

INTERNAL MONITORING REPORT

April 9, 2012

Policy: 3.7 Treatment of Students, Their Families, and Community Members

Policy Category: Superintendent Limitations

Period Monitored: May 1, 2011 – April 9, 2012

This is my monitoring report on the Board of Education's Superintendent Limitations policy "Treatment of Students, Their Families, and Community Members." I certify that the information is true and complete. This report will monitor the policy starting at its more detailed provisions and end with the global provision.

A web based survey was conducted between November 30 and December 14, 2011. The survey is directly correlated to the AdvancEd accreditation standards. A total of 268 parents responded, 318 elementary students responded, and 1,246 secondary (grades 5-12) students responded. We are not including elementary student responses at this time as their Likert survey scale was 1 (low) – 4 (high) while all other Likert survey scales were at 1 (low) – 5 (high).

"Parent Response Data" are quantitative and statistically considered to be a baseline measure as the respondents did not meet the 95% reliability/validity thresholds. The "Student Response Data" are quantitative and have statistical reliability at the 95% level. We do not have national comparison data for the AdvancEd survey at the time of this monitoring report.

There are changes in interpretations and are noted in **bold font and underlined**. The changes are directly related to the AdvancEd standards and the survey data is being beta tested at a national level. The changes in interpretation strengthen the monitoring process and increase the likelihood of accreditation by AdvancEd.

***Note: We have an AdvancEd site visit scheduled for early Fall 2012.**



Michael F. Paskewicz
Superintendent

Date: April 9, 2012

Policy Language 3.7.1

Fail to provide reasonable, timely responses to inquiries and information to students and their families of what may be expected and what may not be expected from all services offered by the district, including academic courses and programs (especially specific course syllabi), sports and extracurricular programs, transportation and parking services, health and nutritional products and services, and special programs.

Interpretation: The interpretation has changed since the last report. Previous report had six (6) interpretations. This report has 17 interpretations.

1. 100% of schools distribute registration materials no later than August that include the Parent/Guardian/Student Handbook that defines expectations for students and parents, the consequences for inappropriate behavior, and the appeal process for disciplinary measures. All students and their families who arrive after the first four weeks of school are provided information on the methods of discipline. This is done individually.
2. **3.0 average or higher response on a 5 point Likert scale - students (grades 5 – 12) responding to a survey indicate the purpose and expectations are clearly explained to me and my family.**
3. **3.0 average or higher response on a 5 point Likert scale – students (grades 5 – 12) responding to a survey indicate the purpose and expectations are clearly explained to me and my family.**
4. **3.0 average or higher response on a 5 point Likert scale – students (grades 5 – 12) responding to a survey indicate all of my teachers keep my family informed of my academic progress.**
5. **3.0 average or higher response on a 5 point Likert scale – students (grades 5 – 12) responding to a survey indicate in my school a variety of resources are available to help me succeed.**
6. **3.0 average or higher response on a 5 point Likert scale – students (grades 5 – 12) responding to a survey indicate in my school I can participate in activities that interest me.**
7. **3.0 average or higher response on a 5 point Likert scale – students (grades 5 – 12) responding to a survey indicate in my school I have access to counseling, career planning, and other programs to help me in school.**
8. **3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate our school communicates effectively about the school’s goals and activities.**
9. **3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate our school communicates effectively about the school’s goals and activities.**
10. **3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate our school provides opportunities for stakeholders to be involved in the school.**
11. **3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate all of my child’s teachers keep me informed regularly of how my child is being graded.**

12. 3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate all of my child’s teachers report on my child’s progress in easy to understand language.
13. 3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate my child has access to support services based on his/her identified needs.
14. 3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate our school provides excellent support services.
15. 3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate my child has administrators and teachers that monitor and inform me on his/her learning progress.
16. 100% of teachers at the high school level distribute course expectations and requirements no later than the first full week of the start of the course. The principal conducts direct inspection of the course expectations.
17. School related questions not resolved at the school level and referred to the Office of the Superintendent, or the Board of Education are addressed within one week.

3.0 average is an aggressive target given there are parents who do not pay attention to the information flow they receive. Common school based issues, questions, and concerns are answered within 24 to 48 hours and resolved within 1 to 3 days. More complex issues are responded to within 24 to 48 hours and resolved within one week. One week is reasonable as complex issues require the involvement of multiple persons that require the coordination of calendars and the collection of information from the respective parties prior to a decision being made.

