

**SOUTH MEADOWS/NORTH CREEK
ELEMENTARY SCHOOL HANDBOOK
CHELSEA SCHOOL DISTRICT:**

***“Empowering Students, Engaging Minds,
Exploring Possibilities”***

The guidelines and procedures in this handbook will be enforced for all North Creek and South Meadows students. Individual teachers may have additional expectations which will be discussed at the beginning of each year.

EMERGENCY SCHOOL CLOSING

In the event of inclement weather, school closing information will be posted on Twitter and our websites.

District web site: www.chelsea.k12.mi.us

District Phone #: 734-433-2275

Information is also available at these locations.

Radio Stations:

WJR.....760	WAAM.....1600
WWJ.....950	WITL-FM.....100.7
WFMK-FM...99.1	WKQI-FM.....95.5
WJIM.....97.5	WTKA-FM...10.50AM, 107.1FM, 102.9 FM,1290 AM

Television Stations:

WXYZ-TV...Channel 7	WILXTV.....Channel 10
WJBK-TV....Channel 2	
WDIV-TV.....Channel 4	

ATTENDANCE/TARDINESS

Quality education is the primary goal of the Chelsea School District. Regular attendance is a vital part of attaining this goal. Students are required to be at school and in class on time. Students arriving after 8:00 a.m. will be considered tardy.

Please be aware that students may not be dropped off prior to **7:30 a.m.** due to the fact that there is not adult supervision available until then. After school, students should be picked up by 3:00 p.m. for the same reason.

The office will send letters to parents after ten (10) absences and/or multiple, excessive tardies per trimester. (A tardy due to late buses is excused.) Prolonged illness or other extenuating circumstances, cleared through the principal's office, will serve as the exception to this rule. After 5 consecutive days of a medical absence, a doctor's note may be required upon return to school.

The procedure for reporting attendance is:

Parents are asked to contact the South Meadows or North Creek office by phone OR email (even if you contact your child's classroom teacher)

each day and inform staff that a child will be absent or late due to illness, appointments, family trips, etc.

If parents do not call the school by 9:00 am, they will receive a phone call to verify the absence of their children. We are concerned about our students.

If you are calling the office or have contacted the teacher for homework pick up, please be aware that the work may not be available for pick up until the **END** of the school day.

If a child needs to be picked up for an appointment or early dismissal, please plan your time to accommodate pick up. Your child will not be called down to be dismissed until you arrive in the office to sign them out.

If you are making a change to a previously scheduled end of day routine, please call the office **as early as possible**. Do not email the teacher directly as they may not get to email until after school. Last minute changes may not get delivered to students.

SAFETY

The safety of your child is one of our major concerns. The cooperation and example of parents is needed to build good safety habits.

Urge your child to:

1. Walk on sidewalks - avoid cutting across private property.
2. Bicycle Policy
 - Encourage students to wear bike helmets.
 - Bicycles are to be walked on school property during school hours.
 - Park bicycles in the bike racks provided.
 - Students are not allowed to ride their bicycles during recess.
 - Students who usually ride the bus should have written permission from their parents to ride their bicycles and not the bus.
3. Refuse to enter strange automobiles.
4. Do not walk between parked cars. Cross only at cross walks or intersections.
5. Wheelies, skateboards, roller-skates, rollerblades, ice-skates, sleds, radios, and other toys are to be left at home.

EMERGENCY INFORMATION

It is very important that we have the proper emergency information for your child.

- Address
- Home or Cell phone Number
- Child Care Number
- Work Number
- Emergency Number

To provide the school accurate information for your child's safety, please complete and return the Enrollment/Emergency and Pupil Data Forms each year by the Friday after Labor Day. In the event that you have a change of address or change of telephone number, we request that you notify the school office. This information is very important to us in case of an emergency.

If you are in a custody dispute situation and are requesting that one parent not be allowed access to a child, legally we need a copy of a signed court document indicating child contact rights. Otherwise, we cannot deny a parent access to his/her child.

