STUDENT AND FAMILY HANDBOOK

2026 - 2027

KALAMAZOO
PREP ACADEMY

400 W. Crosstown Pkwy. I Kalamazoo, MI 49001
269.888.2700 I kalamazooprepacademy.org

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KPA MISSION STATEMENT

The mission of Kalamazoo Prep Academy is to empower students to reclaim their education by offering flexible, personalized pathways that meet students where they are, preparing them for graduation and future success.

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Dear Students and Families,

Welcome to a new school year at Kalamazoo Prep Academy! Whether you are joining us for the first time or are returning to continue your educational journey, we are so excited to welcome you into our learning community.

At Kalamazoo PrepAcademy, we are committed to *meeting you where you are*—academically, emotionally, and personally. We understand that every student's path is unique, and we are here to support you every step of the way.

Our continued commitment to *small class sizes* allows us to build strong relationships and provide personalized support, while our *blended learning model* gives students the flexibility and structure they need to succeed in today's world.

We are especially looking forward to *getting to know our new students* and helping you feel right at home. To our returning students—we are thrilled to *welcome you back* and continue walking alongside you in your growth.

Let's make this school year one filled with learning, connection, and opportunity. We're so glad you're here.

With excitement and care,

Mrs. Johnson
Principal
269.888.2722

KALAMAZOO PREP ACADEMY | 2026 - 2027 CALENDAR

Kalamazoo Prep Academic Calendar 2026-2027

July 2026

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

August 2026

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30	31				17	17

September 2026

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					20	20

October 2026

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					22	22

November 2026

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15	16	17	18	19	20	21
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29	30					
					18	18

December 2026

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27	28	29	30	31		
					14	14

January 2027

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24	25	26	27	28	29	30
31					19	19

February 2027

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28						
					19	19

March 2027

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					18	18

April 2027

S	M	T	W	T	F	S
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					20	20

May 2027

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31				19	19

June 2027

S	M	T	W	T	F	S
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13	14	15	23	17	18	19
20	21	22	30	24	25	26
27	28	29				
					12	13

Important

	No School
	School Days
	Count Day
	Graduation
	NWEA Testing
*	Board Meeting

	Term Start Date
	Term End Date
	Staff PD
	Prep Day
	State Testing

T1	27
T2	45
T3	46
T4	42

T5	46

Total	206
Staff	210

KALAMAZOO PREP ACADEMY | ACADEMIC SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 a.m. - 9:30 a.m.	ACADEMIC CLASSES				
9:30 a.m. - 10:00 a.m.	ACADEMIC SUPPORT - CAREER DEVELOPMENT				
10:00 a.m. - 12:00 p.m.	ACADEMIC CLASSES				

12:00 p.m. - 12:30 p.m.	LUNCH

	Monday	Tuesday	Wednesday	Thursday
12:30 p.m. - 2:00 p.m.	ACADEMIC CLASSES			
2:00 p.m. - 2:30 p.m.	ACADEMIC SUPPORT - CAREER DEVELOPMENT			

TERM CALENDAR	
Term 1	July 20 - September 3rd
Term 2	September 8th - November 6th
Term 3	November 9th - January 22nd
Term 4	February 1st - April 9th
Term 5	April 12th - June 16th

ATTENDANCE POLICY

- A student must make progress in SUBJECT, and engage in academic conversation with their teacher. This conversation must be a meaningful conversation with a mission team member or school leader focused on academic goals and progress to remain an active student at Kalamazoo Prep Academy.
- When a student fails to complete any of these actions over the course of ten consecutive school days, the student may be unenrolled from Kalamazoo Covenant Academy.
- Kalamazoo Prep Academy is a public charter school offering in-person and virtual learning options. Students who choose to work virtually must be in weekly contact with their teachers or their enrollment at KPA will be ended.

ABSENCE

Unexcused absences will be recorded and counted toward the deactivation requirements. Excused absences shall be limited to the following nine criteria:

- Illness with a signed medical statement
- Recovery from accidents
- Required court attendance
- Incarceration or adjudication by court officer, sentenced 30 days or less
- Professional appointments
- Death in the immediate family
- Family vacation - parent/guardian/student must contact the school office at least three school days in advance of the absence
- Observation or celebration of a bona fide religious holiday
- Suspension

Upon returning to school, students shall provide appropriate documentation for the excused absence(s) to the School's Data and Enrollment Specialist. An absence for anything other than the above-noted criteria shall be defined as an unexcused absence.

ENROLLMENT

- Enrollment and re-enrollment of students will be in accordance with Michigan Law. If there is a waiting list of students who want to attend the school, a student who wishes to enroll will be placed last on the waiting list.

THE MCKINNEY VENTO ACT: PARENT/STUDENT RIGHTS FOR THOSE IN TRANSITION

- Kalamazoo Prep Academy shall provide an educational environment that treats all students with dignity and respect. Every student experiencing homelessness or transition shall have access to the same free and appropriate educational opportunities as students who are not experiencing homelessness. This commitment to the educational rights of homeless children, youth, and unaccompanied youth applies to all services, programs, and activities provided or made available.
- A student may be considered eligible for services under the McKinney-Vento Homeless Assistance Act if he or she lacks a fixed, regular, and adequate nighttime residence.

This includes children and youths who:

- Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations.
- Are living in emergency or transitional shelters.
- Are abandoned in hospitals.
- Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children (as defined in section 1309 of the Elementary and Secondary Education Act of 1965, as amended), who qualify as homeless because they are living in circumstances described in this definition.

According to the McKinney-Vento Act, eligible students have rights to immediate enrollment. Documentation

and immunization records cannot serve as a barrier to enrollment in school.

- Eligible students have a right to select from the following schools:
    - The school he/she attended when permanently housed (School of Origin)
    - The school in which he/she was last enrolled (School of Origin)
    - The school in the attendance area in which the student currently resides (School of Residency)

- Remain enrolled in his/her selected school for the duration of homelessness, or until the academic year upon which they are permanently housed.

- Participate in programs for which they are eligible, including Title I, tutoring programs, Free Lunch in schools with the National School Lunch Program, Head Start & Even Start Preschool Programs.

TRANSPORTATION SERVICES: A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin. Kalamazoo Prep Academy does not provide transportation (aka. school bus) to its students. However, part of its Title 1 funding is spent on tokens/passes for public transportation. Kalamazoo Prep Academy offers tokens/passes to any student who qualifies under the MKV act.

DISPUTE RESOLUTION: If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The McKinney Vento Liaison will assist you in making decisions, providing notice of any appeal process, and filling out dispute forms.

AGE REQUIREMENTS

- General Education students ages 15-21 are welcome to enroll. Students may turn 22 during the school year before they age out of the program.

- Special Education students ages 15-25 are welcome to enroll. Students may turn 26 during the school year before they age out of the program.

STUDENT CODE OF CONDUCT (SCC)

The success of Kalamazoo Prep Academy's mission and the success of all individuals within the academy community depends on the continuous expression of absolute respect for everyone, including oneself, at all times. As such, the Student Code of Conduct (SCC) establishes expectations that create a learning environment conducive to positive development.

The SCC applies to actions of students during academy hours, before and after school while on school property, while traveling in school vehicles funded by the school, while participating in a group representing the school or attending such an activity, at all school-sponsored events, and while using the school network or any computer or IT devices. The SCC also applies to actions of students before or after school and off school property if those actions pose a substantial likelihood of disruption to the learning environment in the school.

Team members shall consider all mitigating circumstances prior to disciplinary action and ensure due process for each student, while consistently following the policies outlined below. Mitigating circumstances include, but are not limited to the following factors: A student's behavior plan, age, health, maturity, and academic placement of a student, the student's discipline record, including previous similar incidents, the student's attitude and willingness to change, the cooperation of parents/guardians, seriousness of offense, and willingness to enroll a student in a student assistance program.