Data Reported:

1. Direct inspection by the superintendent validates 100% of schools distributed the materials no later than September 2011.
2. **4.04 average** - students (grades 5 – 12) responding to a survey indicate the purpose and expectations are clearly explained to me and my family.
3. **4.02 average** – students (grades 5 – 12) responding to a survey indicate the purpose and expectations are clearly explained to me and my family.
4. **3.78 average** – students (grades 5 – 12) responding to a survey indicate all of my teachers keep my family informed of my academic progress.
5. **4.06 average** – students (grades 5 – 12) responding to a survey indicate in my school a variety of resources are available to help me succeed.
6. **4.05 average** – students (grades 5 – 12) responding to a survey indicate in my school I can participate in activities that interest me.
7. **3.91 average** – students (grades 5 – 12) responding to a survey indicate in my school I have access to counseling, career planning, and other programs to help me in school.
8. **4.32 average** – parents responding to a survey indicate our school communicates effectively about the school’s goals and activities.
9. **4.09 average** – parents responding to a survey indicate our school communicates effectively about the school’s goals and activities.

10. **4.09 average** – parents responding to a survey indicate our school provides opportunities for stakeholders to be involved in the school.
11. **3.85 average** – parents responding to a survey indicate all of my child's teachers keep me informed regularly of how my child is being graded.
12. **4.20 average** – parents responding to a survey indicate all of my child's teachers report on my child's progress in easy to understand language.
13. **4.01 average** – parents responding to a survey indicate my child has access to support services based on his/her identified needs.
14. **3.88 average** – parents responding to a survey indicate our school provides excellent support services.
15. **4.09 average** – parents responding to a survey indicate my child has administrators and teachers that monitor and inform me on his/her learning progress.
16. 100% of teachers at the high school level distributed course expectations and requirements no later than the first full week of the start of the course.
17. Four issues were referred to the Office of the Superintendent during the monitoring time frame. All were resolved.

Conclusion Statement:

The organization met expectations.

Policy Language 3.7.2

Use any method of discipline for student behavior or dress that is unclear, untimely, or inconsistently applied.

Interpretation: The interpretation has changed since the last report. The previous report had four (4) interpretations. This report has 14 interpretations.

I interpret “*use any method of discipline for student behavior or dress that is unclear, untimely, or inconsistently applied*” to mean:

1. 100% of schools discuss with students the methods of discipline for student behavior within the first 4 weeks of school. All students and families who arrive after the first four weeks of school are provided information about the methods of discipline. This is done individually or in small groups. This is evaluated by direct inspection of the school principal or designee.
2. 95% of school based disciplinary actions meet the time line for processing student disciplinary actions. This measure is evaluated by direct inspection of the school principal or designee.
3. 95% of the disciplinary actions referred to the Office of the Superintendent level are processed within the time line.
4. **3.0 average or higher response on a 5 point Likert scale - students (grades 5 – 12) responding to a survey indicate in my school all students are treated with respect.**
5. **3.0 average or higher response on a 5 point Likert scale - students (grades 5 – 12) responding to a survey indicate in my school rules are applied equally to all students.**

6. 3.0 average or higher response on a 5 point Likert scale - students (grades 5 – 12) responding to a survey indicate in my school the principal and teachers have high expectations for me.
7. 3.0 average or higher response on a 5 point Likert scale - students (grades 5 – 12) responding to a survey indicate my school makes sure there is at least one adult who knows me well and shows interest in my education.
8. 3.0 average or higher response on a 5 point Likert scale - students (grades 5 – 12) responding to a survey indicate all of my teachers explain their expectations for learning and behavior so I can be successful.
9. 3.0 average or higher response on a 5 point Likert scale - students (grades 5 – 12) responding to a survey indicate in my school the building and grounds are safe, clean and provide a healthy place for learning.
10. 3.0 average or higher response on a 5 point Likert scale - students (grades 5 – 12) responding to a survey indicate in my school students respect the property of others.
11. 3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate my child knows the expectations for learning in all classes.
12. 3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate my child has at least one adult advocate in the school.
13. 3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate our school provides a safe learning environment.
14. 3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate our school ensures instructional time is protected and interruptions are minimized.

This is reasonable because students receive written and verbal information regarding the disciplinary process and consequences for unacceptable behavior within the first four weeks of school. Parents receive written information regarding the disciplinary process within the first week of school (measured in 3.7.1).