If your family situation necessitates having a copy of school information sent to two different addresses, please let the office and/or classroom teacher(s) know. We want all family members to be informed of their child's activities and progress.

Students coming into or leaving the building during school hours must be either signed in or signed out by a parent in the office. Students who are tardy must also sign in.

IMMUNIZATIONS

All students must be properly immunized to attend school in the Chelsea School District. Dates are kept on file and reviewed every year. Students new to the district must show proof of immunization at the time of entry. Based on the public health code, a child without either an up-to-date immunization record, a certified non-medical waiver form, or a physician signed medical waiver form, can be excluded from school.

HEALTH CONCERNS

Please make the school aware of any health concerns or problems your children may be experiencing. We will work with parents to accommodate children's health issues. If a child needs to be excused from PE for more than 2 class periods, a doctor's note may be required.

If your child has a fever, please keep them home from school.

If your child suffers from a life-threatening illness, or is on or needs prescription medication, please fill out a Medical Care Request Form to be kept on file in the office.

EXTENDED ILLNESS/HOME BOUND SERVICES

Sometimes a student has an illness that requires an extended absence or maybe a hospitalization. We as a school district want to provide support for you child should this be the case. Pupils are expected to attend school to the fullest extent possible, but homebound/hospitalized instruction may be provided to pupils who have a medical condition preventing them from participating in classroom instruction because they are **confined** to home or a health care

facility. The goal of homebound services is to keep the pupil current with classroom instruction and facilitate the pupil's return to the current classroom setting. Should you feel you need support for your child, please contact the building principal.

School District's Responsibilities

The school district will, after being notified by a parent/legal guardian with a completed physician's statement, make arrangements to provide general education homebound/hospitalized services for the student. These services will begin after being notified if the following has happened:

- The pupil is unable to attend school because of a medical condition or hospitalization. (Pupils able to attend school part-time are not eligible for homebound/hospitalization services).
- The pupil's attending physician certifies a medical condition that requires that the pupil be **confined** to the home/hospital during regular school hours. This includes pupils in psychiatric hospitals, substance abuse centers, or pupil's places in other medical facility placements by the parents or medical practitioner.
- The pupil is physically able to participate in instructional activities while at home or in the hospital.
- It is anticipated that the pupil will be homebound/hospitalized for more than five consecutive school days.

Transition back to school

The process of transitioning back to school after a hospitalization or extended absence is individual to each student. Generally, students will need a short-term plan for reentry that can be re-evaluated after 6 weeks to see if it requires longer term solutions. It depends on the student and their ability to re-acclimate. The longer-term plan may involve one of the following options:

1. Fading the informal supports provided during reentry. This option is used when student has had an easy transition back.
2. Continuing with the supports in an informal plan. This option is used when the student has made a successful transition back, but still needs mild to moderate supports to successfully navigate the school day.
3. Exploring testing to formalize supports with either an Individualized Education Program (IEP) or a 504 Plan. This option is for students whose school day continues to be significantly impacted by their health.

MEDICATION

In accordance with 1971 Michigan Public Act #157, medication administered to a student must be done on the basis of written permission by the parent or guardian, must be done in compliance with a physician's instructions, and done in the presence of another adult. The medicine needs to be in its original bottle. See your pharmacy if you need extra bottles for home and school. A staff member will give medication to a student only if the medication is clearly labeled with:

Student's name

Doctor's name

Complete instructions

Date

VISITORS/VOLUNTEERS

Parents are encouraged to visit both South Meadows and North Creek. **All** visitors and volunteers should enter and leave the building by the main office, sign in and out, and **must** wear an identification sticker. After 8:15 a.m. all school entry doors will be locked. This is to preserve the safety of our students. If a security entry camera system is in place at the school, every visitor will need to be buzzed in by office staff.

If you would like to volunteer your help to the PTO or to a classroom teacher, please call the school or sign up during Open House.

The principal must approve student visitors from other schools. Please ask at least two days in advance.

CELL PHONES/ELECTRONIC DEVICES

Cell phones are **not to be used during the school day** and thus need to be left in lockers or backpacks. Families assume all responsibility for the cell phones and electronic devices brought to school.

