

KALAMAZOO PUBLIC SCHOOLS
Board of Education
District Policies and Procedures

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POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

1.1 Board Leadership Through Policy

Policy

The District will be governed by the Board of Education through Board policies and state laws.

Specifics

1. The Board of Trustees will have a standing policy committee that will work closely with the Superintendent or designee to establish and review policies on a regular basis.
2. The Superintendent or designee will design correlating procedures as relevant, within a reasonable time frame, to be received by the Board and updated on a regular basis, with appropriate input.

MCL 380.11a

Adopted: February 13, 2003

Revised: November 12, 2009

Revised: June 25, 2013

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

1.2 Public Participation During a Meeting of the Board of Trustees

Policy

While balancing legitimate privacy interests of students and staff, the Board of Trustees welcomes community input at public meetings of the Board of Trustees.

Specifics

1. Persons requesting to address the board will be asked to complete a sign-in sheet by the end of the public comment period. The portion of that sign-in sheet requiring completion will include: name, school district in which the person resides, and connection to/interest in the Kalamazoo Public Schools. The optional portion will be held private and will include: mailing address, email address, phone number, topic about which they will be speaking and, if authorized and applicable, the organization they represent.
2. The presiding board officer will invite persons to come to the podium in the order in which the sign-in sheets were completed.
3. If after 30 minutes everyone who has completed a sign-in sheet has not had the opportunity to address the board, the public comment period will be tabled and resume before adjournment.
4. Speakers have three minutes each and must stop speaking promptly when signaled.
5. Speakers may not address confidential student or personnel matters, but may submit such concerns to the board in writing.
6. Speakers are encouraged to provide the board with a written copy of their comments and other appropriate supporting documentation, which will be copied and distributed as needed to appropriate staff/personnel.
7. The public is required to exercise common courtesy during the meeting and must follow rule of order. The presiding board officer may terminate public comments that are profane, vulgar, or defamatory, especially if these comments result in a disturbance or breach of peace. Personal attacks against an employee or board member that are totally unrelated to his or her duties are prohibited. If a person engages in disruptive conduct or is out of order, the board presiding officer will strike his or her gavel and warn the person to discontinue their behavior. Further disruptions will result in the person being asked to leave. Refusal to leave will result in being escorted out of the building. (MCL 380.1808)

Adopted: February 13, 2003

Revised: December 17, 2009

Revised: June 25, 2013

Adopted: December 19, 2019

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

1.3 Board Member Compensation and Reimbursement

Policy

The District will compensate and reimburse Trustees for actual, reasonable and necessary expenses as authorized by the Board of Trustees.

Specifics

1. Board members will strive to maintain minimal expense and at the same time carry out official duties for which reimbursement will be sought.
2. No expenses of others accompanying the Trustee, expenses or contributions related to partisan or political acts, entertainment, personal phone calls, purchase of alcoholic beverages, or similar expenses, will be reimbursed.
3. Trustees will receive compensation in an amount approved by the Board of Trustees for attendance at each official regular and special meeting of the full Board, each committee meeting, or any meeting or event when acting as the official representative of the Board of Trustees (such as designated as a Board liaison to a district or community taskforce, committee, or such like auxiliary group), as authorized by the Board. The Board President will also be reimbursed for regularly scheduled meetings with the Superintendent.
4. The Board President will be compensated for the additional Board-related responsibilities in the amount of two (2) “committee” meetings per month.

Adopted: February 13, 2003

Revised: January 11, 2007

Revised: June 25, 2013

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

1.4 Indemnification

Policy

Any person, or his/her heir, executor, and/or administrator, who is, or has served as a Trustee of the Board of Education of the Kalamazoo Public Schools, County of Kalamazoo, shall be indemnified by the school district against all costs and expenses reasonably incurred in connection with any claim, action, suit, or proceeding, civil or criminal, in which the Trustee would be involved by virtue of being a Trustee during a particular period.

Specifics

Indemnity will not apply with respect to: civil actions for injury or damages caused by the actions committed outside of the scope of authority as a Trustee; civil actions caused by the Trustee's gross recklessness or intentional misconduct; or criminal action.

1. The District shall have the authority and opportunity to compromise, settle, and pay costs of any civil claim prior to or after the commencement of the civil action.
2. In lieu of indemnifying the Trustee for the cost of legal representation, the District reserves the right to employ a qualified attorney of the District's choice to represent the Trustee.

Adopted: February 13, 2003

Revised: November 12, 2009

Revised: June 25, 2013

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

2.1 Superintendent Authority and Establishment of Procedures

Policy

The Board vests in the Superintendent the responsibility to enforce the policies of the Board of Education, conduct operations of the District in a manner consistent with all policies of the Board, and carry out the statutory responsibilities of a general powers school district Superintendent.

Specifics

1. The Superintendent and/or designee will enforce the policies of the District in a fair, honorable, equitable and consistent manner.
2. The Superintendent will establish and maintain procedures for Board policies to be reviewed and received by the Board.

MCL 380.1229

Adopted: March 27, 2003

Revised: November 12, 2009

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

2.2 Dissemination of Information to the Board

Policy

It is the responsibility of the Superintendent or designee to disseminate pertinent information and regularly update the Board upon District operations and affairs in order to keep the Board well informed.

Specifics

1. Communications between the Board and Superintendent will be mutually respected and nurtured.
2. Information desired by the Board will be established by the Board/Superintendent Team in order to keep the Board aware of current District affairs.
3. There will be no surprises generated by either the Superintendent or the Board.

Adopted: March 27, 2003

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

2.3 Prohibited Subjects of Bargaining

Policy

The Board has sole authority to make decisions regarding the prohibited subjects identified in Section 15 of the Public Employment Relations Act (PERA), as amended, MCL 423.215. Consistent with Board Policy 2.1, the Board delegates to the Superintendent the authority to implement the statutory decision-making responsibility as contained in the 2011 Public Act 103 amendment to Section 15 of PERA, MCL 423.215.

Adopted: July 26, 2012

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

3.1 Philosophy of Learning

Policy

The District believes that all students can learn and should have access to opportunities that assist them in developing to their fullest potential. These opportunities and experiences should stimulate intellectual, personal, social and physical growth, within the financial and operational constraints of the District.

Specifics

1. The District should maintain a learning environment of high expectations for all students that should foster and promote success.
2. The District should inform students of and should teach grade-level content expectations at all instructional levels across classrooms and schools.
3. The District should foster cooperative relationships among school, family, and the community that promote success for all students.
4. The District should provide an environment of mutual respect, caring, and acceptance of diversity.
5. The District should assist students and parents in the development and understanding of students' plans for success.
6. The District should help students understand the importance of school and how performance, effort and decisions directly affect future career and educational opportunities.

Adopted: January 9, 2003

Revised: April 2, 2009

These procedures supersede all other procedures on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

3.2 Non-Discrimination

Policy

Kalamazoo Public Schools welcomes all students and staff of any religion, race, color, national origin, age, sex, pregnancy, gender identification, height, weight, familial status, marital status, sexual orientation, and disability.

The District will not tolerate or condone any act of bias or discrimination toward any person on the basis of religion, race, color, national origin, age, sex, pregnancy, gender identification, height, weight, familial status, marital status, sexual orientation, and disability in any of its activities, hiring practices, programs or services.

Adopted: December 11, 2003

Revised: July 13, 2006

October 25, 2007

March 11, 2010

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

3.3 Long-Term Planning

Policy

The District will, on a regular basis, develop, implement and monitor long-term plans that are directly related to student learning, and will engage students, parents, staff and the community in the process.

Specifics

1. The District's long-term objectives will gain greater community understanding and support.
2. The regular engagement of the community in the long-term planning process will identify objectives directly related to student learning that are consistent with community values.
3. Engaging the community in such a process will enrich the resources available to achieve the District's long-term objectives.
4. Long-term plans should fit within the parameters of projected budgets.

