, 10:30-11:30, Front & Center

Tuesday, 10/14 Staff/PLC Meeting

Friday, 10/17 End of Quarter 1

Main Office Updates

Kent ISD Employee Flu Shot Clinic

- **Tuesday, October 21, 2:00-4:00 PM.** All employees interested in receiving a flu vaccine are welcome to attend. It will be held in **Room A105**. No appointments needed.
- ◆ [Fight the Flu flyer](#)
- ◆ [Vaccine Consent Form](#) - complete prior to your visit and bring with you

Guidelines for Food and Meal Purchases

- Please take a second to familiarize yourself with the Employee Food and Meal Cost Guidelines for 2025/2026 using the link below.
- ◆ [Employee Food & Meal Cost Guidelines for 2025\2026](#)
- **Reminder:** these guidelines not only apply to P-Card purchases, but also for the approved guest food purchases through the KCTC Hospitality Program.

Criminal Justice Traffic Stops

- Please be advised that Criminal Justice will begin traffic stop scenario training next week.
- The training will be conducted near the green pole barn on the following dates during both 1st and 3rd sessions:
 - September 16, 17, 18
 - September 23, 24, 25
 - September 30
- For identification, students will be in uniform with their gun belts and will be wearing our new blue and red "Criminal Justice Student" vests.
- Please be aware that you may see an increased presence of police vehicles from various Kent County agencies in the area on these days.
- Let Ben Hawkins know if you have any questions.

Commons Corner Market is Open!

- The Intro to Marketing class has officially opened the store at KCTC East. Daily hours:
 - ◆ 10:00 - 11:00 | 12:30 - 1:30
 - ◆ Fridays only: also open 7:30 - 8:30
 - ◆ Closed on Wednesdays

KCTC New Staff Welcome Slides 2025-26

- Check out the [Welcome Slides](#) and get to know a little more about our new KCTC staff

Communications Intern



- Marketing + Design student, Kenny Vi, is continuing this school year as an intern for Kent ISD Communications. You may see him around the building(s) on Tuesdays and Thursdays getting social media content and photos.

Field Trips

Upcoming Trips Scheduled

- 10/3 Pharm Tech - Ferris State Univ; All Day
- 10/8 Diesel - Ferris State Univ; All Day
- 10/8 Health Careers/O'Donnell - Beacon Hill; 1st Session
- 10/9 Criminal Justice/Nelson - Ft. Custer Training Ctr; All Day

S3 Updates

Therapy Dog Visits Returning for 2025-26

- If you would like to schedule a visit for your classroom, please complete this [Therapy Dog Visit Request](#).

College Spirit Week is almost here, and we're excited to celebrate higher education, future goals, and school spirit with our amazing students!

- As part of the celebration, we'll be hosting Spirit Week to help build excitement and encourage college and career readiness. Watch your inbox for a College Week PowerPoint to share with your students.
- Here's a quick preview of the themed days planned:

Monday, Oct 6: Military Monday! Dress to support any branch of the military!
And
Poster/Door/Digital Display Contest (College/Career/Post-Secondary)
Take your pick! Poster, door, or digital display. Informative & Creative.
Just have fun with it!

Tuesday, Oct 7: Dress like a College Student - PJ Day

Wednesday, Oct 8: College Hat Day

Thursday, Oct 9: Your future is so BRIGHT! Wear bright colors!!

Friday, Oct 10: College Apparel Day *Posters will be judged!
Winners announced Wednesday, October 15th!

[Click here](#) for a chance to win!

Curriculum / PD Updates

Thursday PREP PD Offerings Coming up...

- **Oct. 2: Math PD - Converting Fractions, Decimals, and Percents.** Strategies for reviewing, practicing and getting students fluent with converting in any context.
- **Oct. 16: Join us at the FIRST Classroom Learning Lab of the year:**

- **On October 16 during 1st session** - We will join Alison VanAndel in observing her classroom culture. Alison is an instructor in the Medical Lab Tech and Phlebotomy program . Please join us in Room B230 at KCTC East to observe her strategies! Attending this CLL will qualify for SCECH credit. Sign up [HERE](#)!
- If you would like to host a Learning Lab this year - Sign up [HERE](#)
- If you would like to nominate someone who you would like to see host a Learning Lab - Fill out the nomination form [HERE](#)

Going PRO Updates

Going PRO Cards!

