



**STUDENT CHECKLIST**  
**Page 6 and 7**  
**Includes all the college deadlines you need to follow.**

**Pay attention to the things you need to do before the mandatory orientation on MAY 11 to ensure your place in this program.**

# 2017-2018

## DUAL ENROLLMENT

### HVAC TECHNOLOGY

### Student Guidelines

<b>Fall 2017 Semester:</b>		
HVAC 118 Electricity/HVAC Controls I	3 credits	
M W	12:30-2:20pm	
HVAC 123 Refrigeration I	3 credits	
T TH	12:30-2:20pm	
<b>Winter 2018 Semester:</b>		
HVAC 119 Electricity/HVAC Controls II	3 credits	
M W	12:30-2:20pm	
HVAC 124 Refrigeration II	3 credits	
T TH	12:30-2:20pm	

**For more information, contact:**

**Cameron Buck**

Program Administrator

Kalamazoo Regional Educational Service Agency

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Phone 269-250-9311 / Fax 269-250-9301

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**2017-18  
DUAL ENROLLEMENT  
GUIDELINES**

**for High School students enrolled in EFE  
WELDING, HVAC & ELECTRICAL**



A **mandatory** orientation meeting will be held **May 11 starting at 6:00 pm at the KVCC Texas Township Campus, room 4370** for you and your parents/guardians. Room 4370 is located off the cafeteria. EFE suggests that you park by the flagpole entrance.

In order to attend this orientation, you will need to: (refer to *HIGH SCHOOL STUDENT CHECKLIST* pg. 6-7)

1. Create a KVCC account and apply to KVCC at [www.kvcc.edu/apply](http://www.kvcc.edu/apply) . For assistance, please see your high school counseling office. (see *directions on page 6 of this packet*). Watch the mail for your acceptance letter. Keep this letter in a safe place. It includes your V#. This # is required for testing and registration.
2. Ensure your test scores are on file at KVCC that meet or exceed the minimum requirements. (page 6)
3. Attend the orientation. (Bring your KVCC acceptance letter and this orientation packet.)

Taking dual enrolled classes as a high school student is a wonderful way to start your college career while still in high school. Students who choose to take a dual enrolled course need to be aware of the extra duties and responsibilities that high school students face as new college students. This document will introduce you to some of these duties and responsibilities, although there may be other guidelines and policies imposed by your high school, EFE, and/or KVCC. EFE strongly suggests you read the KVCC STUDENT HANDBOOK prior to the beginning of the fall term. A copy of the handbook is available on the KVCC web site at: [www.kvcc.edu](http://www.kvcc.edu). Type STUDENT HANDBOOK into the search box.

All students enrolling in an EFE-KVCC Dual Enrollment Program MUST abide by the following guidelines:

**WHO CAN ENROLL:**

The EFE-KVCC dual enrolled programs are open only to high school seniors with the permission of their high school counselor.

**PROGRAM LOCATION:**

Classes are held on the KVCC Texas Township Campus. **Transportation is the responsibility of the student and/or parent/guardian.**

**ASSESSMENT MINIMUM REQUIREMENTS:**

KVCC has set minimum assessment scores for HVAC classes. Prerequisites for the HVAC courses are shown below. Refer to the TESTING guidelines on page 6 of this packet to ensure that your assessment results are on file at KVCC before the orientation.

	Writing	Reading	Math
ACT	13	12	13
Compass	25	53	Pre-Algebra 19
SAT	17	18	15.5
ACCUPLACER	50	34	Arithmetic 24

**TUITION AND CLASS FEES:**

Your tuition and class fees associated with enrollment in this program are paid by EFE. If you receive communication from KVCC that your tuition and/or fees are due, please contact Cameron Buck at 269-250-9311. **If at any time after the spring orientation you make a decision not to enroll in this program, please notify your high school, as well as the EFE office immediately so you are dropped from the course correctly.**

### **TRANSCRIPTS, GRADES AND CREDITS:**

You have the option of earning both high school and college credit for successfully passing dual enrolled courses. (See the PSEO form found within this packet.) Your high school sets the number of high school credits that can be awarded for each class. For each course, your KVCC transcript grade will be reported to your high school at the end of the corresponding KVCC semesters. **It is extremely important to take the course seriously, as your course grades will be on your official college transcript!**

### **KVCC COMMUNICATION:**

KVCC instructors will communicate student progress only to the student. Post-secondary instructors are not allowed to communicate with parents or other third parties such as school counselors, principals, etc. Parents, counselors, and principals should call the EFE office at 250-9311 with any concerns. Students can choose to complete an AUTHORIZATION FOR RELEASE OF INFORMATION FORM to release limited information to an organization or individual (i.e. parent). The form can be found at <https://www.kvcc.edu/admissions/registration/AuthReleaseInfo.pdf>.