We do ask that you refrain from making personal calls to your children during the school day.

BIRTHDAY CELEBRATIONS

Birthdays will be celebrated at the discretion of the classroom teacher.

If you choose to **distribute invitations at school** for a party outside of school, ALL students in the classroom must be included.

If you need mailing addresses, please contact your child's teacher or the school office.

Birthday "gifts" such as flowers, balloons, etc. should NOT be sent to your child at school.

Decorating of school lockers is not allowed for birthdays

HOMEWORK POLICY

The District has adopted K-5 homework guidelines. All homework should be turned in the next school day

unless otherwise specified. The guidelines for elementary students are:

- K-2 Student will receive up to 20 minutes of homework per night. This does not include daily reading expectations.
- 3-5 Students will receive between 30 minutes to 1 hour of homework per night. In most cases there will not be homework assigned over weekends.

BOOKS

The Chelsea Board of Education furnishes all basic and supplementary texts. They are accepted as a loan and should be returned as they are received. Textbooks should see at least five years service and range in price up to \$68.00. Replacement cost of library books could exceed \$28.00. Other materials are expected to last the school year. Pupils are expected to use books with care. The student's family is responsible for replacing lost or mutilated books, planners or materials.

ITEM IDENTIFICATION

Please put your child's name on jackets, sweaters, hats, mittens, boots, lunches, lunch boxes, etc. This makes it easier when something is misplaced. There are places near the front offices for lost and found items. Please check for items frequently.

LUNCH/SNACKS

Students will be scheduled for one 30-minute lunch period. They may buy a hot lunch, sandwiches, salad bar or bring a sack lunch and buy a beverage. Milk is included with a student lunch, or it can be purchased separately. Please do not send carbonated beverages to school.

DEBIT CARD PROCEDURES

- Students can set up a cafeteria debit account which is activated by their student I.D. card.
- A student I.D. card or cash will be accepted at the lunch line.
- Only the student to whom it was issued can use his/her card. If a student uses another student's card, she/he will be reported to the office for possible disciplinary action.
- Students may make deposits on their debit account before school in the cafeteria or a parent/guardian can add money to the account online at www.meal-time.com.

Lunch Charges: It is the Food Service Department's policy that no student go without lunch; therefore, if an account is in debt, and a student still needs lunch that day, the food service staff will issue a sack lunch. **(There is still a full lunch charge for this).** The parent or guardian will be notified by the

food service department if a child's account reaches a negative balance.

All problems, questions about accounts and payments along with any lunch related issue should also be directed to our Food Service Director at 433-2246.

FOOD ALLERGIES

A designated area for children with food allergies is available in each school's cafeteria. Students will be made aware of this area and should help to respect its restrictions.

FIELD TRIP CHAPERONE

Please be aware that all expectations for students apply also for adults on field trips. Specifically:

- It is necessary to check in with a staff member upon your arrival and check out when you depart from this field trip.
- In case of an injury, consult with staff if medical attention is required. Never transport an injured person in your own vehicle.
- The consumption of tobacco, alcohol, or other drugs while in the role as a chaperone is prohibited.
- If the field trip requires you to stay overnight, the expectation is to stay with the students for the entire trip. If you need to leave the students for any reason, please discuss this with the supervising teacher or administrator prior to the trip.
- Field trips are for the student in the class, therefore; we ask that you do not bring other siblings. Pets are not allowed.
- A District Chaperone form will need to be signed by each parent responsible for a group during any field trip.

PARENT/TEACHER CONFERENCES

One or two conference days are usually offered during the school year. A letter is sent home with students prior to the event. Conferences may also be arranged throughout the school year via a message to a classroom teacher. The teachers will contact families and make arrangements.

ASSESSMENT REPORTS

Teachers will communicate with parents regarding their student's progress on a regular, on-going basis via e-mail, phone or face-to-face conversation. Teachers using Powerschool for grading (South Meadows) will update grade books every third week allowing parents to check academic progress on line. We encourage families to discuss assessment reports with students. Parents are also encouraged to contact teachers with any academic questions, concerns or comments. For the first two marking periods of the year, report cards will be sent home from school with the student.