- Cards have been placed in your mailbox if you haven't already picked them up!
- Reach out to Laura Motush if you run out of cards - another order will be placed soon to have extras on hand

PRO of the Month

- Our first celebration is on October 8, 2025 - please get your nominations in by October 1!
- [Please click here for a slide on how to nominate a student](#)

PRO Student Leadership Council

- If you had any students apply to the PRO SLC, you should have received an email from Laura Motush on 9.25.25 with details on providing the passes we created and placed in your mailboxes.
- First Meeting is Friday, 10.3.25, each session [7:30-8:30; 9:30-10:30; 12:30-1:30]

Week of 9/22/2025

School Events Calendar Reminders

Thursday, 9/25 Career Navigation-1st **Full CTE Building Tour** 2nd & 3rd sessions

Future Calendar Dates

Tuesday, 9/30	School Leadership Team (SLT) Meeting - 2:30
Wednesday, 10/1	Google Classroom Drop-in Lab (Commons)- 8 am-11 am
Wednesday, 10/1	Count Day, Pros of the Month (POM) Nominations Due
Thursday, 10/2	Fall Update Breakfast - AM
Friday, 10/3	Quarterly PRO Student Leadership Council Meeting
	1 hour each session - 7:30 9:30 12:30 - in KCTC East Commons

Main Office Updates

Google Classroom/PowerSchool SIS Integration: Help Documentation [Click Here](#)

Staffing Updates

- WELCOME Molly Ward, CTES General Aviation - started Monday, 9/15
- WELCOME Luis Ojeda, CTES Automotive Technology - starts Monday, 9/22
- CTES Health Careers - in process
- Administrative Assistant to the Principal - in process

Required Training

- **DUE October 15** - required **Safe Schools Training modules**. Instructions for logging in and accessing your training can be [found on Connect](#).

Career Navigation

- Updates by end of day **Today , Sept. 19** please, Email from Andrea Reynolds 9/10
- On Thursday, Sept. 25, Career Navigation will host the first Full CTE Building Tour of the year during 2nd and 3rd sessions. We'll be guiding groups of about 20 students through both East and West building on Tuesdays and Thursdays through October 23, 2025

Attendance

- Laura and Amy are working through attendance plans.
- We will pull attendance again after count day- please contact home when students hit 3 absences.
- When you see an issue before we do, let Kristy LV know.

Field Trips

Upcoming Trips Scheduled

- 9/26 Auto Tech-Ferris State Univ; All Day
Teacher Academy-Hope College; All Day
EMT-Life EMS; All Day
- 10/3 Pharm Tech-Ferris State Univ; All Day

S3 Updates

Student Account Passwords

- A reminder on how to help your students access their accounts.
- Student computer and PowerSchool Passwords will be based on the following convention. KISDMMDDStudent_Number. MMDD being the student's month and date of their birthday. Example: KISD0605123456
- You can also send a HelpDesk@KISD.org ticket to help the student reset a password

Field Trip Permission Forms

- A [Field Trip Permission form](#) (for session only field trips) are available for students whose parent/guardian have not yet completed the PowerSchool Parent Portal and given this permission. These forms are to be returned to Student Services to be entered in PS.
- We are still asking that parents set up their PowerSchool account to ensure we have up-to-date emergency contact and medical information.
- Just a reminder - [All Day Field Trip Parent Permission Letter](#) (the ones that are signed by the sending school and parent) are returned to the instructor, not to Student Services. These forms are to remain with the instructor to file, these are not entered into PS.

PowerSchool Parent Portal

- If you have Parents/Students with language or technology barriers please let Karen Riemersma know and she can print out a "Student Information Form" for the parents to complete in lieu of creating an account.
- If parents need assistance setting up their account, please send them Karen's email address karenriemersma@kentisd.org and she will give the information needed to set up their accounts along with the Access ID and Password.