### **PROGRAM CALENDAR:**

You MUST follow the KVCC academic school calendar. A KVCC academic calendar is included in this guidelines packet. **YOU ARE EXPECTED TO ATTEND EVERY SCHEDULED KVCC CLASS SESSION; THIS INCLUDES ATTENDANCE AT KVCC DURING YOUR HOME HIGH SCHOOL'S SPRING BREAK AND OTHER HOME HIGH SCHOOL CLOSURE DAYS.** The first day of the fall term is **TUESDAY, SEPTEMBER 5** and you **MUST** attend your first day of your KVCC class. Your high school staff may make general announcements that EFE starts later, but this does not apply to you. You are a college student and must follow the college calendar to be successful in this program.

### **ATTENDANCE**

The KVCC course instructor determines attendance requirements. At the beginning of each course, the instructor will provide students with written attendance requirements as part of the course syllabus. Pay close attention to these requirements; they may be quite different from attendance policies at your high school. Failure to follow attendance requirements will negatively affect your grade. Students who do not meet the attendance requirement as determined by the instructor may be removed from the course. Students who fail to attend the first scheduled class meeting of either semester, or who fail to contact the instructor regarding absences before the first scheduled class meeting may, at the option of the instructor, be removed from the course. It is the student's responsibility to consult with the instructor regarding all absences. Absences begin to accumulate with the first scheduled class meeting. Consult the KVCC Student Handbook and/or your instructor for more information on attendance guidelines.

### **INCLEMENT WEATHER:**

You **MUST** follow the snow closure schedule of KVCC, NOT your high school. Listen to the usual news outlets for information about closures of the KVCC Texas Township campus. The KVCC website provides information on how to receive campus closures through text messaging or through other means. **IF YOUR HIGH SCHOOL IS CLOSED DUE TO WEATHER BUT KVCC IS OPEN, YOU WILL BE EXPECTED TO ATTEND YOUR KVCC CLASS.**

### **TEXTBOOKS:**

EFE will purchase the required textbook(s) and loan it out for student use. All textbooks, not purchased by students, must be returned to the instructor on the last day of each semester in useable condition. Students will be held liable for lost or unusable textbooks. High schools will be asked to place a "HOLD" on diplomas until any liability is cleared. If you need to replace a textbook, used textbooks deemed as in reasonable condition by EFE will be accepted, but the textbook must be the same publisher's edition issued to you.

### **CAMPUS RESOURCES AND SPECIAL SERVICES:**

As a new college student, you will be responsible for advocating for yourself to access special services and college resources that you may need to be successful at KVCC. Neither your high school nor your parents can initiate this communication for you.

**The Student Success Center**, located on the upper level of the Student Services Wing on the Texas Township campus, is available to facilitate students in accessing every resource they need in order to proficiently manage their way through the KVCC environment. Students who participate in this program are assigned a Success Advocate who will guide them through their time at KVCC in order to help assure the student's attainment of his/her particular goal. The advocate is a trained resource person who understands the complexities of college life and is available as a point person to direct students to the resources they need to grow within the college environment. More information can be obtained at the KVCC website at [www.kvcc.edu/successcenter](http://www.kvcc.edu/successcenter).

If you currently have an Individualized Educational Plan (IEP), we strongly encourage you to initiate services or get more information by contacting the **Office for Student Access** located in **The Learning Center**, room 2220 or by calling (voice):488-4397, (TTD): 488-4358. Services include, but are not limited to the following: adaptive equipment, advising, advocacy, assistance with registration and scheduling, assistance with organizational and study skills, counseling and referrals, interpreter services, liaisons with outside agencies, modified test administration, note taking assistance, and taped textbooks. All college students can receive both individual and group tutoring on a walk-in basis or by appointment at The Learning Center.

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## **COURSE DESCRIPTIONS:**

### **HVAC 118 Electricity/HVAC Controls I (FALL SEMESTER)**

This course is the study of the principles, practices and uses of basic electricity as it pertains to heating, air conditioning, and refrigeration. It is a study and use of electrical instruments including basic terms, volts, ohms, amps, power factor, AC & DC circuits, single and three-phase, motor protection, overloads, basic transformers, and appropriate safety procedures.