Report card envelopes should be signed and returned to your child's teacher in a timely manner. The last report card of the year is mailed home.

DISCIPLINE CODE

Discipline for violations shall be administered as determined by the staff of North Creek and South Meadows.

As part of our disciplinary process, restorative conferences may be utilized as a way of addressing student conflict and misconduct. Restorative Justice (RJ) is an approach to addressing conflict and misconduct that focuses on healing rather than punishment. RJ assumes that misconduct and conflict injure those directly involved (victims and offenders) as well as the broader community to which they belong. Rather than relying on punishment, RJ expects those who cause injuries to make things right with those they have harmed and with their community.

When necessary, disciplinary actions will be based upon the seriousness of the behavior, the previous disciplinary record of the student, the student's individual needs, and the circumstances of each case. A progressive cumulative approach to discipline will be used at North Creek and South Meadows Schools.

Disciplinary actions include but are not limited to:

- Student/Parent/Staff conference
- Respect Plan
- Restitution
- Community service
- Parent contact by telephone
- Administrator/parent/student conference
- Counseling/School Social Worker /School Intervention
- Detention
- Loss of privileges
- Bus suspension
- In or Out of school suspension
- Police notification
- Recommendation to Board of Education for expulsion

The parent or guardian will be notified of any serious problem or a problem which requires removing the student from the regular school program or a school sponsored event. Cooperation between the parent or guardian and the school will be essential to help the student learn self-control and responsibility for his/her behavior. Violations include but are not limited to:

- Fighting
- Inappropriate display of affection
- Profanity and vulgar language
- Insubordination
- Possession/use of drugs, alcohol, and tobacco products

- Student bullying/hazing
- Defacing School Property or Property Belonging to Another
- Truancy
- Abuse of hall pass privileges
- Theft
- Forgery
- Vandalism
- Causing False Fire Alarm
- Arson
- Weapons and explosives.
- Striking or Threatening School Personnel
- Bomb Threats

DRESS CODE

To establish the best possible climate for learning in the classroom, all clothing should be neat, so as to present the best possible appearance.

- Dress or grooming which is disruptive to the educational process is prohibited.
- Shoes should be worn at all times.
- Suggestive clothing or any item with vulgar or profane imprinting or imprinting that supports alcohol, tobacco or other drug usage will not be permitted.
- **A two-inch wide shoulder strap minimum** is required on all garment tops. Clothing should not call attention to the wearer because of design or cut and must provide appropriate coverage. Clothing that reveals undergarments of any kind will not be permitted.
- Halter tops, tops that expose the midriff, shorts shorter than fingertip length, shorts with slits (or holes), flannel pajama-style pants, tank tops and other suggestive clothing are NOT to be worn.
- Hats, bandanas and coats are to be stored in lockers during the school day.

Students who do not follow the dress code may be sent to the office and asked to change clothes.

STUDENT ACCIDENT INSURANCE

Please be advised that the Chelsea School District does not provide student accident insurance. You may choose to acquire **parent-paid** student accident coverage through First Agency, an independent agency; or the MIChild program for underinsured children through the state of MI. You may pick up an enrollment packet for First Agency either at the Administration Building or in the school office. You may access the MIChild website at www.michigan.gov/mdch for program information. Please contact the office personnel for additional information.

BUS TRANSPORTATION: Student Rules for School Riders

Riding a school bus is a privilege for students. They must follow all bus rules. Failure to follow these bus rules could result in forfeiture of the convenience of riding the school bus. Parents are asked to convey the seriousness of misconduct while riding on the bus. Students are expected to go home each day via their regular routes. Any change in this route must be preceded by a note or telephone call from parents. Please do not send students on the bus with glass jars or glass containers.