WIRELESS COMMUNICATIONS DEVICE POLICY

WIRELESS COMMUNICATIONS DEVICE POLICY (2026 - 2027)

In accordance with Section 1303a of The Revised School Code (MCL 380.1303a), Kalamazoo Prep Academy maintains a policy prohibiting the use of personal wireless communications devices during instructional time on school grounds to foster a safe, focused, and distraction-free learning environment.

1. SCOPE & DEFINITIONS

- Wireless Communications Device: Any electronic device capable of text messaging, voice communication, entertainment, navigation, internet access, photo/video transmission, or email. This includes personal smartphones, personal tablets, smartwatches, and internet-connected devices.
- Exclusion (Basic Telephones): Per state law, "basic telephones" (devices primarily used for voice calling that cannot support third-party applications, internet browsing, or media platforms) are excluded from this restriction.
- School Grounds: Includes all campus buildings, classrooms, hallways, restrooms, lunchrooms, libraries, playing fields, and property used for school purposes or school-sponsored events.

2. POLICY AND STORAGE OVERVIEW

- Arrival & Storage: Upon arrival, students must secure their personal wireless communications devices in a designated locked storage cabinet and retain their assigned key during the school day.
- Security Check: Security personnel will confirm students are not in possession of an unauthorized wireless device prior to entering classrooms.
- Retrieval: Devices may only be retrieved at dismissal. Students who leave campus and re-enter during the day may not re-enter with an active device.
- Prohibited Areas: Unauthorized personal devices are strictly prohibited in classrooms, hallways, restrooms, lunchrooms, libraries, and common areas during instructional hours.

3. MANDATORY STATUTORY RIGHTS

In compliance with MCL 380.1303a(4), restrictions do not apply to:

1. Medically Necessary Devices: Devices required for documented medical monitoring or health needs.
2. District-Owned Devices: School-issued laptops, tablets, or computers provided by Kalamazoo Prep Academy for educational purposes.
3. Instructional Use: Devices officially designated by the school for instructional purposes.

4. Special Education & Accommodations: Devices required for special education programming, Individualized Education Programs (IEPs), or Section 504 accommodations under the Rehabilitation Act of 1973 or ADA.
5. Teacher-Authorized Academic Use: Lesson-specific assignments conducted under the limited, direct discretion and supervision of a classroom teacher.
6. Emergency Situations: Emergency communications as outlined in the school emergency operations plan (MCL 380.1308b). Emergency device use must not interfere with school safety protocols or first responder actions.

4. ENFORCEMENT AND POLICY VIOLATIONS

- Refusal to Store Device: Students who refuse to properly store an unauthorized device upon entry will be denied entry for the day.
- Possession During School Hours: Students found with an unauthorized active device during the school day will have the device confiscated and will be sent home immediately.
- Repeated Violations: Repeated non-compliance may result in disciplinary action up to and including out-of-school suspension.
- Alternative Communication: Classroom and main office landline phones remain available for administrative and emergency parent communications.

STUDENT DISCIPLINE

When the self or community is harmed, we need to acknowledge the act so that we can work together to heal individuals and the community. All the following tools exist to help mend people and the community.

Behavior Monitoring	The student will closely monitor behavior and academic progress (e.g., self-charting of behaviors, feedback sessions for the student) that will permit rewards to be provided for successful performance.
Coordinated Behavior Plans	The school team, student, and parent/guardian will create a structured behavior support plan specific to the student and based on the target behavior to be reduced. It will focus on increasing desirable behavior and replacing inappropriate behaviors.
Harm Reparation	Harm reparation is when students complete tasks or assignments to make up for previous offenses (example: cleaning gum off of desks because he or she spit gum on the carpet).

Parent/Guardian involvement and Supervision	Along with the school and student, parents/guardians will develop ways that they can provide closer supervision or be more involved in their student's schooling. Together the team will work towards better communication and more frequent contacts between teachers and parents/guardians, as well as coordinated behavior-change approaches.
Parent/Guardian Conference	A meeting where the student, school official, parent or guardian, teacher, or Advisor discusses behavior, consequences, action items, goals, support plans, and/or communication methods.
Restitution	In-kind restitution permits the student to help to restore or improve the academy environment either by directly addressing the problems caused by the student's behavior (e.g., in cases of vandalism students can work to repair things they damaged), or by having the student improve the academy environment more broadly (e.g., picking up trash, washing lockers).
Problem Solving/ Contracting	Negotiation and problem-solving approaches can be used to assist students in identifying alternative behavior choices. The student will develop a contract that reminds him or her to engage in a problem-solving process that includes positive reinforcement for success and consequences for continuing problem behaviors.
Student Conference	A meeting where the student, school official, teacher, or Advisor discusses behavior, consequences, action items, goals, support plans, and/or communication methods. Parents or guardians should be informed of such conferences.

Arrest	Police may be called to arrest students if there is reason to believe they are involved in any illegal activity. This includes, but is not limited to, involvement in a physical altercation or for bringing weapons or illegal substances of any kind to the academy. A weapon is defined as anything that can inflict harm including, but not limited to; a firearm, a stick, brass knuckles, a knife, box cutters, bullets, screw drivers, saws, metal pipes, b.b.guns, toy guns, slingshots, or broken bottles. A campus official must call the parents immediately before or after the police are called. Faculty and all staff members who have reason to believe that they have witnessed the sale, possession, or transfer of weapons shall report this immediately to the Principal (or designee). The Principal or designee shall determine if sufficient cause exists and, if so, file a disciplinary report and notify the Juvenile officer of the Police

	Department. The Principal (or designee), in consultation with the Police Department, will determine whether or not to file charges. All contraband will be turned over to the Police department. In addition the student who is charged with possession and/or use of a weapon shall be subject to immediate suspension from academy and may face expulsion
Student Seclusion and Restraint	Only in certain emergency circumstances, professional team members may need to restrain and seclude students. All such intervention shall only be done in accordance with guidelines and standards adopted by the Kalamazoo Prep Academy Board of Directors regarding the use of student restraint and seclusion. Training will be provided to professional staff and the support staff determined appropriate by the school leader. Training will be in accordance with the State's Standards.
Suspension	● No suspension shall exceed ten (10) school days. ● The Principal must give written notice of the intention to suspend and the reason for the suspension to the student. ● The student shall be given the right to appear at an informal hearing before the Principal and has the right to challenge the reasons for the intended suspension or otherwise provide his/her explanation. The hearing can happen immediately after the incident and can take place anywhere -hall, office, classroom, etc. ● The written notice of suspension shall be sent or given within one calendar day to the parent/guardian if the student is under the age of 18. The notice shall contain the reasons for the suspension and the right of the student to appeal to the School Leader/Educational Service Provider (ESP). ● Teacher “Snap” Suspension A teacher may suspend a student from the classroom for up to one day if the student creates a safety threat as defined by local policy. The policy is adopted as part of Kalamazoo ● Kalamazoo Prep Academy’s district’s code of student conduct. ● A parent-teacher conference shall follow the suspension as soon as possible and may include a school counselor, school psychologist, or school social worker.

Expulsion	• The Principal shall provide the student and the parent/guardian written notice of the intent to expel. The written notice shall include reasons for the intended expulsion. The student and parent/guardian shall have an opportunity to appear, upon request, before the Board of Directors to challenge the expulsion or otherwise explain the actions that led to the intended expulsion. • The written notice shall state the time and place to appear which shall not be less than three (3) days or more than five (5) days after the notice of intent to expel is given. • The Board may grant an extension of time. If granted, the Principal must notify all parties of the new time and place of the meeting. • An expelled student will be provided with a date of re-entry and the date of the re-entry conference. • The student and parent/guardian of any student will be notified, in writing, in the event the student fails to attend the re-entry conference.