The 95% compliance level for meeting timelines of school and District based disciplinary actions is reasonable because it allows for some flexibility of scheduling problems when parents/guardians are required to be at the disciplinary hearings. We recognize that there may be a difference in student responses from the parent responses, as there will always be a percentage of students who have been disciplined that feel it was not fair.

Data Reported:

1. 100% of schools discuss the consequences of inappropriate behavior with students.
2. 100% of school based disciplinary actions met the time line for processing student disciplinary actions as validated by direct inspection by principals.
3. 100% of the disciplinary actions referred to the Office of the Superintendent were resolved within the required timelines.
4. **3.22 average** - students (grades 5 – 12) responding to a survey indicate in my school all students are treated with respect.
5. **3.83 average** - students (grades 5 – 12) responding to a survey indicate in my school rules are applied equally to all students.
6. **3.35 average** - students (grades 5 – 12) responding to a survey indicate in my school the principal and teachers have high expectations for me.
7. **3.71 average** - students (grades 5 – 12) responding to a survey indicate my school makes sure there is at least one adult who knows me well and shows interest in my education.
8. **3.95 average** - students (grades 5 – 12) responding to a survey indicate all of my teachers explain their expectations for learning and behavior so I can be successful.
9. **3.67 average** - students (grades 5 – 12) responding to a survey indicate in my school the building and grounds are safe, clean and provide a healthy place for learning.
10. **2.92 average** - students (grades 5 – 12) responding to a survey indicate in my school students respect the property of others.
11. **4.22 average** – parents responding to a survey indicate my child knows the expectations for learning in all classes.
12. **4.03 average** – parents responding to a survey indicate my child has at least one adult advocate in the school.
13. **4.29 average** – parents responding to a survey indicate our school provides a safe learning environment.
14. **3.99 average** – parents responding to a survey indicate our school ensures instructional time is protected and interruptions are minimized.

Conclusion Statement:

The organization met expectations except for #10 (2.92 average – students (grades 5 – 12) responding to a survey indicate in my school students respect the property of others). Compliance expected by April 2013.

Policy Language 3.7.3

Fail to operate facilities safely and with equitable internal and external accessibility to students, their families, and community members.

Interpretation:

I interpret *fail to operate facilities safely* to mean that individuals using district facilities are aware of and implement district safety policies and procedures.

1. 100% of all district facilities have policies and procedures available, and all outside individuals and groups complete a Building Use contract.
2. We recognize that accidents occur, however, the number of student injuries do not exceed 5% of the student population in any given monitoring cycle.
3. Liability claims, as measured by Experience Modification Factor (percent of \$1.00 expended for coverage), do not exceed the West Michigan Risk Management Trust pool average cost by more than .10.

Data Reported:

1. 100% of district facilities have policies and procedures available to all outside groups. Outside groups completed a "Building Use" contract. 2 student accident reports have been filed.
2. This is .057% of the student population.
3. The cost of liability claims for 2010/11 is measured at .82. The cost of liability claims for 2011/12 to date is .94. The MMRMT average is measured at .93 for 2010/11 and is at .91 for 2011/12 to date. Our rate is slightly more than the WMRMT pool average yet lower than 1.0.

Conclusion Statement:

The organization met expectations.

Interpretation:

I interpret *equitable internal and external accessibility* to mean:

1. The measure of this interpretation is that 95% of all internal and external requests for access to district facilities will be accommodated.

This is reasonable because it is not possible for all outside requestors for use of our facilities will be capable of meeting the conditions for use. Specifically, outside groups must present proof that they are fully insured before they use the facility. Some groups are not able to secure the needed insurance. If a group were to use the facility without insurance that would place the district at risk of litigation should an accident happen during their use of the facility.

Data Reported:

1. All building use requests were approved except for those that were denied due to the date and/or facility already being used.

Conclusion Statement:

The organization met expectations.

Policy Language 3.7.4

Retaliate against any student, family member, or community member for non-disruptive expression of dissent or concern.

Interpretation:

I interpret *retaliation for non-disruptive expression of dissent* to mean:

1. Fewer than 5 complaints from students (.001% of student population) report to the Office of the Superintendent or the Board of Education, that they have faced retaliation by district staff for non-disruptive expression of disagreement or concern.
2. Fewer than 5 complaints from families (.001% of the population) report that they have faced retaliation by district staff for non-disruptive expression of disagreement or concern.

Data Reported:

There are no reports of complaints from students or families regarding retaliation by district staff for non-disruptive expression of disagreement or concern.