### **HVAC 119 Electricity/HVAC Controls II (WINTER SEMESTER)**

This course is a continuation of Electricity for HVAC Controls I. The emphasis will be control and line voltage circuitry including: relays, contactors, transformers, motor-starters, ignition systems, and associated components. The course will include troubleshooting of failed HVAC equipment and advanced electrical diagram reading. The course will include the study of motors and generation of electricity. The course continues with application and maintenance of motors and power equipment that operate on single and three-phase electricity, power transmission, boost and buck transformers, and appropriate safety procedures. Recommended prerequisite: HVAC 118.

### **HVAC 123 Refrigeration I (FALL SEMESTER)**

The fundamental concepts of heat transfer, pressure, temperature, and other basic concepts are studied and applied to each component of the refrigeration system. The compression refrigeration system is studied with emphasis placed on system and component construction and operation. The use of specialized tools and equipment as-well-as refrigeration tubing, soldering equipment, refrigerants, gauges, hand tools, catalogs and other material are covered. The course emphasizes servicing refrigeration units. Studies in this course are directed at electrical and refrigerant control, defrost mechanisms, specialized components and accessories, and service procedures.

### **HVAC 124 Refrigeration II (WINTER SEMESTER)**

This class emphasizes servicing refrigeration units. Studies in this course utilize the knowledge and techniques used in Refrigeration I as the background for continued studies of refrigeration and refrigerant control for both commercial and industrial refrigeration systems. Components of the course include: defrost mechanisms, specialized refrigeration components and accessories, and service procedures. Refrigeration system design and component selection are covered in both residential and commercial refrigeration systems. Recommended prerequisite: HVAC 123.

## 2017-18 ACADEMIC CALENDAR for KVCC

### Location: KVCC – Texas Township

(EFE students are expected to attend all KVCC class sessions EVEN WHEN HOME SCHOOLS ARE CLOSED.)

SEPTEMBER				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September 5 – 1<sup>st</sup> day of Fall Semester

OCTOBER				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

November 23-24 Thanksgiving Recess

DECEMBER				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 18 –Classes End

JANUARY				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January 8 – 1<sup>st</sup> day Winter semester  
January 15 –MLK Jr. Birthday Recess