1. Bus riders must be at the bus stop, ready to board the bus when the bus arrives.
2. Bus riders should not move to board a bus until it is completely stopped and the door is open.
3. Bus riders should leave their seats only after the bus has come to a complete stop at their bus stop.
4. Bus riders in the elementary grades, who must cross a street at their bus stop, should wait for the driver to signal them.
5. No part of the body should be allowed to protrude from a window.
6. Loud talking, shouting, fighting, or profane language will NOT be tolerated.
7. Any damage to the bus shall be paid by the rider inflicting the damage.
8. All riders should help to keep the bus clean and sanitary on the inside.
9. Bus drivers or teachers may assign seats.
10. Be courteous and obedient to your bus driver. Your help will enable the driver to make your school bus ride safer.

These rules are not intended to be complete. They only serve as a guide. If you have any questions concerning our transportation program, please contact our transportation supervisor, Rick Boham, at 433-2274.

SEXUAL HARASSMENT POLICY #5517

Harassment is unlawful both under Michigan and Federal law and is contrary to the commitment of this District to provide an effective learning environment. The District policy prohibits harassment of students, employees, Board members, volunteers, contractors, or applicants for employment by students, employees, Board members, volunteers, or contractors. The District will not tolerate harassing behavior as defined by law and/or by District policy, false reports of harassment, or retaliation against persons reporting allegations of harassment or cooperating in the investigation of such complaints.

All administrative and supervisory personnel are responsible for eliminating any and all forms of harassment and intimidation of which they are, or

reasonably should be, aware. This includes, but is not limited to, legally protected characteristics.

Any student who believes s/he has been or is the victim of harassment should immediately report the situation to his/her immediate principal or counselor. If the complaint relates to either of these individuals, the complaint may be filed with either the Superintendent or Board President. They may be reached at 734-433-2208. If the complaint relates to the Superintendent, it should be filed directly with the Board President. All complaints will be investigated.

Discipline may include suspension or expulsion per Board policy.

STUDENT BULLYING & HAZING POLICY #5517.01

The Board believes that bullying and hazing activities of any type are inconsistent with educational purposes of the District and prohibits all such activities at anytime.

Bullying: is a form of harassment. For the purposes of this policy, "bullying" is defined as: "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse, or through attacks on the property of another. It may include, but not limited to, actions such as verbal taunts, name calling, and put-downs, including ethnically-based or gender-based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school." Such conduct is disruptive of the education process and, therefore, bullying is not acceptable behavior in this District, and is prohibited. Students may be disciplined as per Board policy.

Hazing shall be defined, for the purposes of this policy, as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. (Students who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties as per Board policy).

INTERNET SAFETY AND ACCEPTABLE USE AGREEMENT

The Internet Safety and Acceptable Use Agreement is designed to provide guidelines for using the District's technology resources including its devices and network resources. The guidelines establish rights and responsibilities for students and staff. All users are expected to follow the guidelines or risk loss of equipment and/or network privileges.

The annual signatures on the Agreement for Acceptable Use of Technology Resources are binding and indicate that the parties who signed have

read the terms and conditions and understand their meaning.

Users of the Internet will be advised to adhere to specific guidelines and will be made aware of their responsibilities in using the technology available to them. Users who knowingly access prohibited information or who disregard guidelines will be subject to disciplinary action.

- You are responsible for your own actions on the network and for following the specific rules established for the use of hardware, software, labs, and networks throughout the District.
- If you fail to adhere to the requirements, you may lose network privileges and will be subject to other disciplinary action.
- Never share your password, account or school assigned device with anyone. You have full responsibility for the use of your account and device.
- Do not use another's account or represent yourself as someone else.

Access to network resources which facilitate learning and enhance educational information exchange is available to all authorized students and staff. The extent of the access varies according to the level of responsibility of the individual. Some uses, such as assigned class work, have priority as determined by system administrators and teachers.

Users violating any of these policies face disciplinary action in accordance with the disciplinary policies at each level and enforced in conjunction with District policy.