DUE PROCESS - PROCEDURE FOR DISCIPLINE

- These procedures govern the suspension, expulsion, or permanent expulsion of a student from the School District's regular educational program.
- If a student charged with violation of this Student Code of Conduct has been returned to the regular school program pending a decision by a School District administrator, the reinstatement does not limit or prejudice the School District's right to suspend or expel the student following a decision by a superior administrator or the Board of Education.
- The initial judgment that a student has engaged in a prohibited act under this Student Code of Conduct shall be made by the building administrator.

SHORT-TERM SUSPENSION (I.E., 10 SCHOOL DAYS OR FEWER)

As a general rule, prior to any out-of-school suspension, the building administrator will:

- Inform the student of the misconduct or behavior for which discipline is being considered and, if the student denies the misconduct or behavior, an explanation of the evidence the administrator possesses.
- Provide the student an opportunity to explain their version of the facts.

If a student's presence in school poses an immediate danger to persons or property or an ongoing

threat of disruption to the educational process, the building administrator may immediately suspend the student, and as soon thereafter as reasonable, provide the student with their due process rights as set forth above. If, after following this procedure, the administrator determines that the student has engaged in a prohibited act under the Student Code of Conduct, the administrator may impose a disciplinary penalty of a suspension not to exceed ten (10) school days.

The School Leader or designee shall inform (in person or by phone) the student's parent of the suspension and of the reasons and conditions of the suspension and, thereafter, in writing. A building administrator's decision to impose a penalty of up to ten (10) school days is final and not subject to further review or appeal.

PROHIBITED ACTS

Unless otherwise specified, the penalties for all prohibited acts range from administrative intervention to permanent expulsion, depending on a number of factors, including: the severity of the conduct; the impact of the conduct on the school and surrounding community; applicable Board of Education policies; and state and federal laws.

ALCOHOL, MARIJUANA, AND CHEMICAL SUBSTANCES

A student shall not manufacture, sell, handle, possess, use, deliver, transmit, or be under any degree of influence (legal intoxication not required) of any alcoholic beverages, marijuana, or other intoxicant of any kind. A student shall not inhale glue, aerosol paint, lighter fluid, reproduction fluid, or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required).

ARSON

A student shall not burn or attempt to burn any tangible property or intentionally set a fire on school property or cause or attempt to cause an explosion on school property.

BULLYING AND HAZING

Students are prohibited from engaging in conduct, whether written, verbal, or physical, that

unreasonably interferes with another's participation in or enjoyment at school or school-related activities, such as bullying or hazing.
"Hazing," for the purpose of this Student Code of Conduct, means initiating another student into any grade, school, or school-related activity by any means or methods that may cause physical or emotional pain, embarrassment, or discomfort.

COERCION, EXTORTION, AND BLACKMAIL

A student shall not commit or attempt to commit coercion, extortion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

CRIMINAL SEXUAL CONDUCT

Description - A student shall not commit criminal sexual conduct, as defined by MCL 750.520b-e and g.
Penalty - Administrative intervention to permanent expulsion, in accordance with MCL380.1311.

DISCRIMINATORY HARASSMENT

A student shall not engage in unwelcome sexual advances or requests for sexual favors or unwelcome sexual touching. A student shall not engage in other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats, or insults, etc.).

DISRUPTION OF SCHOOL

A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or obstruction of any function of the school, nor shall the student engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.

While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule. It should be understood that any conduct which causes disruption, is likely to result in disruption, or interferes with the educational process, is forbidden.

- Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use;
- Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of the building principal;
- Preventing, attempting to prevent, or interfering with the convening or continued functioning of any class, activity, meeting, or assembly;
- Instigating or participating in a disturbance, or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety, and welfare of others

on school property or at a school sponsored activity.

DAMAGE OF PROPERTY OR THEFT/POSSESSION

A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person.

DANGEROUS WEAPONS

A student shall not possess a dangerous weapon in a weapon free school zone, including brass knuckles or a dagger, dirk, firearm, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, or stiletto

DRESS CODE POLICY

Kalamazoo Prep Academy is committed to maintaining a safe, respectful, and focused learning environment. Students are expected to dress in a manner that supports this goal and reflects self-respect and respect for others.

GENERAL GUIDELINES

- Clothing must cover all private areas — including breasts, buttocks, and midsection — at all times, whether the student is sitting, standing, or moving.
- Undergarments should not be visible. This includes bra straps, underwear, or boxer shorts.

- Clothing must be free of the following:
    - Vulgar, profane, or sexually explicit language or images
    - Messages or images promoting violence, drugs, alcohol, or weapons
    - Hate speech or symbols of discrimination
- Headwear (such as hats, hoods, shiesties or bandanas) may be restricted indoors unless for cultural, religious, or medical reasons.

EXAMPLES OF NON-PERMISSIBLE ATTIRE

- Tops that expose cleavage or are backless, strapless, or see-through
- Shorts, skirts, or dresses that do not fully cover the buttocks
- Sagging pants or low-rise bottoms that reveal undergarments
- Shirts with drug-related logos, violent imagery, or offensive language

ENFORCEMENT

- Staff will address dress code concerns with discretion and respect. Students in violation may be asked to change, cover up, or call home for appropriate attire. The goal is not to shame, but to maintain a positive and productive school climate.

- A student shall not dress or groom in a manner, which in the judgment of a building administrator, is unsafe to the student or others, disruptive to the educational process, or contrary to the school's mission.

DRUGS, NARCOTIC DRUGS, AND COUNTERFIT SUBSTANCES

A student shall not manufacture, sell, possess, use, deliver, transfer, or be under the influence (legal intoxication not required) of any drug, narcotic drug, hallucinogen, stimulant, depressant, controlled substance, counterfeit substance, or a controlled substance analogue intended for human consumption.

- A student shall not sell, deliver, or transfer, or attempt to sell, deliver, or transfer any prescription or non-prescription drug, medicine, vitamin, or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies, etc.), nor shall a student use or possess these substances for an improper purpose.
- A student shall not sell or represent a legal substance as an illegal or controlled substance or sell, manufacture, possess, use, deliver, or transfer "designer" drugs.

ELECTRONIC COMMUNICATION DEVICES AND LASER POINTERS

Districtwide, students are prohibited from using or possessing active (i.e., turned on) electronic communication devices in restrooms, locker rooms, offices, and other locations where students and staff have a reasonable expectation of privacy. Separately, all students are prohibited from possessing or using laser pointers on school premises and at school-related activities without the express permission of school administration.

FAILURE TO COMPLY WITH DIRECTIONS OF SCHOOL PERSONNEL

A student shall not be insubordinate or fail to comply with instructions and directions of School District employees (including substitute and student teachers), volunteers, or persons acting as a chaperone or in a supervisory capacity.

FAILURE TO COOPERATE

A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Student Code of Conduct, other codes of conduct, and/or building rules. No student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding.

FALSE ALARMS

A student shall not knowingly cause a false fire alarm, or make a false fire, bomb, or catastrophe report.

FALSE ALLEGATIONS

A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members, or volunteers.

FALSIFICATION OF RECORDS

A student shall not use the name of another person or falsify times, dates, grades, addresses, or other data on School District forms or records. A student shall not provide false, misleading, or inaccurate statements or information on School District forms or records.

FIGHTING, ASSAULT, AND BATTERY

A student shall not physically assault, or cause, behave in such a way to cause, or threaten to cause physical injury to another person.

FIREWORKS, EXPLOSIVES, AND CHEMICAL SUBSTANCES

A student shall not possess, handle, or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.