FEBRUARY				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

MARCH				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

March 5-11-KVCC Spring Recess

APRIL				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

April 30 – Classes End

# HIGH SCHOOL STUDENT CHECKLIST

## For EFE Dual Enrolled Programs

EMT ♦ DENTAL ♦ **ELECTRICAL TECH** ♦ HVAC ♦ WELDING

<b>DONE</b>	<input checked="" type="checkbox"/> <b>APPROVAL</b> Submit a completed EFE application to your HS counseling office by your school's EFE application deadline. Your application will need to be reviewed and approved by the counseling office.																									
<b>As soon as possible (one week prior to orientation)</b>	<input type="checkbox"/> <b>ADMISSION</b> The KVCC application is available on-line at <a href="http://www.kvcc.edu/apply">www.kvcc.edu/apply</a> . Follow the on-line directions to create an account and apply. You should receive your acceptance letter in the mail within one week. Students should keep their Valley number in a safe place for their access. Students should also provide their high school counselor with their Valley number.																									
<b>PRIOR TO ORIENTATION</b>	<input type="checkbox"/> <b>TESTING</b> <p><u>Placement test scores are to be on file prior to attending orientation and registering for classes.</u> KVCC sets minimum assessment scores for each class. The minimum scores required as a prerequisite for EFE dual enrolled classes are listed in the table below.</p> <ul style="list-style-type: none"> <li>• ACCUPLACER testing may be available in your high school counseling office.</li> <li>• ACCUPLACER testing is available at KVCC on a walk-in basis in the KVCC Testing Centers. Students may call: 269-488-4235 for the Testing Center hours at the Texas Township Campus (room 2210). Students may call: 269-373-7815 for the Testing Center hours at the Arcadia Campus.</li> <li>• Students who take the ACCUPLACER test at KVCC will need to bring the following to the session:                         <ol style="list-style-type: none"> <li>a) Your Valley ID number (the v-number assigned to you when you applied at KVCC)</li> <li>b) A picture ID (driver's license, school ID, or passport)</li> </ol> </li> <li>• Scores are provided the day you complete the ACCUPLACER test. Scores should also be given to your high school counselor.</li> <li>• Placement scores are to be on file at KVCC prior to attending the orientation and must be on file before you will be able to register for classes.</li> </ul> <p style="text-align: center;">ACCUPLACER information and test taking study guides are available online at:  <a href="https://ACCUPLACER.collegeboard.org/student/practice">https://ACCUPLACER.collegeboard.org/student/practice</a></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th><i>Program</i></th> <th><i>Assessment</i></th> <th><i>Writing</i></th> <th><i>Reading</i></th> <th><i>Math</i></th> </tr> </thead> <tbody> <tr> <td><b>HVAC</b></td> <td>ACT</td> <td>13</td> <td>12</td> <td>13</td> </tr> <tr> <td></td> <td>Compass</td> <td>25</td> <td>53</td> <td>Pre-Algebra 19</td> </tr> <tr> <td></td> <td>SAT</td> <td>17</td> <td>18</td> <td>15.5</td> </tr> <tr> <td></td> <td>ACCUPLACER</td> <td>50</td> <td>34</td> <td>Arithmetic 24</td> </tr> </tbody> </table>	<i>Program</i>	<i>Assessment</i>	<i>Writing</i>	<i>Reading</i>	<i>Math</i>	<b>HVAC</b>	ACT	13	12	13		Compass	25	53	Pre-Algebra 19		SAT	17	18	15.5		ACCUPLACER	50	34	Arithmetic 24
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<p>May 11 6:00pm start time KVCC Texas Township Campus Room 4370 (HVAC, ELEC, WELD)</p>	<p><input type="checkbox"/> <b>ORIENTATION</b></p> <p>Dual enrolled EFE students must attend the <u>mandatory</u> EFE Dual Enrollment Orientation.</p> <p><b><i>What to expect at the orientation:</i></b> General overview and review of procedures and responsibilities particular to your EFE Dual enrolled program; you will be given a list of your college class codes and directions on how to register for classes; A Postsecondary Enrollment Options (PSEO) form (indicates how KVCC will get paid) will be distributed for you to complete and submit to EFE staff for their required signature.</p>
<p>Before the end of the 2016-2017 school year</p>	<p><input type="checkbox"/> <b>REGISTRATION</b></p> <p>Visit <a href="http://www.kvcc.edu/myvalley">www.kvcc.edu/myvalley</a> to register for your FALL SEMESTER class(es) approved by your high school counselor.</p> <p><b>BEGIN MONITORING YOUR KVCC EMAIL ON A REGULAR BASIS!</b></p>
<p>June 1</p>	<p><input type="checkbox"/> <b>PSEO</b></p> <p>The PSEO form found within this packet must be signed by you and a parent/guardian. The form <u>will then need to be signed by EFE staff</u>, in lieu of your high school counselor and Principal, to ensure dual enrollment payment is made through EFE. EFE staff will be available at the orientation to sign and submit the form. You must be registered and have a PSEO form on file <u>with the EFE office prior to JUNE 1</u>. You can also mail the completed PSEO form to:</p> <p style="text-align: center;">Kalamazoo RESA Education for Employment Attn: Cameron Buck 1819 E. Milham Avenue Portage, MI. 49002</p>
<p>September 5 WELD &amp; HVAC</p> <p>September 6 ELEC</p>	<p><input type="checkbox"/> <b>ATTEND CLASS</b></p> <p>Welcome, Kalamazoo Valley Cougar!</p> <p>Make sure to obtain your student ID by visiting the Student Service Center near the Bookstore.</p>

## KVCC Academic Calendar & Class Schedule:

<b>Fall Semester:</b>	<b>Electricity/HVAC Controls I</b>	<b>HVAC 118</b>	<b>15 weeks</b> M W	<b>2 credits</b> 12:30 – 2:20
	<b>Refrigeration I</b>	<b>HVAC 123</b>	<b>15 weeks</b> T TH	<b>2 credits</b> 12:30 – 2:20
<b>Winter Semester</b>	<b>Electricity/HVAC Controls II</b>	<b>HVAC 119</b>	<b>15 weeks</b> M W	<b>2 credits</b> 12:30 – 2:20
	<b>Refrigeration II</b>	<b>HVAC 124</b>	<b>15 weeks</b> T TH	<b>2 credits</b> 12:30 – 2:20

You will be marked tardy if you arrive to the classroom later than 12:30 – no exceptions.

No smoking anywhere on the KVCC campus – zero tolerance.

No alcohol or drugs on KVCC campus. If it appears or it is suspected, the student will be removed from the program – zero tolerance.

No dangerous actions or horseplay will be allowed in the HVAC lab or on KVCC premises.

Students caught stealing will be immediately and permanently removed from the program and subject to KVCC security and/or prosecution.

If you drive on campus you must observe all safe driving practices. If you do not, you may be removed from the program.

Absolutely no cell phones in classroom or lab.

