



CHELSEA SCHOOL DISTRICT

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Memorandum

To: Chelsea School District Board of Education
From: Michael J. Kapolka, Superintendent
Subject: 2026-2027 Student Handbook Revision
Date: August 17, 2026

Dear Members of the Board of Education,

This memo outlines additional revisions made to the 2026-27 student handbooks for Chelsea High School, Beach Middle School, South Meadows Elementary School, and North Creek Elementary School following the Board's initial review on . These revisions were made specifically to provide greater clarity and consistency in areas where District-wide expectations, procedures, and Board policies apply.

The following changes have been incorporated into the updated handbooks:

Dress Code: Common introductory language has been added to each handbook to connect building-level dress code expectations to Board Policy 5204. The following language now appears consistently across all four handbooks:

The Chelsea School District respects students' rights to express themselves through their clothing while maintaining an environment appropriate for learning, as outlined in Board Policy 5204. Students are expected to dress in a manner that supports a safe, respectful, and distraction-free educational setting.

Special Education and Section 504: Language describing the District's student support process, Section 504 Plans, special education eligibility, evaluations, and Individualized Education Programs (IEPs) has been aligned across all four handbooks. Families will now receive a consistent explanation of these processes and services regardless of which building their student attends.

Visitors and Volunteers: Consistent language has been added to each handbook outlining the District's visitor and volunteer procedures:

All visitors and volunteers are required to use the District's visitor management system and should present a valid photo ID, such as a driver's license or state-issued identification card, prior to entering the building. Once approved for entry, visitors must check in at the main office and obtain a temporary guest identification badge, which must remain visible while in the building. A visitor who does not possess a valid form of photo identification should contact the main office for assistance. Building administration may use an alternative process to verify the visitor's identity and determine whether access to the building is appropriate.

Cell Phones/Electronic Devices: The Chelsea High School handbook has been revised to remove language allowing students to use cell phones before school and during lunch. This change aligns the



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CHS handbook with the other three buildings and Board Policy 5209 so that all four handbooks consistently communicate that student cell phones are not to be used during the school day.

Board Policy References: Policy references throughout the handbooks have been updated to align with the District's current Thrun policy structure and ensure that similar District-wide expectations reference the same Board policies across all four buildings.

Unlawful Discrimination: Consistent language referencing Board Policy 5202 – Unlawful Discrimination has been added to all four handbooks. The updated language provides a common District-wide statement regarding unlawful discrimination, harassment, and retaliation and clarifies that allegations will be investigated and addressed consistent with Board policy.

These revisions have been incorporated into the updated 2026-27 student handbooks being presented together for Board consideration.

Michael J. Kapolka, Superintendent