GANG INSIGNIA/ACTIVITY

A student shall not wear or possess any clothing, jewelry, symbol, or other object that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang activity, including, but not limited to: a) soliciting others for membership in any gang or gang related activity, b) requesting any person to pay protection or otherwise intimidating or threatening any person, c) committing any other illegal act or violation of School District rules or policies, or d) inciting other students to act with physical violence on any person. The term "gang" means a group of two or more persons whose purpose or activities include the commission of illegal acts or violations of this Code of Conduct, School District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

IMPROPER COMMUNICATIONS

A student shall not make threatening, annoying, nuisance, vulgar, and/or obscene communications, verbally, in writing, or by gestures, to School District employees (including substitutes and student teachers), Board of Education members, chaperones, volunteers, or visitors to the school building. The prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether such communications are made during, before, or after school hours or during times when school is not in session.

INDECENCY

A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.

LOOKALIKE WEAPONS

A student shall not possess, handle, or transmit any object or instrument that is a "look-a-like" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).

PERSONAL PROTECTION DEVICES

A student shall not possess, handle, or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

RECORDING

A student shall not use any device, electronic or otherwise, to capture, record, or transmit sounds or words (i.e., audio) or images (i.e., photographs or videos) of any person while at school or school related events, unless the student is given express consent by that person.

TRESPASSING, LOITERING

A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc.

SCHOLASTIC DISHONESTY

A student shall not engage in academic cheating. Cheating includes, but is not limited to: the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structures, ideas, and/or thoughts of another and represent it as the student's own original work.

SMOKING/TOBACCO

A student shall not smoke, chew, or otherwise use tobacco. A student shall not, while on school property, have in the student's possession or under the student's control, tobacco in any form. This includes electronic cigarettes, vaporizers, or any other device that simulates smoking any type of product, regardless whether they are manufactured, distributed, marketed, or sold under any product name or descriptor.

ARTIFICIAL INTELLIGENCE (AI)

Students are not permitted to use AI tools to generate or complete written assignments, unless explicitly authorized by the instructor.

SUSPENDED STUDENT ON SCHOOL PROPERTY OR ATTENDING SCHOOL ACTIVITIES

- A student, while suspended, shall not enter onto School District property without the prior permission of a building administrator.
- A student, while suspended, shall not participate in, or attend any school related activity, function, or event, held on or off school property, without the prior permission of a building administrator.

VIOLATION OF ACCEPTABLE USE POLICY

A student shall not violate or attempt to violate School District policies, administrative regulations, and directives concerning School District or personal computers, networks, and telephone systems. Violation of any of the rules and responsibilities may result in a loss of access privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution.

VIOLATIONS OF BUILDING'S RULES AND REGULATIONS

A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not possess, handle or transmit a knife with a blade length of three (3) inches or less, airsoft gun, blackjack, baton, martial arts device, paintball or splat gun, or other object or instrument that can be considered a weapon or is capable of inflicting bodily injury.

SUPERVISION OF STUDENTS

Students are not to be in the building or on the school grounds before or after the regular school day unless under the direct supervision of a school team member.

SEARCH AND SEIZURES

- From time to time, school property, such as lockers, desks, and technology devices, is assigned to a student. Students do not acquire a reasonable expectation of privacy in such property. KPA reserves the unrestricted right to search and seize property assigned to a student at any time, for any reason, with or without notice to the student or the student's parents. The privacy rights of students will be respected regarding any items found during a search that are not illegal or otherwise against KPA policy or administrative regulations.
- KPA makes parking available to students who are licensed drivers. This privilege is conditioned on students' consent, in advance, to the search of their vehicles by KPA personnel at any time, for any reason, with or without notice to the student.
- KPA personnel may, to the full extent permitted by law, search and seize students and their personal

effects. Illegal items and items inappropriate in the educational environment may be confiscated by KPA personnel and, when appropriate, delivered to police authorities or parents.

LOST AND FOUND

Anything that has been found at KPA should be taken to the main office. Kalamazoo Prep Academy is not responsible for lost money, jewelry, or other personal items.

BUILDING CLOSURES

If there are times during the year that students will not be able to report to the school building for classes due to, for instance, an extreme weather event, a Covid-related closure, power outage, etc. During state mandated closures, teachers will be running virtual classes that students will be expected to attend, just as they do when all are physically present in the building. Kalamazoo Prep Academy will use local radio and television stations, text messaging, or other social media platforms to inform the school community.

MEDICAL POLICY

Records and Physical Exams - In order to enroll at a Kalamazoo Prep Academy school, every student must have up-to-date physical, health records, including immunizations.

Medications - If a student requires medication during school hours, the distribution of the medications will be supervised by the Office Manager or Nurse under the following guidelines required by state law:

- Prescription medications must be supplied in the original pharmacy container.
- The container must be identified with the following information: student name, Name of Medication, Doctor's Name and Phone Number, Pharmacy, and Phone Number.
- Parents/guardians must sign the appropriate administration forms.
- Non-prescription medications must also be supplied in the original container and must be accompanied by written consent from parent/guardian for students who are not of legal age.

Kalamazoo Prep Academy will designate employees as the primary person and back-up person authorized to administer medication in the absence of the school nurse. All medication must be placed in a locked box in the main office. In order to administer any prescribed medication to a student or child, there must be a doctor's note on file. For any over the counter medication, a note signed by the parent with directions must be present. Furthermore, a log will be kept on file that indicates the following: Name of student/Child, Name of Medication, Date, Time, and Who Dispensed Medication.

Students are responsible for coming to the main office to receive their medications at the appropriate time.

Students are not allowed to have medications in their possession. This includes any over

the counter medications.

POLICY ON MANDATED REPORTING OF ABUSE/NEGLECT

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they: "have reasonable cause to believe that a child who is under 18 years old known to them in a professional or official capacity has been harmed or is in danger of being, harmed-physically, sexually, or through neglect and that a caregiver either committed the harm or should have taken steps to prevent the child from harm."

Once a team member becomes aware that a student may be the victim of abuse or neglect, they must:

- Call the DCFS hotline at (800) 25-ABUSE,
- Notify the School Leader and
- Complete an incident report.

When calling the hotline, the Team Member must have the following information (or as much as is known): the name, birth date, and address of the alleged victim; the name, address, age or birthdate, and relationship of the alleged perpetrator; what type of injury or harm was allegedly done to the victim; and a description of the incident (time/date, place in which it occurred, and indication of intention to harm). The staff member should also have the names and ages of other children in the household, information as to whether or not English is fluently spoken by the parents and the work phone number of the alleged perpetrator.

- No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.

- Physical abuse is defined as occurring when a parent or person responsible for the child's welfare "inflicts or allows to be inflicted upon such child physical injury, by other than accidental means". Common injuries include bruises, human bite marks, bone fractures, and burns. Physical abuse also occurs when the caregiver or parent creates a substantial risk of physical injury by shaking, throwing, choking, smothering, or pushing the child into fixed objects. Act of torture are defined as "deliberately or inflicting cruel or unusual punishment which results in physical or mental suffering". When reporting physical abuse, it is important to document the presence of any injuries.

- Sexual abuse is defined as occurring when a person responsible for the child's welfare commits sexual penetration, sexual exploitation, sexual molestation, or when a young child contracts a sexually transmitted disease. A child's disclosure of sexual abuse will be handled sensitively. When a student attempts to disclose sexual abuse, the teacher or staff member will listen attentively while maintaining a calm demeanor. The mandated reporter will pay very careful attention to the disclosure

of sexual abuse, but will not encourage the student to disclose information in addition to what is being given voluntarily. Staff will take very careful notes, writing the student's words verbatim as much as possible. The student will be referred immediately to the school social worker and the Dean of students will be informed.

- Neglect occurs when a person responsible for the child "deprives or fails to provide the child with adequate food, clothing, shelter, or medical treatment".