### **HVAC LABORATORY CONDUCT:**

1. Missed laboratory assignments cannot be made up except by prior arrangements with the instructor.
2. When the assignment is complete, students are expected to clean up the work area and return all components used to the rightful place.
3. Students must inform the instructor upon leaving the laboratory for any reason.
4. Students are expected to complete assignments within the safety guidelines of this course.

## **HVAC COURSE TOOL REQUIREMENTS:**

### **REQUIRED TOOLS**

*You will NOT be allowed to borrow tools from either the instructor or other students. The following is the minimum list of tools for HVAC laboratory sessions. The instructor will provide students with information and suggestions of vendors/suppliers at the orientation. Students will be given until the 2nd week of class to obtain supplies for the class.*

- Safety glasses
  - Available to buy in laboratory
  - You will not be able to participate in laboratory without safety glasses
- VOA meter
  - Clamp-on capability to measure amperage
  - Clamp-on capability to measure micro amps
  - We have ordered 30 plus meters and have obtained group pricing
- Thermocouple temperature measuring device
  - Can be part of VOA meter
- Screwdriver - 4 or 6 way
  - has 1/4" and 5/16" nut driver
  - or 3/16" and 1/4" flat blade
  - #2 and #3 Phillips tip
- Nut driver
  - 1/4" and 5/16" long shaft
  - Magnetic
  - Malco HHD-1 or HHD-2
- Crescent wrench
  - 6" or 8"
- Linesman's pliers
  - Dikes
- Wire cutter, stripper, crimper
  - Channel lock #908-G
- Needle nose pliers
- 3/16" & 5/16" Hex wrenches (or hex wrench set)
- Utility knife

### **RECOMMENDED TOOLS**

- Tool box/service pouch
- Flat wrenches
  - 3/8"
  - 7/16"
  - 1/2"
  - 9/16"
- Pliers
  - Slip joint 10" and 14"
- Scratch awl
- Small torpedo level
  - Magnetic
- Lock
  - For a locker if you plan to leave tools in the laboratory

## **SAFETY FIRST**

Safety is an important part of the job, both for your own protection and for the protection of others. Make certain that you know and follow the ten basic rules of safety when working with heating gases and gas controls.

1. Always shut off the gas supply to the device when installing, modifying or repairing it. Allow at least five minutes for any unburned gas to leave the area before beginning work. Remember that liquid petroleum (L.P.) gas is heavier than air and does not vent upward naturally.
2. Always conduct a **GAS LEAK TEST** after completing the installation or repairs as follows:

### **WARNING**

**Never use a flame to check for a gas leak. With main burner in operation, paint pipe joints, pilot gas tubing connections, and valve gasket lines with rich soap and water solution. Bubbles indicate a gas leak. To stop the leak, tighten the joints and screws or replace the gasket.**

3. Before connecting or disconnecting any wiring (except on millivoltage controls), always disconnect the power supply to prevent electrical shock or equipment damage.
4. When a gas system is being converted from one type of gas to another, the main burner and pilot orifices(s) must be changed to meet the appliance manufacturer's instructions.
5. Always read the instructions supplied with the product carefully. Failure to follow them could damage the product or cause a hazardous condition.
6. Make certain the product is designed for your application. Check the ratings given in the instructions and on the product.
7. After the installation is complete, check out the product operation using the instructions provided.
8. Do not bend the pilot tubing at the control after the compression nut has been tightened. This could cause a gas leak at the connection.
9. Never jumper (or short) the valve coil terminals on 24 volt controls. This could short out the valve coil or burn out the heat anticipator in the thermostat. Never connect millivoltage controls to line voltage or to a transformer as this will burn out the valve operator or the thermostat anticipator.
10. Do not remove seals over the control inlet or outlet until ready to connect piping. The seals are there to prevent dirt and other materials from getting into the gas control and interfering with its operation.



# DUAL ENROLLEMENT GUIDELINES

## Acceptance Form

I have received a copy of the DUAL ENROLLMENT GUIDELINES for EFE and have reviewed them. By signing below, I acknowledge the requirements for successful completion of this program.

Student name (printed): \_\_\_\_\_

Student signature: \_\_\_\_\_

Parental/Legal Guardian signature: \_\_\_\_\_

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

### Summer Contact Information (please print legibly)

Email: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

I have applied and been accepted at KVCC. Yes \_\_\_\_\_ No \_\_\_\_\_

I have ACT, SAT, Compass, or ACCUPLACER scores on file at KVCC that meet the minimum score requirements.

Yes \_\_\_\_\_ No \_\_\_\_\_

I have submitted a signed PSEO form to EFE staff. Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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