Adopted: January 9, 2003

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

3.4 Welcoming Atmosphere and Appearance

Policy

All District facilities will maintain an atmosphere that is uplifting, courteous, self-disciplined and respectful and be welcoming and well cared for in appearance.

Specifics

1. The behavior of students, parents, staff and community members in all District programs and facilities should at all times conform to exemplary standards of courtesy, self-discipline and respect.
2. Reasonable restrictions on parental and public access to school buildings and classrooms, to avoid interference with the education process, are not limited by this policy.
3. All who use District facilities should feel welcome and comfortable.
4. The facilities should contribute to a positive impression of the Kalamazoo Public Schools.
5. The District should create a sense of pride, ownership and satisfaction.

Adopted: January 9, 2003

Revised: November 12, 2009

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

3.5 Program and Operation Evaluation

Policy

The District will regularly evaluate its performance and the efficacy of its programs and operations, at a reasonable cost, to provide useful information to the Board, administration and community.

Specifics

1. Evaluations will provide regular and consistent data on the achievement levels and progress of students, including information on a variety of subject areas and for diverse groups of students.
2. Evaluations should directly focus attention on the areas and programs that are most crucial in achieving student learning.
3. The Board-Superintendent team should agree upon a list of data and a timetable for distribution.
4. Regular evaluation reports should be provided on District programs, particularly major or innovative programs, including assessments of whether the programs are effective and identification of needed changes.

Adopted: January 9, 2003

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

3.6 Site-Based Decision Making

Policy

The District will use a site-based decision making process to improve student learning, involving students, parents, staff and community members when developing and implementing designated District activities and programs within parameters as specified and approved by the Board-Superintendent team.

Specifics

1. The responsibilities and authority of the District and the individual schools should be delineated to make clear to principals and building oversight teams what autonomy each school has in a site-based decision making process, and accountability for the outcomes of its site-based decisions.
2. The Superintendent will establish guidelines for using site-based decision making in the development and implementation of designated District activities and programs.
3. There will be an effective building oversight team at each school that involves students, parents, staff and community members and provides recommendations and useful information to the building principal.
4. The District should assist schools to share within and outside the District, information gathered, strategies used and conclusions reached through site-based decision making.

Adopted: January 9, 2003

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

3.7 Harassment

Policy

Kalamazoo Public Schools is committed to providing a safe and positive environment in which all members of the school community are treated with respect. The District will not tolerate any act of harassment based on a legally protected characteristic, as defined by local, state, and federal laws, perpetrated by students, parents, staff, or any person while on District property.

Specifics

Harassment means unwelcome advances, requests for favors, and other unwelcome conduct or communication based on religion, race, color, national origin, age, sex, height, weight, familial status, marital status, or disability that substantially interferes with an individual's employment, or participation in the educational process, or creates a hostile environment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other conduct or communication of a sexual nature. Sexual harassment may include, but is not limited to, verbal harassment or abuse based on gender, pressure for sexual activity, repeated remarks with sexual implications, unwelcome touching of a sexual nature, sexual jokes, posters, suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's safety, job, performance of duties, or participation in the educational process. Conduct may be spoken, written, electronic, or physical.

1. The District will promptly investigate all allegations reported and take appropriate action.
2. Filing of a complaint or otherwise reporting harassment will not reflect upon the individual's status or affect future grades, work assignments, or employment.
3. This policy will be circulated to all District schools and departments on an annual basis and incorporated in student and staff handbooks.

This policy is not intended to create legal rights or obligations beyond those established by local, state, or federal laws.

Adopted: January 9, 2003

Revised: March 11, 2010

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

3.8 Safety & Crisis Management

Policy

The District will develop, implement and regularly monitor and report plans relative to safety and crisis management throughout the school system.

Specifics

1. The District will collaborate with city, county, state and federal resources, agencies and organizations in conversations of current safety and crises management methods and/or procedures.
2. The District should develop and implement effective support systems for students, parents, staff and community members directly involved in incidents related to safety and crisis situations.

Adopted: January 9, 2003

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

3.9 Transportation of Students

Policy

The District authorizes transportation for Kalamazoo Public School students as required by law.

Specifics

1. Transportation is a privilege to be enjoyed as long as students accept responsibility for their behavior and follow all rules and regulations.
2. The District authorizes transportation of students attending non-public schools located within the District so long as such starting times are not in conflict with transporting Kalamazoo Public Schools students to their schools.
3. Availability of transportation, unless mandated by law, will be contingent upon availability of sufficient financial and human resources of the District.

Adopted: January 9, 2003

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS
3.10 Tobacco, Drug, Marijuana, and Alcohol Use

Policy

The district will establish a tobacco-, drug-, marijuana-, and alcohol-free learning and working environment.

Specifics

- The possession, use, concealment, transportation, promotion or sale of illegal drugs, controlled substances, unauthorized prescription drugs, or alcoholic beverages is prohibited on all district properties.
- The district prohibits the possession of marijuana, marijuana accessories, and/or marijuana products and/or their use or consumption on district property, school buses, or at any district-sponsored activity or program.
- The district reserves the right, upon reasonable suspicion, to conduct searches for prohibited substances.
- The district reserves the right, upon reasonable suspicion, to have a physician determine if prescription drug use may require restriction of the user's activities.
- The district reserves the right, upon reasonable suspicion, to require drug or alcohol testing.
- The district prohibits the use of tobacco products on school premises, in school vehicles, at all school-sponsored activities or events, and in all school buildings and facilities owned and/or operated by the district.
 - a. "Tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth.
 - b. "Use of a tobacco product" means any of the following:
 - (i) The carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device.
 - (ii) The inhaling or chewing of a tobacco product.
 - (iii) The placing of a tobacco product within a person's mouth.
 - (iv) The smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, or other lighted smoking devices for burning tobacco or any other substance.
 - c. Tobacco advertising or promotions is prohibited on signs, or sponsorship of district events.

Adopted: January 9, 2003

Revised: January 21, 2016

First reading: March 28, 2019

Revised: April 11, 2019

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

3.11 Facility and Equipment Use

Policy

The use of District facilities and equipment and non-district equipment brought onsite, outside the normal course of District operations, will be approved and coordinated by the Superintendent or designee.

Specifics

1. Facility and equipment use should not interfere with instruction, programs or services.
2. Use of District facilities and equipment should contribute to the development of school and/or community programs or services, and facilities should not be used in a manner that is in competition with programs and/or services offered by the District.
3. Off-site use of District equipment will be approved by appropriate District personnel.
4. District equipment may not be utilized off-site for personal reasons.
5. The District should seek to maximize revenues from facility and equipment rental while charging competitive rates. The District may establish a separate, lower rental rate schedule for use by certain non-profit organizations.

Adopted: January 9, 2003

Revised: November 13, 2003

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

3.12 Disposition and Naming of District Facilities

Policy

The District will consider naming, renaming, changing use, closing or selling a District facility based on a well-founded request or recommendation.

Specifics

1. The District should develop, implement and periodically review procedures for these activities.
2. Naming, renaming, changing the use, closing or selling of District facilities should be based on the best needs of the District.
3. Naming, renaming, changing the use, closing or selling District facilities should balance the best needs of the District and community with financial considerations and benefits of the District.

Adopted: January 9, 2003

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

3.13 Customer Care and Service*

Policy

It is the expectation of the Board that all District staff will provide outstanding customer service.

Specifics

1. Students, parents, staff and our community at large are recognized as customers.
2. The superintendent will establish District-wide criteria standards for outstanding customer service.
3. The superintendent will be responsible for incorporating customer service into District-wide evaluations.

** This policy corresponds with Policy 3.4, Welcoming Atmosphere and Appearance.*

Adopted: May 26, 2005

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

3.14 Wellness

Policy

The district will promote nutrition and wellness of its students and staff.