Student Photo IDs

- If you have IDs that don't belong in your stack, please return them to Student Services.
- If you have students that still need IDs or replacements, please send the name of the student to KarenRiemersma@kentisd.org.
- Students that have lost their ID's and need a replacement there is a \$5 fee, unless there is a good reason for the replacement or if the student can't pay. If the student is paying the fee the ID card will be left in the main office for the student to pick up and pay.

Food Drive

- Student Services houses a small food pantry for students and families in need. We are accepting [food pantry donations](#) to restock for the school year. *All items must be shelf-stable. *Items needed:* packaged snacks, instant meals, individual packs of noodles,
- soups and cereals.

Curriculum / PD Updates

Programs' Fall CTE & Curriculum Meetings

- This week: IT (Mon), CJ (Tues), Construction(Tues), E&M (Wed), Teacher Academy (Wed), Welding (Wed)

Advisory Meetings Ahead

- Make sure your program has its *required* Parent Rep and current Advisory chair on Roster.

Thursday Prep PD Has Begun!

- Last week: Measurement Math
- This week: Thursday 9/25 - C&E Gradebook drop-in hours

Facilities Updates

Corridor/Hallway Doors

- Please do not keep hallway doors propped open as they pose a fire and security risk.

FMX Requests

- All maintenance and furniture move requests must be submitted through the FMX Portal. Do not email Justin Stonehouse or Facilities directly. The site can be found on Connect and also at this [link](#). Please add your Program Administrator as a "Follower" for all requests.

Going PRO Updates [new info highlighted]

Going PRO Cards!

- Cards are coming! These should be in your mailboxes by Tuesday morning (an email will go out if there is a change to this date)
- [Please click here for a slide on how students earn and use PRO Cards](#)
- When passing out PRO Cards, please be specific when telling the student why they are receiving it. A quick, "Thank you for [insert PRO behavior]" is perfect!

PRO of the Month

- Our first celebration is on October 8, 2025 - please get your nominations in by October 1!
- [Please click here for a slide on how to nominate a student](#)

- We are looking at expanding the ways we celebrate these students each month. If you would like the students in your program to apply their skills to create rewards for PROs of the Month, [please click here to complete a brief form](#).

PRO Student Leadership Council

- If you have students who were selected for the PRO SLC, you will receive an email next week with the list of students from your class. We will also put a permanent pass in your mailbox for each student for them to keep all year. They will show you the pass, which includes all of the meeting dates/times, to leave class and meet in the Commons.
- Meetings will be held quarterly for 1 hour (dates are updated on the Important Dates document in the HUB).
- [Please click here for a brief slide about the council](#)

Week of 9/15/2025

School Events Calendar Reminders

Monday 9/15
Tuesday 9/16 Fire Drills - 7:15 | 9:30 | 12:15
Wednesday 9/17
Thursday 9/18
Friday 9/19

Future Calendar Dates

Tuesday, 9/30 School Leadership Team (SLT) Meeting - 2:30
Wednesday, 10/1 Count Day, Pros of the Month (POM) Nominations Due
Thursday, 10/2 Fall Update Breakfast - AM
Friday, 10/3 Quarterly PRO Student Leadership Council Meeting
1 hour each session - 7:30 | 9:30 | 12:30

Main Office Updates

September Staff Meeting

- The AdTeam will be sending out content in the next few weeks that was not covered at the staff meeting due to lack of time. Please review the [staff meeting presentation slide deck](#) to prepare for that content. There will be a quiz at the next staff meeting 😊.

Kent ISD Information Technology Governance

- Hi all! I am the instructor representative on the IT Governance Committee. We meet monthly and chat about issues at Kent ISD surrounding technology issues with students and faculty, IT resources and their safe use, as well as data security. My role as the representative for secondary programs is to bring any concerns forth at these monthly governance meetings for discussion. If there are any current concerns or issues surrounding information technology in your department that you would like to bring forward - please email me at lesliekirschenbauer@kentisd.org. Thank you!

Classroom Learning Labs

- Classroom Learning Labs (CLL) are back! We are looking for teachers willing to host us in their classrooms during 1st, 2nd, and 3rd sessions. Please fill out the form linked [HERE](#) if you are interested and willing! Reach out to Hailey Kane or Leslie Kirschenbauer with any questions.