Conclusion Statement:

The organization met expectations.

Policy Language 3.7.5

Prevent students, families, or community members from being heard by the Board when internal hearing procedures have been exhausted and the person alleges that Board policy has been violated to his or her detriment.

Interpretation:

I interpret this to mean:

1. The number of issues appealed directly to the Board of Education does not exceed 4 in any one year.

Four is a base-line number because it is double the number of actual appeals to the Board reported in the 2008/09 monitoring report and does not exceed the

number of appeals heard by the Board since the adoption of the Policy Governance process.

Data Reported:

1. No issues were appealed directly to the Board of Education.

Conclusion Statement:

The organization met expectations.

Policy Language 3.7.6

The Superintendent shall not fail to acquaint students and parents/guardians with their rights.

Interpretation: The interpretation has changed since the last report. The previous report had one (1) interpretation. This report has 20 interpretations.

1. 3.0 average or higher response on a 5 point Likert scale - students (grades 5 – 12) responding to a survey indicate in my school the purpose and expectations are clearly explained to me and my family.
2. 3.0 average or higher response on a 5 point Likert scale - students (grades 5 – 12) responding to a survey indicate in my school rules are applied equally to all students.
3. 3.0 average or higher response on a 5 point Likert scale - students (grades 5 – 12) responding to a survey indicate my school offeres opportunities for my family to become involved in school activities and my learning.
4. 3.0 average or higher response on a 5 point Likert scale - students (grades 5 – 12) responding to a survey indicate all of my teachers explain their expectations for learning and behavior so I can be successful.
5. 3.0 average or higher response on a 5 point Likert scale - students (grades 5 – 12) responding to a survey indicate all my teachers keep my family informed of my academic progress.
6. 3.0 average or higher response on a 5 point Likert scale - students (grades 5 – 12) responding to a survey indicate in my school I can participate in activities that interest me.
7. 3.0 average or higher response on a 5 point Likert scale - students (grades 5 – 12) responding to a survey indicate in my school I have access to counseling, career planning and other programs to help me in school.
8. 3.0 average or higher response on a 5 point Likert scale - students (grades 5 – 12) responding to a survey indicate my school shares information about school success with my family and community members.
9. 3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate our school’s purpose statement is clearly focused on student success.

10. 3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate our school shares responsibility for student learning with its stakeholders.
11. 3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate our school communicates effectively about the school's goals and activities.
12. 3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate all my child's teachers help me to understand my child's progress.
13. 3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate all my child's teachers keep me informed regularly of how my child is being graded.
14. 3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate my child knows the expectations for learning in all classes.
15. 3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate my child has one adult advocate in the school.
16. 3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate my child has access to support services based on his/her identified need.
17. 3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate our school provides students with access to a variety of information and resources to support learning.
18. 3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate our school provides excellent support services.
19. 3.0 average or higher response on a 5 point Likert scale - students (grades 5 – 12) responding to a survey indicate our school provides opportunities for students to participate in activities that interest them.
20. 3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate my child has administrators and teachers that monitor and inform me on his/her learning progress.

Data Reported:

1. **4.02 average** - students (grades 5 – 12) responding to a survey indicate in my school the purpose and expectations are clearly explained to me and my family.
2. **3.83 average** - students (grades 5 – 12) responding to a survey indicate in my school rules are applied equally to all students.
3. **3.75 average** - students (grades 5 – 12) responding to a survey indicate my school offers opportunities for my family to become involved in school activities and my learning.
4. **3.71 average** - students (grades 5 – 12) responding to a survey indicate all of my teachers explain their expectations for learning and behavior so I can be successful.
5. **3.78 average** - students (grades 5 – 12) responding to a survey indicate all my teachers keep my family informed of my academic progress.
6. **4.05 average** - students (grades 5 – 12) responding to a survey indicate in my school I can participate in activities that interest me.
7. **3.91 average** - students (grades 5 – 12) responding to a survey indicate in my school I have access to counseling, career planning and other programs to help me in school.