Specifics

1. The superintendent and/or his/her designee will establish a committee including parents, students, school food service, district administrators, school administrators, the school board, and community members to develop and periodically review district wellness procedures.
 - a. Updates will be posted periodically on Kalamazoo Public Schools wellness page.
 - b. The wellness committee will assess compliance every three years.

2. The procedures should include but not be limited to:
 - a. appropriate goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness;
 - b. standards and nutrition guidelines for all foods available at each school during the school day with the objective of promoting student health, reducing childhood obesity, and addressing other health-related eating issues;
 - c. guidelines for reimbursable school meals and competitive foods that meet program requirements and nutrition standards established by law; and
 - d. all marketing for foods within the guidelines using the current USDA program regulations.

Adopted: May 25, 2006

Revised: October 12, 2017

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

3.15 Weapons

Policy

To the extent permitted under law, the Board of Education prohibits persons, including students, staff, and visitors, from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the board, including but not limited to in property leased, owned, or contracted for by the board, at a school-sponsored event, or in a board-owned vehicle.

Specifics

1. The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented as capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons.
2. Weapons include but are not limited to firearms; guns of any type, including air and gas-powered guns (whether loaded or unloaded); knives; razors; clubs; electric weapons; metallic knuckles; martial arts weapons; ammunition; explosives; and any other weapon described in Sections 1311(11) and 1313 of the Michigan Revised School Code, MCL 380.1311(11) and 380.1313.
3. This prohibition applies regardless of whether the person is otherwise authorized by law to possess the weapon, including if the person holds a concealed weapons permit.
4. This policy shall not apply in the following circumstances:
 - a. weapons under the control of law enforcement personnel;
 - b. weapons under the control of district security staff, as approved by the superintendent or designee;
 - c. items approved by a principal as part of a class or individual project or presentation under adult supervision, if used for the purpose and in the manner approved, except that working firearms and ammunition shall never be approved;
 - d. theatrical props used in appropriate settings; and
 - e. starter pistols used in appropriate sporting events.
5. The superintendent or designee may refer a person who violates this policy to law enforcement officials and may take other actions necessary to enforce this policy.

First Reading: January 12, 2017

Adopted: February 2, 2017

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

4.1 Curriculum

Policy

The District should provide a system-wide education that promotes high expectations and achievement for students and educators, and that aligns with written, taught and tested curricula, and with state grade-level content expectations.

Specifics

1. The District should clearly state grade-level content expectations and should demonstrate strong beliefs that students can succeed.
2. The District should enable students to realize their full potential and move towards higher education and career goals.
3. The District should provide curriculum that is academically rich, broad based, engaging to all students, and culturally diverse.
4. The District should provide opportunities for students to meet and/or exceed grade- level content expectations as a part of each curriculum.
5. The District should continue to develop, modify, and monitor the curriculum to assess relevance and need.

Adopted: January 9, 2003

Revised: April 2, 2009

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

4.2 Self-Discipline

Policy

The District will strive to ensure a safe, orderly, welcoming and healthy learning environment for all students, parents, staff and community members.

Specifics

1. The District will recognize and respect the worth of each member of the District.
2. Each building and program should represent the diverse population of the District.
3. The District will incorporate in its learning environment lessons that teach self-discipline and respect for the diversity represented by the District's students, parents, staff and community.
4. The District will develop and consistently implement a comprehensive and understandable Student Code of Conduct that will include procedures for the assignment of appropriate consequences or disciplinary measures for violations of the Code.
5. The District will endeavor to assign consequences or disciplinary measures that allow for continuation and/or enhancement of learning activities through various resources, programs or services to students involved in a breach of self-discipline.
6. The District will seek to provide and/or facilitate support and/or counseling services, when deemed appropriate, for students, parents, staff and community members involved in a breach of self-discipline while directly engaged in District work.

Adopted: November 14, 2002

This policy supersedes all other policies on this issue

KALAMAZOO PUBLIC SCHOOLS
Board of Education

Preamble to Policy 4.3 – Graduation Requirements

The KPS Board of Education aims to make sure that all students will pass the Michigan Merit Curriculum state graduation requirements, use the Kalamazoo Promise, and succeed in postsecondary institutions, college and careers readiness, and life. KPS should challenge all students to exceed the graduation requirements.

Flexibility is a key principle that should guide KPS in helping students meet graduation requirements. There should be flexibility in how, when, and where students will meet graduation requirements. Some students may meet graduation requirements in 3 years, whereas other students may require 5 years.

KPS should allow students to get high school credit in middle school, and encourage high school students to be challenged by dual enrollment, online courses, and advanced KPS courses. Students will be allowed to test out of courses and take more difficult courses. Students will meet the state graduation requirements for online learning in many ways. KPS will make it easy for students to take online courses through the Michigan Virtual High School.

If students cannot pass courses in the regular high school, they should have options to meet the requirements at different times and places, and in different formats. Options might include: alternative school; afterschool or Saturday programs; summer school; classes at community institutions; or online courses. Although we want all students to get a diploma, we will also work with KVCC, KPS Adult Ed, and community institutions to help students who do not get a diploma to get the credentials they need to succeed in life.

We expect other institutions to help ensure that KPS students will have maximum flexibility in meeting graduation requirements. We urge KRESA to explore ways to allow students to meet core requirements in math, science, and other areas through EFE and EFA courses.

KPS should challenge all students to benefit from the Kalamazoo Promise. Hence, we expect all students to take the Michigan Merit exam, which includes the SAT. KPS will work with students, parents, and community groups from middle school on in preparing students for success on the SAT/Merit exam. This includes specific test prep programs.

The state graduation requirements do not address the area of writing. All KPS graduates should have received sufficient writing instruction, and have produced sufficient writing samples and revisions in response to teacher comments, to become proficient writers. Therefore, the Board directs the Superintendent, through the curriculum process, to ensure that each course have explicit minimum standards for student production of writing samples, and for student revision of writing in response to teacher comments. Although these minimum standards will differ across different types of courses, they will extend across the curriculum, and will be uniform across different sections of the same course.

Adopted: January 11, 2007

Revised: December 4, 2014

Revised: December 20, 2018

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

4.3 Graduation Requirements

Policy

The district shall meet federal and state standards and consider the Kalamazoo community's values in setting and reviewing graduation requirements.

Specifics

1. District graduation requirements should be flexible enough to allow well planned adjustments to meet each student's needs and interests.
2. The Board-Superintendent team will establish and approve district graduation requirements.
3. The Board-Superintendent team will establish and approve district certificate of completion requirements.

Adopted: November 14, 2002

Revised: June 23, 2011

Revised: December 20, 2018

This policy supersedes all other policies on this issue.

KALAMAZOO PUBLIC SCHOOLS
Board of Education
Supplement to Policy 4.3 – Graduation Requirements

A minimum of **26** credits is required for graduation from Kalamazoo Central High School and Loy Norrix High School.

A minimum of **19** credits is required for graduation from Phoenix High School and Kalamazoo Innovative Learning Program (KILP).

GUIDANCE FOR CREDIT COURSES

A course selection plan for meeting graduation requirements over a 3 – 5-year period is required for all students.

With the approval of the dean of students (principal for Phoenix High School and director for KILP):

- Students may take additional credits toward graduation that may be earned from other institutions (e.g., community college, college, university, or Michigan Virtual High School).
- Students may make up credits through summer school, virtual online learning, or other means.
- Students may audit a course for no credit and have it on their transcript.

All deviations from specific course requirements must meet state-mandated graduation requirements or fall within the limited flexibility allowed under those state mandates, and must have the approval of parents/guardians and the dean of students (principal for Phoenix High School and director for KILP).

It is the responsibility of the dean of students (principal for Phoenix High School and director for KILP) to certify that a student has met the requirements for graduation.