STUDENTS' RIGHTS

The right of students to freedom of expression shall not be abridged, provided that such right shall not cause any disruption or disorder within the school. Freedom of expression shall include without limitation, the rights and responsibilities of students, collectively and individually, (a) to express their views through speech and symbols, (b) to write, publish, and disseminate their views, and to assemble peaceably on school property for the purpose of expressing their opinions. Any assembly planned by students during regularly scheduled school hours shall be held only at a time and place approved in advance by the School Leader (or designee).

No expression made by students in the exercise of such rights shall be deemed an expression of school policy, and no school officials shall be held responsible in any civil or criminal action for an expression made or published by students.

Freedom of Speech. Students' right to free speech comes with the following restrictions:

- What a student says may not disrupt the work and discipline of the school in a material or substantial way.
- A student's words may not incite others to disrupt the work or discipline of the school or disobey the laws. The grievance must be presented in writing to the Principal.
- The Principal has five (5) school days to investigate and respond in writing.
- The student shall have the right to appeal the decision of the Principal within five (5) school
- No students may be obscene.

- Students may not say (slander) or write things about (libel) another person that damages that person's reputation and are not true, if they know the statement to be false or don't care whether it is true or false.
- Students may not use fighting words, that is, words which when spoken are likely to produce a violent action. Included in this category would be racial, sexual, ethnic, or religious slurs.

FREEDOM OF PRESS

Students may express their opinions in publication and other written material as long as it follows standards of good taste. Unofficial or underground publications distributed at school will not be censored so long as they are signed by the author(s), and are not disruptive, defamatory, obscene, or containing “fighting words." Kalamazoo Prep Academy reserves the right to regulate the content of "school sponsored express activities." A sign posted must be signed by the person who put it up and must be posted in the designated area in the school.

FREEDOM OF RELIGION

Students have the right to be absent from school for observance of the holy days of their religion.

RIGHT TO EQUAL EDUCATION

Kalamazoo Prep Academy students cannot be prevented or discouraged from participating in any school activity because of race, gender, sexual preference, religion, national origin, or handicap.

STUDENT GRIEVANCES

The student grievance must be presented in writing to the Principal. The Principal has five (5) school days to investigate and respond in writing. The student shall have the right to appeal the decision of the Principal within five (5) school days to the Principal. The student shall have the right to appeal to the Board within ten(10) days of receipt of the decision of the Principal.

WHAT TO DO IF RIGHTS ARE VIOLATED

Students are encouraged to talk to their teachers, Principal, or another adult staff member in the school. Any member of the school community who believes he/she has been subject to or bears witness to discrimination on the basis of race, gender, age, sexual orientation, religion, national origin, disability, or handicap may file a complaint with the School Leader. The Principal will make a determination in the matter. If that
determination is unsatisfactory, the member of the school community can request a hearing before the Superintendent by submitting a request in writing to the school office.

AGE OF MAJORITY

High School students who have attained 18 years of age, may when they have so informed the School Leader in writing:

- Have all personal school correspondence mailed directly to them
- Have access to their school records
- May sign excused absence or report cards for themselves
- May sign themselves out of school

If adult students choose to exclude their parents or guardians from any of the above matters, the School Leader should be so informed in writing. Students who have attained the age of 18 are still subject to all school and board policies and regulations.

BEHAVIOR THREAT ASSESSMENT AND MANAGEMENT

Kalamazoo Prep Academy (KPA) is committed to maintaining a safe, supportive, and respectful environment for all students, staff, and families. The Behavior Threat Assessment and Management Team (BTAM Team) works proactively to identify, assess, and respond to behaviors or situations that may indicate a potential risk to the safety or well-being of an individual or the school community.

When Should a Concern Be Reported?

Students, parents, legal guardians, family members, staff, and community members are encouraged to report concerns when they observe behavior, statements, communications, or circumstances that cause them to reasonably believe a student or other individual may be at risk of harming themselves or others.

Concerns that should be reported may include, but are not limited to:

- Threats or statements about harming another person or themselves.
- Talk, messages, posts, drawings, or other communications about violence or plans to harm others.
- Significant changes in behavior that raise concerns about safety.
- Statements indicating an intent or plan to commit violence.
- Bullying, harassment, intimidation, or targeted behavior that may escalate into a safety concern.
- Concerning online or social media activity related to violence, threats, or harm.
- Bringing, attempting to obtain, or discussing access to an item that could be used to harm someone.
- Any other behavior or information that causes a person to have a genuine concern about the safety of a student, staff member, or school community.

When in doubt, report the concern. You do not need to determine whether a behavior constitutes a threat or decide what action should be taken. The purpose of reporting is to allow trained school personnel to gather information, assess the concern, and determine appropriate supports or interventions.

How to Report a Concern

Concerns may be reported to:

- A teacher or other trusted school staff member
- School administration

Reports may be made in person, by phone, electronically, or through another reporting method provided by KPA. If you believe there is an immediate threat of harm or an emergency, do not wait for the BTAM process. Call 911 or seek immediate assistance from law enforcement or emergency services.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

- This regulation has been developed to comply with FERPA and does not, itself, confer enforceable rights to any person.
- Parents of minor and dependent students may inspect their children's education record, unless that right has been terminated by a court order.
- Adult students may inspect their education record.
- Board members and other school officials may access a student's education record if they have a "legitimate educational interest" in doing so, within the meaning of FERPA.
- Other persons may inspect student education records to the extent permitted by FERPA.

A person authorized to access a student's education record, other than KPA personnel, must make an appointment to review education records at the student's school with the building administrator or designee, who will remain present during the inspection. An authorized person will be permitted to copy selected education records upon request a fee may be charged as permitted by law.

The building administrator will include an access log in each student's CA-60 and Special Services file that will identify each person who accessed the education record, the date and time the education record was accessed, and the reason the education record was accessed.

Parents and adult students may request the amendment of education records that are inaccurate, misleading, or in violation of the student's rights of privacy or other rights. The following procedure will be used in cases when parents or adult students request the amendment of education records:

1. Agree to amend the education record and do so. Alternatively, the building administrator, after conferring with his or her direct supervisor, may decline to amend the education record and, if so, notify the parent or adult student of the reason(s) and their right to a hearing.
2. If a hearing is requested, the building administrator will immediately notify his or her direct supervisor and the Superintendent, who will arrange for a hearing consistent with FERPA requirements.
3. As permitted by FERPA, KPA may forward education records, including disciplinary records, without student or parental consent, to other agencies or institutions in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer and upon receipt of a request for a student's school or education records.The Parent will request the amendment in writing, including: identifying the education record(s) in question; and the reason(s) the education record should be amended;
4. The building administrator, after conferring with his or her direct supervisor, may

WORK PERMIT

Pursuant to Michigan Law, any student who is at least 16 years old and desires to work may do so through a validly-issued Work Permit. The Michigan Department of Labor has granted Kalamazoo Prep Academy the authority to issue Work Permits for its actively enrolled students. Any student may request a Work Permit when he/she has secured possible employment. It is important to note that the Work Permit is employment and employer specific, and, as such, a new Work Permit must be submitted for each new employment opportunity of the student.

ACADEMICS

INSTRUCTIONAL DELIVERY METHOD

Kalamazoo Prep Academy serves students 15-22 years of age and offers a high school diploma upon meeting the academy's graduation requirements. Typically, all the students have entered the ninth grade at a previous school or schools and have since dropped out. The profiles of the students entering Kalamazoo Prep Academy range from students with 9th grade through 12th grade credits and a variety of ability levels. Students will earn credits toward a high school diploma by meeting the requirements of the Michigan Merit Curriculum (MMC).