8. **3.72 average** - students (grades 5 – 12) responding to a survey indicate my school shares information about school success with my family and community members.
9. **4.32 average** – parents responding to a survey indicate our school’s purpose statement is clearly focused on student success.
10. **3.98 average** – parents responding to a survey indicate our school shares responsibility for student learning with its stakeholders.
11. **4.09 average** – parents responding to a survey indicate our school communicates effectively about the school’s goals and activities.
12. **4.09 average** – parents responding to a survey indicate all my child’s teachers help me to understand my child’s progress.
13. **3.85 average** – parents responding to a survey indicate all my child’s teachers keep me informed regularly of how my child is being graded.
14. **4.22 average** – parents responding to a survey indicate my child knows the expectations for learning in all classes.
15. **4.33 average** – parents responding to a survey indicate my child has one adult advocate in the school.
16. **4.01 average** – parents responding to a survey indicate my child has access to support services based on his/her identified need.
17. **4.10 average** – parents responding to a survey indicate our school provides students with access to a variety of information and resources to support learning.
18. **3.88 average** – parents responding to a survey indicate our school provides excellent support services.
19. **4.18 average** – parents responding to a survey indicate our school provides opportunities for students to participate in activities that interest them.
20. **4.09 average** – parents responding to a survey indicate my child has administrators and teachers that monitor and inform me on his/her learning progress.

Conclusion Statement:

The organization met expectations.

Policy Language 3.7 Global

With respect to interactions with students, those applying to be students, their families, and community members, the Superintendent shall not cause or allow conditions, practices, procedures, activities, or decisions, which are unsafe, undignified, uncaring, or unnecessarily intrusive or restrictive. The Superintendent shall not:

Interpretation: The interpretation has changed since the last report. The previous report had 14 interpretations. This report has 11 interpretations.

I submit the global policy language has been comprehensively interpreted and the data support the conclusions except for the following:

I interpret *unsafe, undignified, and uncaring, or unnecessarily intrusive or restrictive* to mean:

1. 3.0 average or higher response on a 5 point Likert scale - students (grades 5 – 12) responding to a survey indicate in my school all students are treated with respect.
2. 3.0 average or higher response on a 5 point Likert scale - students (grades 5 – 12) responding to a survey indicate in my school rules are applied equally to all students.
3. 3.0 average or higher response on a 5 point Likert scale - students (grades 5 – 12) responding to a survey indicate in my school students treat adults with respect.
4. 3.0 average or higher response on a 5 point Likert scale - students (grades 5 – 12) responding to a survey indicate in my school the principal and teachers have high expectations for me.
5. 3.0 average or higher response on a 5 point Likert scale - students (grades 5 – 12) responding to a survey indicate my school makes sure there is at least one adult who knows me well and shows interest in my education and future.
6. 3.0 average or higher response on a 5 point Likert scale - students (grades 5 – 12) responding to a survey indicate in my school the building and grounds are safe, clean and provide a healthy place for learning.
7. 3.0 average or higher response on a 5 point Likert scale - 3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate our school has high expectations for students in all classes.
8. 3.0 average or higher response on a 5 point Likert scale - 3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate our school provides opportunities for stakeholders to be involved in the school.
9. 3.0 average or higher response on a 5 point Likert scale - 3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate my child has at least one adult advocate in the school.
10. 3.0 average or higher response on a 5 point Likert scale - 3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate our school provides a safe learning environment.
11. 3.0 average or higher response on a 5 point Likert scale – parents responding to a survey indicate our school ensures the facilities support student learning.

Data Reported:

1. **4.22 average** - students (grades 5 – 12) responding to a survey indicate in my school all students are treated with respect.
2. **3.83 average** - students (grades 5 – 12) responding to a survey indicate in my school rules are applied equally to all students.
3. **3.35 average** - students (grades 5 – 12) responding to a survey indicate in my school students treat adults with respect.
4. **4.17 average** - students (grades 5 – 12) responding to a survey indicate in my school the principal and teachers have high expectations for me.

5. **3.71 average** - students (grades 5 – 12) responding to a survey indicate my school makes sure there is at least one adult who knows me well and shows interest in my education and future.
6. **3.67 average** - students (grades 5 – 12) responding to a survey indicate in my school the building and grounds are safe, clean and provide a healthy place for learning.
7. **4.06 average** - parents responding to a survey indicate our school has high expectations for students in all classes.
8. **4.09 average** – parents responding to a survey indicate our school provides opportunities for stakeholders to be involved in the school.
9. **4.03 average** – parents responding to a survey indicate my child has at least one adult advocate in the school.
10. **4.29 average** – parents responding to a survey indicate our school provides a safe learning environment.
11. **4.07 average** – parents responding to a survey indicate our school ensures the facilities support student learning.

Conclusion Statement:

The organization met expectations.