REQUIRED NUMBER OF CREDITS – Kalamazoo Central High School and Loy Norrix High School

<u>Required Subjects</u>	Graduating Class of 2016-2021 # of credits	Graduating Class of 2022 and Beyond # of credits
English	4	4
Mathematics	4	4
Science	3	3
Social Studies	4	4
Physical Education	0.5	0.5
Health	0.5	0.5
Visual, Performing, and Applied Arts	1	1
Computer Applications	0.5	0.5
Online Experience (College Readiness)	0.5	-
Online Experience (College and Career Readiness)	-	0.5
World Language	2	2

Electives	6-10	6-10
Totals	26-30	26-30

REQUIRED NUMBER OF CREDITS – Phoenix High School

<u>Required Subjects</u>	Graduating Class of 2016-2018 # of credits	Graduating Class of 2019-2022 # of credits	Graduating Class of 2022 and beyond # of credits
English	4	4	4
Mathematics	4	4	4
Science	3	3	3
Social Studies	3	3	3
Physical Education	0.5	0.5	0.5
Health	0.5	0.5	0.5
Visual, Performing, and Applied Arts	1	1	1
World Language	2	2	2
Online Experience (College Readiness)	0.5	0.5	-
Online Experience (College and Career Readiness)	-	-	0.5
Career Exploration/EDP	0.5	-	-
Electives	-	0.5	0.5
Totals	19	19	19

REQUIRED NUMBER OF CREDITS – Kalamazoo Innovative Learning Program (KILP)

<u>Required Subjects</u>	Graduating Class of 2017 and Beyond # of credits
English	4
Mathematics	4
Science	3
Social Studies	3
Physical Education	0.5
Health	0.5
Visual, Performing, and Applied Arts	1
World Language	2
Electives	1
Total	19

Revised: January 11, 2007

Revised: February 25, 2010

December 4, 2014

December 20, 2018

This policy supersedes all other policies on this issue.

KALAMAZOO PUBLIC SCHOOLS
Board of Education

Supplement to Policy 4.3 – Requirements for certificate of completion for students with an Individualized Educational Plan (IEP)

The following criteria must be met for a student in Kalamazoo Public Schools to participate with his or her peers at graduation and to receive a certificate of completion:

1. The student must have or must have had an Individualized Educational Plan (IEP) and must have been working toward goals and objectives in accordance with his or her current IEP.
2. The student must have attended school in a consistent manner as determined by district administration.
3. The student must have used an extended curriculum and alternate assessment(s) as indicated in his or her current IEP.
4. The student must require life-long services.

Students who continue services beyond 18 years of age may elect to receive the certificate of completion as long as their age is within the state-mandated limits and they are attending school and working toward their IEP goals and objectives. The certificate of completion would be granted at the end of the school year of the request.

For all recipients of the certificate of completion:

1. Students who complete the requirements for the certificate of completion may participate in graduation ceremonies. No ceremonial distinction will be made between those who receive Michigan Merit Curriculum (MMC) diplomas and those who receive certificates of completion.
2. All students who are recommended for a certificate of completion will receive verification from the dean of students, building principal, and/or central office administrator.
3. A certificate of completion is not the equivalent of a Michigan Merit Curriculum diploma. Students who receive a certificate of completion may work toward a General Equivalency Degree (GED) or other post-secondary options.

Approved: June 23, 2011

Revised: December 20, 2018

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

4.4 Assessment of Student Learning

Policy

The District will regularly develop, implement and update a plan for student assessment that promotes student learning by measuring annual progress towards achieving educational goals.

Specifics

1. The District's assessment plan will comply with all applicable federal and state standards.
2. District required assessments should be the minimum number necessary to ensure accountability to the Board, administration and community in achieving progress on the District's curriculum goals.
3. The District assessment plan should regularly measure student achievement levels and progress in core academic areas on nationally recognized assessments whose results can be compared over time.
4. The District should have appropriate assessments to ensure that what is being taught is the District curriculum.
5. The District should provide information and training so that all assessments can be used to improve achievement.

Adopted: November 14, 2002

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

4.5 Testing Out Of Courses

Policy

The District will allow students not enrolled in a course, to demonstrate knowledge of course content by passing an assessment specific to the course, though successful completion of the assessment will not reduce the total number of credits needed to graduate.

Specifics

1. The District will develop and implement a fair assessment procedure to allow a student to demonstrate knowledge of course content.
2. Successful completion of a course assessment will count toward the required number of courses in a content area needed for graduation, and/or prerequisites for higher level courses.
3. Course grading will be pass/fail and will not contribute to a student's grade point average.
4. Student learning will be maximized by allowing for the best scheduling of student time.

Adopted: November 14, 2002

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC
SCHOOLS**

***4.6 Access to Computer Networked
Information Resources***

Policy

The District expects, encourages and supports the safe and responsible use of telecommunications by students and staff to access rich information resources for instruction and learning.

Specifics

1. Students, staff, parents and community members who agree to act in a considerate and responsible manner should be provided with access to network services.
2. The District should provide developmentally appropriate guidance and training to all users of electronic information and telecommunication resources related to District curriculum.
3. Students and staff are encouraged to use electronic mail and telecommunication tools, and it is expected that they will use them in appropriate ways that are curriculum and work related.
4. The District should institute network management activities that attempt to restrict access to the Internet when necessary.
5. Education will be provided to minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response.

Adopted: October 24, 2002

Revised: May 24, 2012

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

4.7 District Publications

Policy

Publications distributed under the auspices of the District will be controlled by the District and edited to reflect the standards of the District.

Specifics

1. Approval of publications will be by appropriate staff.
2. Student publications should be based on student maturity, ability to self-adhere to appropriate standards of literacy or journalistic taste and distinguish between freedom and free license.
3. A process for appeal of staff decisions regarding approval of a part or all of a publication will be established and implemented.
4. Publications that advocate unsafe, unhealthy, disruptive or illegal action, are defamatory, harassing, obscene, sexually inappropriate or inhibit a safe, orderly environment for all are prohibited.

Adopted: November 14, 2002

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

4.8 Student Support

Policy

The District will help students who need additional assistance with learning, whose behavior interferes with learning, or who require other support that can be met within the resources of the District.

Specifics

1. The District will provide students identified as having academic, self-discipline, social, emotional, drug, alcohol or other problems with appropriate support or referrals in order to advance their learning and the learning of those around them.
2. In order to help students, when appropriate and possible, the District should engage the assistance of community and non-district agencies, services, programs and organizations.

Adopted: December 12, 2002

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

4.9 Grading

Policy

Kalamazoo Public Schools will have a uniform and consistently applied District-wide grading system for PreK – 12th grade coursework.

Specifics

1. The Superintendent is responsible for establishing and periodically reviewing a uniform grading system for all grade levels and coursework.
2. Grading standards will reflect the expectation that appropriate grade level and course benchmarks are met.
3. The District grading system will be clearly explained to staff, students and parents.
4. Written criteria used for grading will be equitable and standardized from section to section within each course or grade level and will be made available to all students, parents and staff.
5. Frequent and useful feedback regarding grades will be made available to students and parents, being mindful of state and federal regulations pertaining to confidentiality.
6. Collegial standards of discretion and confidentiality regarding grades will be consistently applied District-wide.
7. The Superintendent will give consideration to incorporating +'s and -'s and added weight to grades for certain courses, such as AP, honors and some KAMSC courses.

Adopted: August 11, 2005

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

4.10 Homeless Student Education

Policy

In accordance with the McKinney-Vento Homeless Assistance Act, Kalamazoo Public Schools (KPS) will provide children who reside in the district or whose last school was a KPS school and who meet the act's definition of "homeless" with a free and appropriate public education in the same manner as all other students of the district.

Specifics

2. Homeless students will not be stigmatized or segregated on the basis of their status as homeless.
3. Homeless students will not be denied enrollment based on lack of proof of residency.
4. Homeless students will be provided with services comparable to other students in the district, which may include: transportation services, educational services for which the homeless student meets eligibility criteria, including services provided under any applicable federal laws or similar state laws and local programs, such as educational programs for children with disabilities, educational programs for students with limited English proficiency, and school nutrition programs.
5. The superintendent will appoint a liaison for homeless children who will perform duties as assigned by the superintendent. Additionally, the liaison will coordinate and collaborate with the state designee for the education of homeless children and youth, as well as with community and school personnel responsible for the provision of education and related services to homeless children and youth.