DANGEROUS WEAPONS, ARSON, VIOLENT THREATS, AND RAPE IN THE SCHOOL

The possession or use of any dangerous weapon, the act of arson, and the act of rape are prohibited on District property or at District-sponsored activities. Michigan law requires the Board of Education to expel a student for possession of a dangerous weapon on school property, or in a school vehicle. Michigan law defines a dangerous weapon as a:

- Firearm
- Dagger
- Dirk
- Stiletto
- Knife with a blade over three inches in length
- Knife opened by a mechanical device (regardless of blade length)
- Iron bar
- Brass knuckles

As a matter of District policy, the Board of Education may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle that may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to the following: BB gun, pellet

gun, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, numchucks, mace, pepper spray or laser pointers.

School officials are authorized to confiscate such weapons from students or other persons. The parents and guardians of students in violation of this policy shall be notified. Students violating this policy shall be expelled from school permanently, subject to possible reinstatement, unless the student established a clear and convincing manner at least one of the following:

The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.

The student did not knowingly possess the weapon.

The student did not know, or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon.

The weapon was possessed by the student at the suggestion, request or direction of, or with the express permission of school or police authorities.

Disciplinary measures may be taken when a verbal threat has been made up to and including expulsion.

A copy of the complete policy is available in the principal's office.

SEARCH AND SEIZURE

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property. This individual right however, is balanced by the school's responsibility to protect the health, safety and welfare of all its students.

Although school authorities will respect the rights of the students in their lockers and property, it should be made clear to all that lockers are the property of the school, and a student's locker may be searched in the event "reasonable suspicion" dictates the administration take such action. **Canine searches may also be conducted. Drug testing may be required of a student if school authorities have reasonable, individualized suspicion to believe that a student is under the influence of drugs (see Board Policy 5771, Search and Seizure of Students and Their Property).**

NON-DISCRIMINATION and ACCESS to EQUAL EDUCATION OPPORTUNITY

The Chelsea School District does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, height, weight, marital status, or other legally protected characteristic, in its programs, activities, or employment. See District Policies 2260, 3122, and 4122. Further, it is the policy of this District to provide equal opportunity for all students, regardless of sex, religion, race, color, national origin or ancestry, age, disability, marital status, place of residence within the boundaries of the District, or social or economic status, and/or any other legally

protected characteristic, to learn through the curriculum offered in this District. See District Policy 2260.

If a student has needs that affect his/her school performance, concerns about the student's progress is brought to the building principal and/or the building's problem-solving team. As appropriate, interventions are provided to support progress as part of differentiated instruction.

In some cases, the student may appear to need additional interventions, accommodations or modifications, specialized instruction and/or other types of support to make reasonable progress. If it is suspected that a student may have a disability that may be affecting performance, a referral to request additional evaluation may be made. Anyone considering the need for a referral would first be encouraged to contact the teacher(s), related services staff and/or the building principal with questions/concerns. When a referral is made, per district procedures, a formal evaluation process may be initiated.

When a disability is suspected, information is gathered as a part of an evaluation process to determine if the student meets eligibility criteria for special education services (IEP). Disability areas include the following, as specified by the State of Michigan: (1) cognitive impairment, (2) emotional impairment, (3) hearing impairment, (4) visual impairment, (5) physical impairment, (6) other health impairment, (7) speech and language impairment, (8) early childhood developmental delay, (9) specific learning disability, (10) severe multiple impairment, (11) autism spectrum disorder, (12) traumatic brain injury, and (13) deaf-blindness. In order to be eligible for services, a student must meet special education eligibility and require skill remediation.

Parents or school staff members may refer a student with a suspected disability. Upon receipt of a referral, the team meets to discuss the concerns in a timely manner. Following the referral, a team gathers and discusses available information which could result in an intervention plan being developed, referral for outside services, or a comprehensive, initial evaluation. If a comprehensive evaluation is proposed and agreed upon by the team, the school is required to complete the evaluation and meet to discuss the results within 30 school days upon receipt of consent in a manner consistent with the Michigan Administrative Rules for Special Education and IDEA 2004 Federal Regulations.