Kalamazoo Prep Academy uses a blended learning model of instruction to address the individualized learning needs of our students. The flexible school schedule is designed for students to pursue their high school diploma and their need for strong communication and relationship skills necessary for the world of work and a successful life. Kalamazoo Prep Academy uses the Subject Platform which is a Learning Management System (LMS) that allows students to work at their own pace and, potentially, at a time that fits their schedule. The most important part of our education model is teaching, learning and engagement through teacher instruction, lessons and activities in the

classroom. These lessons may be in addition to, or instead of, the lessons in Subject. All instruction is delivered by certified, content area teachers who individualize and customize instruction according to the needs of the student. Research shows that students engage more and learn best through in-person instruction designed to meet students' needs, address gaps in learning, is hands-on, and is stimulating. Whenever possible, instruction will also address post-secondary training and employability skills, including Career/Technical training facilities in the local community. In addition to instruction, all staff members, not just teachers, are trained to support the social, emotional, safety, and well-being of each student. Learning cannot happen if basic needs are not being met.

With the instructional model that Kalamazoo Prep Academy utilizes, which is in line with the Mission of our school, students who are eligible under the McKinney-Vento Act are not penalized for times in which they are not in attendance or enrolled at Kalamazoo Prep Academy during the school year. Incoming transcripts for eligible students are audited and, when possible, credits are awarded based on partial credits earned at other schools. Eligible students also have the opportunity to earn credits by testing out of a class.

SUBJECT CURRICULUM

Kalamazoo Prep Academy has selected the curriculum provider, Subject. Subject specializes in blended curriculum, students are provided with robust instructional activities informed by research and best practices.

READING AND MATH PROFICIENCY

Kalamazoo Prep Academy recognizes the immense impact reading and math proficiency have on a student's future success For instance, students who are not proficient in reading by the end of 3rd grade are more likely to experience attendance, behavior, and course completion challenges. These challenges are predictors of grade retention and dropping out in later years. Kalamazoo Prep Academy provides both math and reading intervention for students who need additional assistance or need to improve their basic skills. Kalamazoo Prep Academy has a goal that, upon graduation, each student will successfully demonstrate 9th grade reading and 7th grade math proficiency. Reaching this goal will help to ensure students have the necessary skills to transition successfully to post-secondary opportunities, career training or the workforce. While reading and math intervention are available to all students at the academy, Kalamazoo Prep Academy specifically schedules students for Recovery classes, based on proficiency levels determined through a skills assessment at enrollment, which will provide additional reading and/or math support and intervention.

EXAMS

Students will take exams in the classroom with the teacher present.

- All exams for each class will be locked.
    - *Exams are at the end of each module and the end of the class.*
- Students will come into the building to take all exams, including virtual students.

- All exams will be taken in the classroom with the teacher present.

COMPLETION OF A CLASS AND ASSIGNING OF A NEW CLASS

Students will meet in-person with the Principal, Dean of Students, or Lead Teacher at the completion of a class. New class/es will be assigned at this meeting.

- When a student finishes a class, that student will meet with the Principal, Dean of Students or Lead Teacher to review progress, discuss goals, and decide on the next class.
- New classes will not be assigned until this meeting takes place.

GRADUATION FROM KALAMAZOO PREP ACADEMY

- Graduation from Kalamazoo Prep Academy implies that students have satisfactorily completed an approved course of study, have met the requirements laid forth via the Michigan Merit Curriculum and have passed any examinations and/or other requirements established by the school district.
- It is the responsibility of the Principal to maintain a record system that will adequately provide the information necessary to assure that the above policy is enforced.
- Students are grouped into grades 9-12 by the amount of credits they have earned. The movement of students through the curriculum will be based strictly on their individual progress through the earning of credits.
- The Career Planning and Work Readiness Class is a required class for graduation. Any other similar course that is taken through a community agency in partnership with KPA, must be successfully completed to fulfill this requirement. Students will be expected to successfully complete the course work as well as the Final Portfolio. If a student has successfully completed a similar course, based on their transcript, they will only be required to complete the Final Portfolio (as determined by school administration).
- Kalamazoo Prep Academy requires 19 credits to graduate. Of those, 18 credits are courses set forth from MDE through completion of the Michigan Merit Curriculum. The remaining 1.0 credit is earned from successful completion of a reading and math proficiency course. *(see below for more information)*

STATE OF MICHIGAN GRADUATION REQUIREMENTS

19 Credits are required to earn a Kalamazoo Prep Academy Diploma

(One credit is the equivalent of two semesters (0.5 credits for each semester)

SUBJECT AREA	DESCRIPTION	PERSONAL CURRICULUM MODIFICATIONS
ENGLISH LANGUAGE ARTS 4 credits	1 credit in each grade (9th, 10th, 11th, 12th)	No modifications
MATHEMATICS 4 credits	1 credit ALGEBRA 1 credit GEOMETRY 1 credit ADVANCED ALGEBRA (Alg.II) 1 credit in a math or math-related course .5 credit in personal finance can be also used to fulfill .5 of this 1 credit) A math or math-related course is required in the final year of high school	Complete 3.5 math credits Complete a math or math-related course in final 2 years of HS Modify Advanced Algebra credit IF: Complete ½ credit of Advanced Algebra Complete CTE program with same content as Advanced Algebra Complete ½ credit of statistics, functions, and data analysis, or technical math
SCIENCE 3 credits	1 credit BIOLOGY 1 credit in PHYSICS or CHEMISTRY 1 credit in any SCIENCE, COMPUTER SCIENCE or CAREER and TECHNICAL PROGRAM (CTE) regardless of content	NO MODIFICATIONS
SOCIAL STUDIES	1 credit in U.S. HISTORY 1 credit in WORLD HISTORY .5 credit in GOVERNMENT .5 credit in ECONOMICS	No modification until 2 credits of Social Studies completed No modification of CIVICS

3 credits		Exchange 1 credit of SOCIAL STUDIES (not civics) for additional credit in ENGLISH, MATH, SCIENCE, or WORLD LANGUAGE Exchange 1 credit or SOCIAL STUDIES (not civics) for a CTE program
PHYSICAL EDUCATION AND HEALTH 1 credit	.5 credit in PHYSICAL EDUCATION .5 credit in HEALTH	Exchange .5 credit of PHYSICAL EDUCATION for additional credit in ENGLISH, MATH, SCIENCE, or WORLD LANGUAGE Exchange .5 credit of PHYSICAL EDUCATION for CTE program No modification of HEALTH
VISUAL PERFORMING APPLIED ARTS 1 credit	1 credit in VISUAL, PERFORMING AND APPLIED ARTS (VPA)	Exchange 1 credit of VPA for additional credit in English, Math, Science or World Language Exchange 1 credit of VPA for a CTE program
WORLD LANGUAGE 2 credits	2 credits in a WORLD LANGUAGE 1 of the 2 credits may be earned through at CTE program 1 of the 2 credits may be earned through an additional VPA credit	No modification
ONLINE LEARNING EXPERIENCE	One experience or multiple experiences incorporated into one	No modification
READING PROFICIENCY	,5 credit in reading proficiency	Modifications may apply to transfer students coming in during their 12th grade year or students receiving special education or EL services.
	.5 credit in math proficiency course	Modifications may apply to transfer

MATH PROFICIENCY		students coming in during their 12th grade year or students receiving special education or EL services.

Additional modifications may apply to transfer students who have completed two years of high school.

CLASS STANDING ACCORDING TO CREDITS EARNED IN THE CORE AREAS		
CLASS STANDING	GRADE LEVEL	CREDITS EARNED RANGE
Freshman	Ninth (9)	0 - 4.5
Sophomore	Tenth (10)	5.0 - 9.5
Junior	Eleventh (11)	10 - 14.5
Senior	Twelfth (12)	15 - 19

GRADING SCALE	
A 100-94	C- 73 - 70
A- 93 - 90	D+ 69-67
B+ 89-87	D 66 - 64
B 86-84	D 63 - 60
B- 83-80	NC - 59 below
C 76 - 74	

ACADEMIC DISHONESTY

Students must learn that in order to grow academically, they will be judged on their own work. We expect students to honor other people's work by giving credit in the form of reference and/or footnote for any borrowed words, ideas, or opinions, and by including quotation marks when copied exactly. When working on a team project, credit must be given to each person who contributes.