Reference: McKinney-Vento Homeless Act, 42 U.S.C. 11431 *et seq.*

Adopted: October 14, 2010

First reading: March 28, 2019

Revised: April 11, 2019

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

5.1 Student Choice of Schools

Policy

The District will endeavor to allow students to attend a school that best meets their needs, within the philosophical, financial, and operational parameters of the District.

Specifics

1. The District will endeavor to make parents and the community aware of building selection options within the District.
2. Decisions regarding placement of students in school sites will be made by the Superintendent or designee.
3. The Superintendent or designee will be authorized to approve requests from non-resident students to attend school in the Kalamazoo Public Schools when such enrollment does not diminish or limit options available to residents. Tuition may be charged pursuant to District procedure and/or inter-district agreements.
4. Release of students to attend school in another school district will require compliance with any inter-district agreement and approval of the Superintendent or designee.

Adopted: January 23, 2003

Revised: February 12, 2015

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

5.2 Attendance

Policy

The District feels strongly that every student should attend all of his or her classes every day on time.

Specifics

Attendance is the shared responsibility of students, parents, teachers and staff; procedures will be developed to fairly and consistently reinforce these responsibilities.

Adopted: January 23, 2003

Revised: February 12, 2015

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

5.3 Student Records

Policy

The District will gather data and information about students for effective and efficient school operations, individual educational planning, program planning, and building use.

Specifics

1. Student records will include but not be limited to academic, attendance, health, census, and instructional.
2. Student records will be developed, maintained, stored, used, released, disseminated, and destroyed in compliance with applicable state and federal laws.
3. Student records will be made available for review, subject to restrictions imposed by state and federal laws.

Adopted: January 23, 2003

Reviewed and Affirmed: February 12, 2015

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

5.4 Student Extracurricular Activities

Policy

Extracurricular District programs will foster and support students in their academic achievement and exploration of areas of interest.

Specifics

1. District extracurricular programs will facilitate student achievement during the entire school year through:
 - consistently applied grade point eligibility requirements,
 - regular review of student academic eligibility, and
 - tutoring/support services for assisting students in maintaining a 2.0 grade point average or higher.
2. Students whose grade point averages fall below the eligibility standard will improve their grade point averages as a condition to continued participation.
3. District extracurricular programs will require representative behavior by students and all extracurricular personnel, both staff and volunteers, throughout the calendar year.
4. District extracurricular personnel and programs should promote exploration and learning in areas beyond the experiences offered in traditional course work.
5. District extracurricular programs should provide opportunities for as many students as possible, within the constraints of the programs, facilities, staff and budget.
6. Participation in extracurricular programs is a privilege, not a right.
7. Extracurricular budgets and actual spending will be available for public review.

Adopted: February 27, 2003

Revised: March 12, 2015

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

5.5 Student Athletics

Policy

District athletic programs will foster and support students in their academic achievement and character development.

Specifics

1. District athletic programs will facilitate student achievement during the entire school year through:
 - consistently applied grade point eligibility requirements,
 - regular review of student academic eligibility, and
 - tutoring/support services for assisting students in maintaining a 2.0 grade point average or higher.
2. Students whose grade point averages fall below the eligibility standard will improve their grade point averages as a condition to continued participation.
3. District athletic programs will require representative behavior by student athletes and all athletic personnel throughout the calendar year.
4. The District will develop and consistently apply an athletic code of conduct for student athletes, all athletic personnel, and spectators that has high standards of conduct and clear and meaningful consequences for breaches of the code.
5. District athletic personnel and programs should promote skills development and traits essential for successful living, including responsibility, dedication to task, punctuality, leadership, respect, teamwork, sportsmanship, communication, a healthy life style, and work ethic.
6. District athletic programs should provide athletic opportunities for as many students as possible, within the constraints of facilities, staff and budget.
7. District athletic programs should develop athletic skills and physical fitness.
8. District athletic programs and events will promote a respectful yet enthusiastic atmosphere.
9. Participation in interscholastic athletic activities is a privilege, not a right.
10. Athletic budgets and actual spending will be available for public review.

Adopted: January 23, 2003

Revised: March 12, 2015

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

5.6 Teacher Imposed Suspensions

Policy

The District recognizes that state law allows teacher imposed suspensions.

Specifics

1. The District will monitor and give appropriate professional development for consistent implementation.
2. Fair and uniform disciplinary measures will be developed and consistently applied.

Adopted: January 23, 2003

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

5.7 Suspension, Exclusion, Expulsion, and Permanent Expulsion

Policy

In accordance with district policies, state laws, and federal laws, the district will suspend (up to ten days), exclude (11-179 days), or expel (180 or more days) students for serious offenses that disrupt the educational process, infringe upon the rights of others, and/or endanger the safety of others.

Specifics

1. The Board of Education delegates to the superintendent or his/her designee the authority to suspend, exclude, or expel a student for a violation of the district's student code of conduct when the facts indicate that a suspension, exclusion, or an expulsion is an appropriate disciplinary measure.
2. The superintendent or his/her designee will develop and implement fair and consistent investigative reporting and disciplinary measures regarding suspension, exclusion, and expulsion, including the following:
 - A. Except as specifically provided below, before a student may be suspended, excluded, expelled, or permanently expelled, the district administrators making the disciplinary recommendation to the superintendent or his/her designee shall consider each of the following mitigating factors:
 - i. the student's age;
 - ii. the student's disciplinary history;
 - iii. documentation of any known disability of the student;
 - iv. the seriousness of the violation or behavior committed by the student;
 - v. documentation if the violation or behavior committed by the student threatened the safety of any student or staff member;
 - vi. a determination of whether restorative practices should be used to address the violation or behavior committed by the student; and
 - vii. documentation of consideration if a lesser intervention would properly address the violation or behavior committed by the student.
 - B. The fact that consideration of these factors has occurred shall be documented in the record of the disciplinary decision. The superintendent or his/her designee shall develop an appropriate checklist to be used to document consideration of these factors.
 - C. Except as provided in subsection (D) below, the district has discretion over whether to exclude, expel, or permanently expel a pupil. In exercising this discretion, there is a rebuttable presumption that an exclusion, expulsion, or permanent expulsion is not justified unless administration can demonstrate that it considered each of the factors listed in subsection (A) above.
 - D. The obligation to consider the factors listed in subsection (A) above, and the presumption identified in subsection (C) above, shall not apply to a student being permanently expelled under state law for possessing a firearm in a weapon-free school zone.
 - E. The district shall consider using restorative practices as an alternative or addition to exclusion or expulsion of a student. The obligation to consider restorative practices shall

not apply to a mandatory expulsion for possession of a firearm in a weapon-free school zone.

3. The board will be notified of pending exclusions and expulsions, given a report from the due process hearing and 72 hours for review, and/or permitted to request to review a recommended exclusion or expulsion, before the superintendent or his/her designee renders a decision to exclude or expel.
4. The board will be notified of any and/or all actions taken related to exclusions and expulsions. All decisions by the superintendent or his/her designee to exclude or expel a student may be appealed to the Board of Education.
5. Restorative practices, suspension, exclusion, expulsion, and permanent expulsion will be defined in the procedures of the policy.

Adopted: January 23, 2003

Revised: December 11, 2003

Revised: July 20, 2017

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

5.8 Prohibition of Bullying

The District strictly prohibits the bullying and cyberbullying of a district pupil, and also prohibits the retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying. All students are protected under this policy; bullying is prohibited at school regardless of its subject matter or motivating animus.