504 Accommodation Plan:

Students who do not meet criteria for special education services may be eligible for a 504 Plan. Section 504 of the Rehabilitation Act of 1973 is designed to provide equal access and fairness to general education students with disabilities, thereby leveling the playing field for them through a 504 Plan.

It is not a plan designed to enhance a student's performance. It is a plan to provide fairness and equal access to education.

The student must be evaluated and meet the Section 504 identification criteria in a process similar as the special education evaluation process described above. A student is entitled to a 504 Plan if they have been identified and the evaluation shows that the individual (1) has a mental or physical impairment that substantially limits one or more major life activities; or (2) has a record of such an impairment; or (3) is regarded as having such an impairment. This determination is made by a team of knowledgeable individuals, including the parents, who are familiar of the student and his/her disability. The 504 team must draw upon a variety of sources in interpreting evaluation data and making placement decisions.

FERPA

Under the Family Educational Rights and Privacy Act ("FERPA") the Chelsea School District is authorized to designate certain personally identifiable information contained in education records as "directory" information and to disclose such information without prior consent unless a parent or eligible student objects to such disclosure.

The District designates the following personally identifiable information contained in a student's education record as directory information:

Student name, address, photograph, e-mail address, telephone number, date and place of birth, major field of study, grade level, participation in officially-recognized sports activities, weight and height of athletic team members, dates of attendance, degrees, honors and awards received, and the most recent previous school attended.

Unless a parent or eligible student advises the district in writing within 15 days of receipt of this notice that he/she does not want some or all of this designated directory information released, school officials may release this information without prior consent.

Written objections to the release of directory information should be submitted to the building principal.

Personal Curriculum Alternative (HIGH SCHOOL)

Generally, to earn a high school diploma, a student must satisfy the requirements of Michigan's Merit Curriculum. The District may modify those requirements, however, by developing a personal curriculum for a student. All students are entitled to a personal curriculum. A parent or guardian of a student who has completed 9th grade (or the student if at least 18 years old or emancipated), or a student's teacher or counselor, may request a personal curriculum by contacting your student's high school counselor. A group that includes the student; the student's parent or guardian; and a teacher, guidance counselor, or person acting in a counseling role, will consider the request. If the personal curriculum request is made by a student who is at least 18 or

who is emancipated, or by a parent or guardian, the group will grant the request and will develop a personal curriculum for the student. For all other requests, the group will develop a personal curriculum if the group determines one is appropriate. For most students, the group that develops the personal curriculum may make only certain modifications to the Merit Curriculum. For students with disabilities under the Individuals with Disabilities Education Act and for certain students transferring to the District from a nonpublic school or from out of state, the group may make additional modifications. For all students, a personal curriculum must incorporate as much of the Michigan Merit Curriculum content expectations as is practicable for the student, must include measurable goals for the student to achieve while in high school, must include a method to evaluate whether the student met those goals, and must align with the student's educational development plan. Before a personal curriculum becomes effective, the District's Superintendent or designee and the student's parent or guardian (or the student if at least 18 or emancipated) must agree to its terms. Once effective, the student's parent or guardian (or the student if at least 18 or emancipated) must communicate with each of the student's teachers to monitor the student's progress on the personal curriculum goals. A student who successfully satisfies his or her personal curriculum may earn a high school diploma even if the student does not otherwise satisfy all of the Michigan Merit Curriculum requirements.

For more information on personal curricula, including what may and may not be modified, please visit the Michigan Department of Education's Personal Curriculum page at:

http://www.michigan.gov/mde/0,1607,7-140-6530_30334_49879---,00.html

STUDENT SECLUSION AND RESTRAINT

Professional staff members may need to restrain and seclude students under certain emergency circumstances. This must be done only as a last resort if students pose a threat to themselves or others. All such intervention shall only be done in accordance with guidelines developed by the Superintendent, which shall be based on the Standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training will be provided to all professional staff and to substitute teachers, as well as the support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards.

Ref: MBE Standards for the Emergency Use of Seclusion and Restraint (2006) For the entire document, please refer to

https://www.michigan.gov/documents/mde/StandardsforSeclusion-Restraint_247533_7.pdf