Students must understand that copying the words, ideas, or opinions of someone else without giving credit to that person in the form of footnotes or references is considered plagiarism. Whether deliberate or accidental, plagiarism is a serious offense. Students must always be responsible for their own work and not engage in any manner of cheating.

These types of academic dishonesty will result in loss of credit and/or failure according to the discretion of the teacher.

DELIBERATE PLAGARISM

- Copying a phrase, sentence or a longer passage from a source and passing it off as one's own.
- Summarizing or paraphrasing someone else's ideas without acknowledging that the work is not one's own.
- Obtaining a term paper and handing it in as one's own.
- Use of AI programs, such as, but not limited to, ChatGPT

ACCIDENTAL PLAGARISM

- Forgetting to place quotation marks around another writer's words.
- Omitting a source citation for another's idea because one is unaware of the need to acknowledge the idea.
- Use of AI programs, such as, but not limited to, ChatGPT

CHEATING

- Obtaining a copy of tests or scoring devices.
- Copying another student's answers during a test.
- Providing another student questions or answers to, or copies of, actual test questions. Having or using non-permitted materials during tests.

- Duplicating another student's project or work for submission as one's own work.
- Having someone other than the student prepare the student's homework, paper, project, laboratory report or take-home test.
- Permitting another student to copy one's own homework, paper, project, laboratory report, or take-home test. Representing as one's own work the product of someone else's creativity.
- Use of AI programs, such as, but not limited to, ChatGPT

TESTING OUT OF A SUBJECT AREA FOR CREDIT

In compliance with the Michigan School Code, Kalamazoo Prep Academy will allow students to "test out" of a subject area for credit. To test out, a student must exhibit mastery of course content by attaining a grade of 80% or better on a comprehensive final examination. Because some end of the year exams do not serve as comprehensive measures of mastery of skill and/or content, the student may also be required to demonstrate mastery through basic assessments used in the class, which may include, but are not limited to, portfolios, performance, papers, projects, and/or presentations.

REQUIREMENTS FOR TESTING OUT

- Credit earned will be based on successful mastery of the required assessment and recorded as "CREDIT" (CR).
- The grade will not be included in the computation of the grade point average.
- Credit will be accepted as fulfillment of a requirement in a course sequence.
- Once credit is granted by "testing out", a student may not receive credit for a lower course in that course sequence.
- Credit toward fulfillment of graduation requirements will be granted for successful achievement of 80% or better on the final examination and/or completion of additional assessments mentioned above.

It is the discretion of Kalamazoo Prep Academy to determine if test out requests are given on specific dates throughout the school year or are completed on an as needed basis. Specific dates for "testing out" will be published in advance. Students may request a course syllabus and course outcomes to prepare for the examination and/or additional assessments.

NCAA eligibility may be affected by choosing the Testing Out option.

TITLE 1 SCHOOLWIDE PROGRAMMING

Kalamazoo Prep Academy receives supplemental Title I federal funding to support students struggling academically. Kalamazoo Prep Academy recognizes the importance of parental involvement in the educational process. Parents and students are invaluable partners in our mission to prepare students for high school graduation. We encourage all our parents to participate in activities such as our annual Title I Meet Up, orientation, quarterly conferences, and MiCIP. An Annual Title I Parent Meet Up is held in compliance with ESSA laws at a convenient time, allowing parents to learn about the school's program and their rights as partners in their child's learning. Parents will be asked to review requirements and their right to be involved in Title I programs. Parents will be invited to communicate with the Title I Coordinator to provide feedback on specific sections of the Parent Involvement Policy over the course of two weeks following the Annual Parent Meeting. The Title I Coordinator will send a follow up survey after the Annual Title I Parent Meeting. The survey will provide parents an additional space for sharing suggestions in writing.

SPECIAL EDUCATION

Kalamazoo Prep Academy meets the individual needs of students by using specially-designed instruction with a standards-based curriculum. Frequent assessment of student progress is necessary. We deliver special education programming and related services to Kalamazoo Prep Academy students with disabilities at no cost to the parent, guardian, or student. Students with disabilities needing special education must receive a free appropriate public education (FAPE). These services conform to the student's Individual Education Program (IEP).

Under the Individuals with Disabilities Act (IDEA), Michigan outlines the legal guidelines for procedures involving programs and services for eligible students from birth to 26 years of age. Child Find is a component of IDEA that requires states to identify, locate, and evaluate all children with disabilities, aged birth to 26, who need early intervention or special education services. In addition, Kalamazoo Prep Academy makes the assurance that students with disabilities, as well as their parents/guardians, shall be provided with safeguards as required by law, throughout the identification, evaluation, and placement process and to provide these students with a free, appropriate, public education.

MULTI-TIERED SUPPORT SYSTEM TEAM (MTSS)

The Multi-tiered Support System (MTSS) team is a committee of school personnel set up by the school to ensure ongoing and effective support for classroom teachers and students. The team provides a forum to discuss students' academic and behavior needs and to generate, initiate and monitor solutions that marshal the resources of the school, the family and the community. This process creates an awareness and understanding of the issues affecting the student.

504 SERVICE PLAN

Under Section 504 of the Federal Rehabilitation Act of 1973, and under the Federal Americans with Disabilities Amendment Act, some school-age children with disabilities who do not meet the eligibility criteria for special education may nevertheless be eligible for special protections and for adaptations and accommodations in instruction, facilities, and activities. Students are entitled to such protections, adaptations, and accommodations if they have a documented mental or physical disability that substantially limits or prohibits participation in, or access to, an aspect of the school program. If you have questions about your students 504 Plan please contact Kalamazoo Prep Academy's Principal.

ENGLISH LEARNERS (EL)

Kalamazoo Prep Academy will increase English proficiency of English Language Learners (EL) and meet academic achievement standards for grade promotion by providing high quality language instructional programs that are based on scientifically based research and demonstrate the effectiveness of English proficiency and achievement in the academic content area. In compliance with state and federal law, any student identified as English Learner will be identified by Kalamazoo Prep Academy and will be supported accordingly. If you qualify for EL services, you are required to take state mandated WIDA testing at a designated testing site. Kalamazoo Prep Academy has an EL teacher, students may be required to meet with the teacher weekly.

PRIVACY RIGHTS AND REQUIRED NOTICES

PRIVACY RIGHTS, CIVIL RIGHTS, PARENTAL RIGHTS, AND HEALTH & SAFETY NOTICES

The School is committed to protecting the privacy, safety, and civil rights of all students and families in accordance with applicable federal and State of Michigan laws.

STUDENT PRIVACY (FERPA)

The **Family Educational Rights and Privacy Act (FERPA)** provides parents and eligible students (students who are 18 years of age or older) with certain rights regarding student education records. These rights include the right to inspect and review education records, request amendments to inaccurate or misleading information, provide written consent before personally identifiable information is disclosed (except as permitted by law), and file a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA. The School may designate certain student information as "directory information" and may disclose such information unless a parent or eligible student submits a written request to opt out of such disclosures within the timeframe established by the School each year.