As defined within MCL §380.1310b, bullying is any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended to harm, or that a reasonable person would know is likely to harm, one or more students either directly or indirectly by doing any of the following:

6. Substantially interfering with educational opportunities, benefits, or programs of one or more students.
7. Adversely affecting the ability of a student to participate in or benefit from the school district's or public school's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
8. Having an actual and substantial detrimental effect on a student's physical or mental health.
9. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Cyberbullying means any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the elements described in sections 1 through 4 above.

The District will not tolerate or condone any act of bullying and/or cyberbullying, regardless of the motive including, but not limited to, bias or discrimination toward any person on the basis of religion, race, color, national origin, age, sex, pregnancy, gender identification, height, weight, familial status, marital status, sexual orientation, disability, and/or any other distinguishing characteristics or association with another person who has, or is perceived to have, any distinguishing characteristic.

Bullying is prohibited "at school," meaning on school premises, at school-sponsored activities or events, on a school bus or related vehicle, at official bus stops, or on a telecommunications access device or service provider owned by or under the school's control. "Telecommunications access device" and "telecommunications service provider" mean those terms as defined in Section 219a of the Penal Code (MCL §750.219a). Subject to any applicable law and this policy, bullying that does not occur at school but occurs off school campus, including "cyberbullying," may be subject to disciplinary action if it causes harm to pupils or a substantial disruption to the educational environment as defined in items 1 through 4 above.

The Superintendent is responsible for ensuring that this policy is implemented in compliance with Public Act 241 of 2011.

Specifics

1. This policy shall annually be circulated in all school buildings and departments, discussed with students, incorporated into student handbooks, and posted on the District's website.
2. Reports or complaints of bullying or cyberbullying shall be filed with the building principal, assistant superintendent of student services, or their designees, as described within the Student Code of Conduct and/or Administrators' Handbook. The District strongly encourages reports or complaints of bullying to be filed promptly after it is believed that bullying has occurred. Except for District staff, who are involved in the investigation and determination of a bullying or cyberbullying incident, the District will maintain the confidentiality of an individual who reports an act of bullying.
3. Upon receipt of a report or complaint of any act of bullying, the principal or principal's designee shall promptly investigate and document the findings and consequences, if any, and where appropriate, take corrective action.
4. In the event an investigation finds that bullying has occurred, the principal or principal's designee shall promptly notify the parent or legal guardian of the victim(s) of the bullying, and the parent or legal guardian of the perpetrator(s) of the bullying.
5. Each school shall document any prohibited incident of bullying that is reported and any resulting disciplinary consequences.
6. All verified incidents of bullying and cyberbullying and the resulting consequences, including discipline and referrals, shall be annually reported to the Board of Education.
7. On an annual basis, the District shall report incidents of bullying to the Michigan Department of Education (MDE) according to the form and procedures established by the MDE.

Ref: MCL §380.1310b as amended.

Adopted: April 26, 2012

Revised: May 28, 2015

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

6.1 Family Involvement

Policy

The District will consistently work, in a variety of ways, to strengthen meaningful family participation in the education of children.

Specifics

1. Families should feel that they are welcome and informed participants in the successful education of their children.
2. District, building and staff decision-making should be enriched by family participation.

Adopted: December 12, 2002

Revised November 7, 2013

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

6.2 Community Involvement

Policy

The District will involve members of the community at all levels of the District in as many capacities as possible.

Specifics

1. The District should receive, in a welcoming manner, community opinions in all major decision making processes and take them into consideration when such decisions are made.
2. The District should try in a variety of ways to engage all segments of the community to share in District work.
3. The District should endeavor to maximize the resources available in the community to advance student learning.
4. The Superintendent or designee will maintain administrative procedures and regulations related to compliance with the Michigan Freedom of Information Act.

Adopted: December 12, 2002

Reviewed and Affirmed: November 7, 2013

Revised: December 17, 2015

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

6.3 Disclosure of Information

Policy

The District will provide information about District policies, programs, activities and services to individuals, organizations and the community and will assess information regarding the community's needs and expectations.

Specifics

1. The District will keep the community well informed about the work of the District to encourage community involvement.
2. The District will keep itself informed about community views to determine how to best serve the community.
3. The District will work with the community to advance both District and community plans, needs, and expectations.

Adopted: December 12, 2002

Reviewed and Affirmed: November 7, 2013

Revised: December 17, 2015

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

6.4 Communications and Marketing

Policy

The District will develop, implement, and regularly update communication and marketing strategies.

Specifics

1. The District will communicate with and market the District to the entire community.
2. Individual school buildings, as well as the District, should involve students, parents, staff, and the community in strengthening communications and marketing the District.

Adopted: December 12, 2002

Revised: March 20, 2014

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

6.5 Advertising and Promotional Materials

Policy

The use of advertising and promotional materials is acceptable if such materials directly advance student learning or other District objectives.

Specifics

1. Procedures should be developed that balance the financial benefits of the advertising or promotional materials with the impact on students.

*Adopted: December 12, 2002
Revised: March 20, 2014*

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

6.6 Title I Parent Involvement

Policy

The District and Title I schools will comply with the requirements of Part A, Section 1118, Parental Involvement, of Title I of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6301 et seq.) as amended, to encourage parental engagement.

Specifics

1. The District will develop and distribute to the parents of participating children a written parent involvement policy.
2. The District will provide the coordination and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
3. The District and schools will assist parents of participating children to understand state student achievement standards, and assessments of standards. Additionally, the District and schools will provide information to parents on how to monitor student progress.
4. The District and schools will build the capacity of parents and schools by providing grade-level materials and training to help parents support their children's learning and academic progress at home and at school.
5. The District and schools will educate staff on how to communicate and interact with parents as partners.
6. The District and schools will coordinate early childhood programs to encourage early and sustained parental involvement in children's education.
7. The District and schools will provide parents with information regarding school programs, services, and other resources, in an understandable and uniform format.
8. The District will involve parents in an annual evaluation of the effectiveness of the District parent involvement policy in improving the academic quality of the schools and identifying barriers to greater participation. The District will use the findings to design strategies to revise the parent involvement policy, as necessary.
9. The District will ensure that schools convene an annual meeting to inform parents of Title I requirements and the rights of parents to be involved in the program. All parents of participating children will be invited.

10. The District will ensure that schools develop, with parents of participating students, a school-parent compact that outlines how parents, staff, and students will develop a partnership to help students achieve the state's academic standards. This compact will be discussed during annual parent-teacher conferences as it relates to each child's achievement.
11. The District and schools will provide other reasonable support for parental involvement activities as parents may request.

Reference:

Title I of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6301 et seq.) as amended; Sec 1118(a)(2)(A), (a)(2)(B), (a)(2)(C); (a)(2)(E); Sec 1118 (b)(1); Sec 1118(c)(1-4); Sec 1118 (d)(1-2)(A-C); Sec 1118 (e)(1-5), (e)(14).

Adopted: November 12, 2009

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

7.1 Budgeting

Policy

The Board will annually adopt a detailed budget that defines the allocation of financial resources to support costs of the instructional programs and operations of the District within the confines of available revenue.

Specifics

1. Student achievement will govern budget priorities, within health, safety and legal parameters.
2. The budgeting process will include ample opportunity for student, parent, staff, and community input.
3. The budgeting process will provide for development and adoption of the budget before the beginning of the fiscal year and for periodic modification during the fiscal year as appropriate.
4. When the Board is making important financial decisions, periodic updates will provide the Board, stakeholders, and community with information regarding significant deviations from actual revenues and expenditures as compared with budgeted amounts.
5. Budgets will include details for District fund and cost center expenditures, and such other historical and current information as agreed upon by the Board/Superintendent team.

Adopted: February 27, 2003

Revised: January 26, 2012

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

7.2 Tax Levies

Policy

The Board will establish annual tax levies for operations and debt retirement as authorized by law and approved by the electorate.