Secondary Programs Handbook

- [2025-26 Secondary Programs Handbook - Spanish](#) is now available! It is also linked on the Resource HUB, on the Going Pro tab.

LanSchool Subscription Request

- If you would like a LanSchool subscription for your classroom, please use the link below to request access. For those unfamiliar, LanSchool is a classroom management software that enables instructors to monitor screens and control web access. Requests must be completed by the end of the day on Friday, September 19th.
- [SUBSCRIPTION REQUEST FORM](#)

Field Trips

Upcoming Trips Scheduled

- 9/26 Auto Tech-Ferris State Univ; All Day
Teacher Academy-Hope College; All Day
EMT-Life EMS; All Day
- 10/3 Pharm Tech-Ferris State Univ; All Day

Going PRO Updates

Going PRO Cards!

- Cards are coming soon! We are working on simplifying the design and will let you know when they are in your mailboxes.
- [Please click here for a slide on how students earn and use PRO Cards](#)
- When passing out PRO Cards, please be specific when telling the student why they are receiving it. A quick, "Thank you for [insert PRO behavior]" is perfect!

PRO of the Month

- Our first celebration is on October 8, 2025 - please get your nominations in by October 1!
- [Please click here for a slide on how to nominate a student](#)
- We are looking at expanding the ways we celebrate these students each month. If you would like the students in your program to apply their skills to create rewards for PROs of the Month, [please click here to complete a brief form](#).

PRO Student Leadership Council

- We received many applications (thank you for encouraging your students to apply!), which are currently being reviewed. Once final selections are made, you will receive an email with any students in your class who were selected for their session.
- Meetings will be held quarterly for 1 hour (dates will be updated on the Important Dates document in the HUB once they are finalized).
- [Please click here for a brief slide about the council](#)

[Click here](#) for a chance to win!

S3 Updates

Food Drive

- Student Services houses a small food pantry for students and families in need. We are accepting [food pantry donations](#) to restock for the school year. * All items must be shelf-stable. *Items needed:* packaged snacks, instant meals, individual packs of noodles, soups and cereals.

Field Trip Permission Forms & PowerSchool Reminder

- A [New Field Trip Permission](#) form is available for students whose families have not yet completed the PowerSchool Parent Portal and given this permission. We are still asking that parents set up their PowerSchool account to ensure we have up-to-date emergency contact and medical information.
- If parents need assistance setting up their account, please send them my email address karenriemersma@kentisd.org and I will give the information needed to set up their accounts.
- Field Trip Forms and the Student Information Forms need to be returned to Student Services to be recorded in PowerSchool.
- All staff in Student Services are able to supply Access IDs and Access PWs – just ask.

Student Photo IDs are Here!

- Please check your mailboxes in the Main Office for the Student Photo IDs. Lanyards and clips are on the counter for those who need them.
- If you have IDs that don't belong in your stack, please return them to Student Services.
- If you have students that still need IDs, please send your list of student names to KarenRiemersma@kentisd.org.

Curriculum / PD Updates

Programs' Fall CTE & Curriculum Meetings

- Continuing this week and next with the CTE team & Admin.

Advisory Meetings Ahead

- Make sure your program has its *required* Parent Rep and current Advisory chair on Roster.

Thursday Prep PD Has Begun!

- CTE/ Curriculum sessions, Cohorts, and More will be published on the KCTC Staff Calendar.

WBL Updates

WBL Information & Links

- [WBL Information Sheet](#)

Business Leads:

- Business and Industry leads that contact you and you need to forward for the team to engage, please email: workforce@kentisd.org
- Business and Industry leads you wish for the team to develop:
 - ◆ Email: workforce@kentisd.org
 - ◆ Subject: Wish List

Staff Alumni Network Survey:

- [Alumni Network Staff Survey Link](#)

Template

Week of

School Events Calendar Reminders

Week of 9/

Future Calendar Dates

Main Office Updates

Topic

Field Trips

Topic

Additional Notes and Links

S3 Updates

Topic

Additional Notes and Links

Curriculum / PD Updates

Topic

Additional Notes and Links

Facilities Updates

Topic

Additional Notes and Links

WBL

Career Navigation Updates

Topic

Additional Notes and Links

Regional Updates

Topic

Additional Notes and Links