CIVIL RIGHTS AND NONDISCRIMINATION

The School prohibits discrimination, harassment, intimidation, and retaliation on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, disability, age, marital status, or any other protected characteristic as provided by law. The School complies with Title IX of the Education Amendments of 1972, which prohibits sex discrimination, and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), which prohibit discrimination based on disability and require reasonable accommodations for qualified students. Individuals who believe they have experienced discrimination or harassment may file a complaint using the School's grievance procedures by contacting the designated Title IX Coordinator or Section 504 Coordinator

PARENTAL RIGHTS (PPRA)

Under the Protection of Pupil Rights Amendment (PPRA), parents have the right to inspect certain instructional materials and surveys administered by the School, particularly those concerning protected topics such as political beliefs, mental or psychological issues, sexual behavior, illegal or self-incriminating behavior, critical appraisals of family members, privileged relationships, religious

practices, or income information. Parents may also opt their child out of participation in certain surveys, the collection of personal information for marketing purposes, and specified non-emergency physical examinations or screenings, as permitted by law.

HEALTH AND SAFETY NOTICES

The School maintains an **Asbestos Management Plan** in accordance with the Asbestos Hazard Emergency Response Act (AHERA). This plan is available for public inspection during normal business hours. The School also follows Michigan's **Integrated Pest Management (IPM)** requirements and provides advance notification of pesticide applications when required by law. Parents and guardians are responsible for maintaining current emergency contact and medical information by completing and updating the student's Emergency Medical Card annually or whenever changes occur. Accurate emergency information helps ensure prompt communication and appropriate medical response in the event of an emergency.

Questions regarding these rights or requests for additional information may be directed to the School's administration. Copies of the School's FERPA, Title IX, Section 504, PPRA, and Health & Safety policies are available upon request.

SEXUAL HARASSMENT, SEXUAL MISCONDUCT, DATING VIOLENCE, AND TITLE IX

Commitment to a Safe and Respectful Learning Environment

The School is committed to maintaining a safe, respectful, and inclusive educational environment where all students can learn free from discrimination, harassment, intimidation, sexual misconduct, and violence. Sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation are prohibited by School policy and federal law.

The School complies with **Title IX of the Education Amendments of 1972**, which prohibits discrimination on the basis of sex in educational programs and activities receiving federal financial assistance. The School also complies with the **Michigan Elliott-Larsen Civil Rights Act**, applicable provisions of the **Michigan Revised School Code**, and all other federal and state laws protecting students from discrimination and harassment.

What is Sexual Harassment?

Sexual harassment is **unwelcome conduct of a sexual nature** that is so severe, pervasive, or objectively offensive that it limits or denies a student's ability to participate in or benefit from the School's educational programs or activities. Sexual harassment may occur between students, between employees and students, or between third parties and students. It may occur in person, electronically, through social media, or by other means.

Examples include, but are not limited to:

VERBAL SEXUAL HARASSMENT

- Sexual comments, jokes, or innuendos
- Repeated requests for dates after being refused
- Sexual rumors or gossip
- Catcalling or whistling
- Comments about a person's body or appearance
- Offensive remarks about someone's sex, gender identity, gender expression, or sexual orientation
- Sexual threats or intimidation

PHYSICAL SEXUAL HARASSMENT

- Unwanted touching, hugging, kissing, or grabbing
- Blocking someone's movement
- Pinching or brushing against another person intentionally
- Pulling at another person's clothing
- Any unwelcome physical contact of a sexual nature

VISUAL OR ELECTRONIC SEXUAL HARASSMENT

- Displaying sexually explicit pictures or drawings
- Sending unwanted sexual text messages or emails
- Sharing or requesting intimate photographs
- Posting or forwarding inappropriate images on social media
- Making sexually suggestive gestures
- Creating or distributing sexually offensive memes or videos

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SEXUAL ASSAULT

Sexual assault is any sexual act or sexual contact that occurs **without a person's voluntary consent**. Sexual assault is a serious violation of School policy and may also constitute a criminal offense under Michigan law.

Examples include:

- Unwanted sexual touching
- Forced sexual contact
- Attempted rape
- Rape
- Sexual activity involving threats, intimidation, coercion, or force
- Sexual activity with someone who is asleep, unconscious, intoxicated, incapacitated, or otherwise unable to give consent

CONSENT

Consent means **clear, knowing, voluntary, and mutual agreement** to participate in a specific sexual activity.

- Must be freely and voluntarily given.
- May be withdrawn at any time.
- Must exist each time an activity occurs.
- Cannot be obtained through force, threats, coercion, manipulation, or intimidation.
- Cannot be given by a person who is asleep, unconscious, under the influence to the extent they cannot make informed decisions, or otherwise incapable of consenting.

Silence, lack of resistance, previous dating relationships, or previous sexual activity do not constitute consent.

IT IS NEVER THE VICTIM'S FAULT

- No person is ever responsible for being sexually harassed or sexually assaulted.

- The responsibility always belongs to the individual who chooses to engage in abusive or unlawful behavior.
- A victim's clothing, appearance, social media activity, relationship status, past behavior, or where they were at the time of the incident does not cause sexual harassment or sexual assault.
- Every student deserves to be treated with dignity, believed, supported, and protected.

IF YOU OR SOMEONE YOU KNOW NEEDS HELP

- If you experience or witness sexual harassment, sexual harassment, sexual assalut, dating violence, or domestic violence:

TELL A TRUSTED ADULT IMMEDIATELY

- Report the incident to a teacher, counselor, school social worker, administrator, or the School's Title IX Coordinator.
- If there is an immediate emergency or someone is in danger, call 911.
- Seek medical care if appropriate.
- Preserve evidence whenever possible if a crime may have occurred.

If someone confides in you:

- Listen without judgment.
- Tell them you believe them.
- Remind them the abuse is not their fault.
- Encourage them to seek help from a trusted adult.
- Do not spread rumors or share their story without permission unless necessary to protect their safety.

REPORTING SEXUAL HARASSMENT OR SEXUAL MISCONDUCT

Students, parents, guardians, employees, volunteers, and visitors are encouraged to report any suspected sexual harassment, sexual assault, dating violence, stalking, retaliation, or other sex-based discrimination as soon as possible.

Reports may be made:

- In person
- By telephone
- By email
- In writing
- By any other means that results in the Title IX Coordinator receiving the report

The School will promptly investigate all reports in accordance with its Title IX Grievance Procedures and applicable law. Retaliation against any person who reports misconduct or participates in an investigation is strictly prohibited.

MICHIGAN SEXUAL ASSAULT RESOURCES

Michigan Sexual Assault Hotline (Michigan Coalition to End Domestic & Sexual Violence)

24-Hour Hotline: 1-855-VOICES4 (1-855-864-2374)

Text: 85511

Live Chat: https://mcedsv.org/help

Website: https://mcedsv.org/help

MICHIGAN DOMESTIC AND DATING VIOLENCE RESOURCES

National Domestic Violence Hotline (Available Throughout Michigan)

24-Hour Hotline: 1-800-799-SAFE (7233)

Text: Text **START** to **88788**

Live Chat: https://www.thehotline.org

Website: https://www.thehotline.org

NON-RETALIATION

Kalamazoo Prep Academy prohibits retaliation against any student, parent, guardian, employee, or other individual who, in good faith, reports sexual harassment or participates in an investigation. Any act of retaliation will result in disciplinary action, up to and including expulsion or termination, as permitted by law.

CONFIDENTIALITY

Kalamazoo Prep Academy will make every reasonable effort to protect the privacy of all individuals involved in a report while fulfilling its legal obligation to investigate, stop, prevent, and remedy prohibited conduct. Information will be shared only with individuals who have a legitimate educational or legal need to know.

Together, we can create a school community where every student feels safe, respected, and empowered to learn.

TITLE IX COORDINATOR

Questions regarding Title IX, reports of sexual harassment or discrimination, requests for supportive measures, or complaints may be directed to the School's Title IX Coordinator.

TITLE IX COORDINATOR

Name: Kares Johnson

Title: Principal

Office Location: 400 W. Crosstown Pkwy

Telephone: 269.888.2722

Email: Kares.Johnson@kalamazooprepacademy.org

The School's complete Title IX Policy and Grievance Procedures are available in the School Office and on the School's website.