Specifics

1. The District will use local taxing authority, when appropriate, to provide funding to District programs, operations, and debt retirement.
2. The District will solicit public input prior to levying any new taxes.

Adopted: February 27, 2003

Revised: January 26, 2012

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

7.3 Accounting Funds and Practices

Policy

The District will adopt accounting practices that fully and accurately reflect the financial results of operations of the District and comply with all legal requirements and applicable generally accepted accounting principles, practices and procedures.

Specifics

1. The District will adopt appropriate funds or other separations of financial activity.
2. The District will adopt and strictly follow sound accounting practices and procedures, including methods of internal controls over the handling of funds at all levels of the District.
3. The District will annually compare the actual results of operations with budgets and provide explanations of significant variations.
4. The Board will appoint an independent certified public accountant to audit and issue a report of the financial condition and results of operations of the District.

Adopted: February 27, 2003

Revised: February 23, 2012

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

7.4 Investment Revenue

Policy

While minimizing credit and interest rate risk, the District will seek to maximize investment revenues.

Specifics

1. The District may only invest funds not immediately needed for its operations or other obligations.
2. The District will restrict its investments to low risk and non-speculative investments.

Adopted: February 27, 2003

Revised: December 8, 2005

February 23, 2012

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

7.5 Royalties and Residual Revenue

Policy

All revenues, royalties, residuals and profits derived from the sale, use, or licensing of articles, writings, other publications, audiovisual aids, software, and other materials, processes or products developed at District expense for its use or as a result of officially assigned duties will accrue to the District.

Adopted: March 13, 2003

Revised: February 23, 2012

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

7.6 Grant Applications

Policy

The District will actively seek supplemental grant funding, balancing the benefits of each grant with unfunded costs imposed by the grant.

Specifics

1. The District will review significant grant applications with the Board, where practicable, prior to their submission and prior to final acceptance of a significant grant.
2. The District will annually provide to the Board in public session a summary of grants awarded, including the total amount of the grant and costs incurred but not funded by the grant.
3. In the event of unsolicited grant proposals or partnerships, the District will only consider those brought forward with adequate time for review.

Adopted: February 27, 2003

Revised: December 15, 2011

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

7.7 Donations

Policy

Monetary and non-monetary donations received by the District will contribute to or support student learning.

Specifics

1. The District should encourage and welcome donations.
2. The Superintendent or designee will determine whether to accept significant donations and where to place and how to use non-monetary gifts to the District.

Adopted: February 27, 2003

Revised May 22, 2014

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

7.8 Depository of Funds

Policy

The Board of Education authorizes the Superintendent or designee to use any appropriate financial institution with a branch in the District as a depository for the District.

Specifics

1. A selected financial institution will be fiscally sound.
2. When selecting its depositories, the District will take into consideration services offered, costs, interest rates, and ability to bid on loans and investments.

Adopted: February 27, 2003

Revised: May 22, 2014

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

7.9 Purchasing

Policy

The district will use best practices to maximize value and minimize cost when procuring goods or services.

Specifics

1. The district will use competitive bidding on all major acquisitions of goods or services, when appropriate, or when required by state law.
2. The district will encourage the submission of bids from businesses located within the community, businesses that otherwise support the district, and minority-owned and women-owned businesses.
3. District acquisitions will take into consideration the relative safety of various product offerings where such information is readily available.
4. The superintendent or designee will tightly control the use of district-issued credit cards and use of open accounts at local vendors.
5. For procurement of goods and services under federal grants, federal guidance regarding the use of competitive processes will be used at all times. The superintendent or designee will be responsible to ensure that the district complies with procurement rules, regulations, and guidelines required by the federal government and state granting agencies.

Adopted: February 27, 2003

Revised: April 27, 2017

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

7.10 Sale, Lease or Disposal of Property

Policy

The District will sell, lease or dispose of real and personal property in a manner that best meets the needs of the District.

Specifics

1. The Superintendent or designee will establish procedures to monetize unused assets that have no further value to the District in a manner that best meets the overall needs of the District. Any sale of real property or disposal of significant amounts of personal property shall be approved by the Board in advance.
2. The Superintendent or designee will establish procedures for the disposition of unused personal property that best meet the overall needs of the District. The District shall strive to redistribute, rather than discard, useful educational material to further student learning.
3. The Superintendent or designee must approve any sale or conveyance of District property to any employee of the District or any member of the Board in writing in advance. In no event will any such transfer be made below market value.

Adopted: February 27, 2003

Revised: May 22, 2014

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

Policy 7.11 Employee Travel Payment and Reimbursement

Policy

Travel expenses incurred for official business travel on behalf of the board of education shall be limited to those expenses reasonably and necessarily incurred by the employee in the performance of a public purpose in accordance with administrative procedures.

Specifics

1. Payment and reimbursement rates for per diem meals, lodging and mileage shall be approved by the superintendent or designee.
2. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed. Unauthorized expenses include, but are not limited to, alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.
3. Travel payment and reimbursement provided from federal funds must be authorized in advance and must be reasonable and consistent with the district's travel procedures. For travel paid with federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is consistent with the purpose of the federal award, and (2) the costs are reasonable and consistent with the district's travel policy.
4. All travel shall comply with the district's travel procedures and approved rates.

Adopted: April 27, 2017

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

Policy 7.12 Employee Conflict of Interest

Policy

District employees, officers, and agents shall be free from conflicts of interest when performing their official duties.

Specifics

1. No employee, officer, or agent may participate in the selection, award, and administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.
2. A conflict of interest arises when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial interest in or a tangible benefit from a firm considered for a contract.
3. The officers, employees, and agents of the district must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except those of nominal value.
4. Violation of the standards of conduct will be subject to disciplinary action.

Adopted: April 27, 2017

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

Policy 7.13 Care of District Property

Policy

Students and families shall take proper care of District property.

Specifics

1. Students and families are expected to exercise respect in regard to District property. Each student/family should realize damage to District property is costly to repair and decreases funds available for opportunities for students.
2. District staff shall teach students about responsibility and accountability for District property. This can be done in connection with the care of textbooks and the use of District materials and equipment.
3. In accordance with the law, students who cause damage to District property shall be subject to disciplinary/corrective measures using restorative practices to the extent appropriate. The disciplinary/corrective measures shall differentiate between single instances and repetitive actions such as a pattern of behavior and multiple instances of disregard of District property. Such measures shall also consider whether or not the damage was caused by intentional or accidental actions, or a result of neglect.
4. Parents/guardians shall be financially liable for damage that is the result of intent or neglect to the extent of the law, and students who are over eighteen (18) years of age shall be liable for damage they cause. The Board authorizes the imposition of fines for the loss, damage, or destruction of District property, including but not limited to, equipment, apparatus, musical instruments, library materials, textbooks, and damage to District buildings.
5. When it is needed to notify the authorities, other than an immediate threat, the District shall attempt to notify the parents/guardians prior to referral to authorities.
6. The Superintendent shall develop administrative procedures to implement this policy.

Adopted: April 8, 2021

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

8.1 Equal Employment Opportunity

Policy

The District is committed to the fair treatment of and equal opportunity for all applicants and employees in all categories of employment in the District regardless of religion, race, color, national origin, age, sex, pregnancy, gender identification, height, weight, familial status, marital status, sexual orientation, disabilities, or other legally protected factors except where age, sex, or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient performance of the duties and responsibilities inherent in the position.

Adopted: March 13, 2003

Revised: December 11, 2003

October 11, 2007; friendly amendment approved October 25, 2007

January 14, 2010

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

8.2 Hiring

Policy

Hiring of personnel by the District will be fair and non-discriminatory, and should be conducted in a manner that best positions the District to hire the most effective candidates.

Specifics

1. The District's hiring decisions should be based on the person's likely effectiveness in the position, and hiring procedures that use appropriate methods for ascertaining the likely effectiveness of different candidates will be developed for each type of position.
2. The District's hiring practices will fully comply with the District's non-discrimination policy.
3. The District's process for hiring the Superintendent and building-level administrators should solicit and consider student, parent, staff and community input.
4. The District hiring process should coincide with the most opportune times to hire the most qualified candidates.
5. The Superintendent will give the Board pertinent information about recommended administrative candidates, and allow ample time for Board review prior to Board approval.

Adopted: April 10, 2003

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

8.3 Professional Development

Policy

The District will provide professional development and training to each employee group to improve staff effectiveness.

Specifics

1. The District encourages all employees to establish and periodically revise professional development goals.
2. The District will have a professional development plan for teachers and administrators that will facilitate the accomplishment of the District's curriculum goals.
3. The District professional development plan for teachers and administrators should allow sufficient flexibility to meet the special themes or needs of each school.

Adopted: March 13, 2003

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

8.4 Staff Evaluation

Policy

The District will evaluate all staff for the purpose of ongoing improvement.

Specifics

1. All employees of the District should be regularly evaluated, and such evaluations will comply with legal restrictions.
2. The effectiveness of student learning should be the main criterion for evaluating the District's professional staff members.
3. The District expects that all persons advanced for tenure will exhibit high quality performance in advancing student learning.
4. Evaluations will provide timely feedback for staff, in both written and oral form.
5. Evaluations should be used as a tool to help staff become more effective.
6. Evaluations should consider customer feedback.
7. The superintendent will be responsible for incorporating customer service into District-wide evaluations.
8. The District's evaluation process will include training for the evaluators in appropriate evaluation approaches.

Adopted: May 26, 2005

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

8.5 Employee Contracts

Policy

The District will seek to establish contracts with all employees/employee groups on a timely basis that are in the best interests of the District and its students, and fair to the employees.

Specifics

1. The District's primary interest in contracts should include staff effectiveness and a sound budget.
2. The Board/Superintendent team, considering appropriate input from administration, should establish the parameters of collective bargaining.
3. The Superintendent, or designee, will keep the Board regularly updated on progress of all negotiations, in a timely manner.

Adopted: March 13, 2003

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

8.6 Administering Medication to Students

Policy

Designated District school personnel should, when informed by a physician that a student must receive medication during the school day in order to fully participate in and receive the benefits of the programs offered by the Kalamazoo Public Schools, either administer such needed medication or facilitate the student's self-medication.

Specifics

1. The Superintendent, or designee, will establish procedures for the administration of both prescription medication and non-prescription medication by school personnel.
2. Parents and guardians will be notified that, whenever possible, medications for students should be administered by parents/guardians at home.

Adopted: March 13, 2003

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

8.7 Layoff and Recall of Teachers

Policy

For teachers, as defined in section 1 of article 1 of the Michigan Teachers' Tenure Act, all personnel decisions when conducting a staffing or program reduction or any other personnel determination resulting in the elimination of a position, when conducting a recall from a staffing or program reduction, or in making any other personnel determination resulting in the elimination of a position, or in hiring after a staffing or program reduction, or any other personnel determination resulting in the elimination of a position, the Board of Education shall ensure that such decisions are based on retaining effective teachers.

Effectiveness shall be measured by the performance evaluation system under section 1249 of the Michigan Revised School Code and shall be made based on the following factors:

- (i) Individual performance, which shall be the majority factor in making such decisions and which shall consist of but not be limited to all of the following:
 - (A) Evidence of student growth, which shall be the predominant factor in assessing an employee's individual performance.
 - (B) The teacher's demonstrated pedagogical skills, including at least a special determination concerning the teacher's knowledge of his or her subject area and the ability to impart that knowledge through planning, delivering rigorous content, checking for and building higher-level understanding, differentiating, and managing a classroom, and consistent preparation to maximize instructional time.
 - (C) The teacher's management of the classroom, manner and efficacy of disciplining pupils, rapport with parents and other teachers, and the ability to withstand the strains of teaching.
 - (D) The teacher's attendance and disciplinary record, if any.
- (ii) Significant, relevant accomplishments and contributions. This factor shall be based on whether the individual contributes to the overall performance of the school by making clear, significant relevant contributions above the normal expectations for an individual in his or her peer group and having demonstrated a record of exceptional performance.
- (iii) Relevant special training. This factor shall be based on completion of relevant training other than the professional development or continuing education that is required by the employer or by state law, and integration of that training into instruction in a meaningful way.

A teacher who has been rated as ineffective under the performance evaluation system shall not be retained over a teacher who has been rated as minimally effective, effective, or highly effective under the performance evaluation system.

Probationary teachers rated as effective or highly effective shall not be displaced by a teacher on continuing tenure solely because the other teacher has continuing tenure.

Except as otherwise provided within this policy, length of service or tenure status shall not be a factor in a personnel decision subject to this policy. However, if that personnel decision involves 2 or more employees and all other factors distinguishing those employees from each other are equal, then length of service or tenure status may be considered as a tiebreaker.

Sources: Public Act 102 of 2011 / Section 380.1248 of the Revised School Code; Public Act 103 of 2011/Section 423.215(3)(k).

Adopted: December 20, 2012

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

8.8 Teacher Discipline, Demotion, or Dismissal

Policy

Teachers whose employment is regulated by the provisions of MCL §§38.71 through 38.191, inclusive, shall be disciplined, demoted or dismissed only for a reason that is not arbitrary or capricious.

The Superintendent or designee shall ensure that decisions regarding the discipline, demotion and dismissal of teachers whose employment is regulated by MCL §§38.71 through 38.191 are consistent with this policy and the legal authority cited above.

The Superintendent or designee may develop and adopt administrative guidelines that detail the standards or procedures for the discipline, demotion, and/or dismissal of teachers subject to this policy.

Source: MCL §§38.71-191; MCL §423.215(3)(m)

Adopted: December 20, 2012

This policy supersedes all other policies on this issue.

**POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS**

8.9 - Use of Seclusion and Restraint

Policy

Pursuant to MCL 380.1307a to 1307h *et seq*, the Board of Education of Kalamazoo Public Schools (“District”) shall adopt and implement a local policy that is consistent with the policy issued by the Michigan Department of Education in connection with the requirements of Public Act 394 regarding restrictions on the use of seclusion and restraint in public schools. This policy is to accomplish the following objectives:

Specifics

- Promote the care, safety, welfare, and security of the school community and the dignity of each pupil.
- Encourage the use of proactive, effective, evidence- and research-based strategies and best practices to reduce the occurrence of challenging behaviors, eliminate the use of seclusion and restraint, and increase meaningful instructional time for all pupils.
- Ensure that seclusion and physical restraint are used only as a last resort in emergency situations and are subject to diligent assessment, monitoring, documentation, and reporting by trained personnel.

Consistent with Public Act 394 and the policy issued by the Michigan Department of Education, the superintendent and/or his/her designee is/are directed to develop administrative regulations to implement the requirements of Public Act 394 regarding the use of seclusion and restraint.

Source of Information: MCL 380.1307a – 380.1307h; March 3, 2016 Memorandum from State Superintendent– Policy for the Emergency Use of Seclusion and Restraint.

Adopted: July 20, 2017

This policy supersedes all other policies on this issue.

POLICY
of the
BOARD OF EDUCATION
KALAMAZOO PUBLIC SCHOOLS

8.10 - State-Mandated Prohibition on Abortion Referral or Assistance

Policy

As required by Michigan statute, a school official, member of the Board of Education, employee, or other person who violates Section 1507 of the Michigan Revised School Code by referring a student for an abortion or by assisting a student in obtaining an abortion is subject to discipline, including a mandated financial penalty.

If it is determined that a school official, board member, or employee of the district has violated this policy, the board shall apply a financial penalty against such individual in an amount that is consistent with the Michigan statute. The district shall refund to the State School Aid Fund an amount of money equal to the financial penalty.

M.C.L. 388.1766

Adopted: December 20, 2018

This policy supersedes all other policies on this issue.