

REVISED POLICY - VOL. 29, NO. 1

SCHOOL ADMINISTRATOR EVALUATION

The Board ~~of Education~~, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with the involvement of school administrators, it delegates to the Superintendent, the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does all of the following:

- A. evaluates the school administrator's job performance at least annually in a year-end evaluation, while providing timely and constructive feedback

The Board shall perform the superintendent's evaluation; the superintendent or designee shall perform all other administrators' evaluations.

- B. establishes clear approaches to measuring student growth and provides school administrators with relevant data on student growth
- C. evaluates a school administrator's job performance, using multiple rating categories that take into account data on student growth as a significant factor in the evaluation in accordance with state law (recommend at least twenty-five percent (25%))

For these purposes, student growth shall be measured by national, State, or local assessments and other objective criteria. During the 2014-2015 school years, student growth shall be measured using the state and alternative assessments as prescribed by the Revised School Code.

- D. uses the evaluations, at a minimum, to inform decisions regarding all of the following:
 - 1. the effectiveness of school administrators, so that they are given ample opportunities for improvement
 - 2. promotion, retention, and development of school administrators, including providing relevant coaching, instruction support, or professional development

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SCHOOL DISTRICT

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3. whether to grant full certification, to school administrators using rigorous standards and streamlined, transparent, and fair procedures
4. removing ineffective school administrators after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures

The evaluation program shall aim at the early identification of specific areas in which the individual administrator needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to an administrator shall not release that professional staff member from the responsibility to improve. If an administrator, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each administrator as stipulated in the revised School Code, the employment contract, the Superintendent's administrative guidelines and as directed by the Michigan Department of Education. An administrator shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

The evaluation procedure set forth above in this policy shall be in effect as of September 1, 2011, unless there is a collective bargaining agreement in place as of ~~January 4, 2010~~ July 19, 2011, which would prevent implementation of this procedure. In that case, the procedure must be in place and become effective upon the expiration of the bargaining agreement.

~~Evaluation of school principals, as required by the Michigan Department of Education, shall continue to be conducted for principals who are in place through the 2010-2011 school year. At the end of that school year, the superintendent shall report the "Effectiveness Label" from the last evaluation in the form and manner as directed by the Department.~~

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This policy shall not deprive an administrator of any rights provided by State law or any contractual rights consistent with State law.

M.C.L. 380.1249

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Chelsea School District Bylaws & Policies

1420 - SCHOOL ADMINISTRATOR EVALUATION

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- A. evaluates the school administrator's job performance at least annually while providing timely and constructive feedback
- B. establishes clear approaches to measuring student growth and provides school administrators with relevant data on student growth
- C. evaluates a school administrator's job performance, using multiple rating categories that take into account data on student growth as a significant factor

For these purposes, student growth shall be measured by national, State, or local assessments and other objective criteria.
- D. uses the evaluations, at a minimum, to inform decisions regarding all of the following:
 - 1. the effectiveness of school administrators, so that they are given ample opportunities for improvement
 - 2. promotion, retention, and development of school administrators, including providing relevant coaching, instruction support, or professional development
 - 3. whether to grant full certification, to school administrators using rigorous standards and streamlined, transparent, and fair procedures
 - 4. removing ineffective school administrators after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures

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This policy shall not deprive an administrator of any rights provided by State law or any contractual rights consistent with State law.

REVISED POLICY - VOL. 29, NO. 1

ON-LINE/BLENDED LEARNING PROGRAM

The District shall provide eligible students the option of participating in on-line or blended learning courses. The purpose of the program is to make instruction available to eligible students using on-line and distance education technology in both traditional and nontraditional classroom settings. The District must make all eligible students and their parents or guardians aware of this program.

A. Definitions

1. **On-Line Learning** - Means a course of study that is capable of generating a credit or a grade, that is provided in an interactive internet-connected learning environment, in which students and their teachers are separated by time or location, or both, and in which the teacher is responsible for determining appropriate instructional methods for each student, diagnosing learning needs, assessing student learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.
2. **Blended Learning** - A hybrid instructional delivery model where students are provided content, instruction, and assessment in part at the classroom, with a teacher, and in part through internet-connected learning environments with some degree of student control over time, location, and pace of instruction.

B. Program Eligibility

The District shall offer a program for students in:

- ☐ K-12.
- ☐ Grades 6-12.
- ☒ Grades 5-12.

The District may offer a full time or part time program for grade 9-12 students enrolled in dropout prevention, academic intervention, core courses to meet graduation requirements, or dual enrollment programs.

C. Student Eligibility

1. Students eligible for the District on-line/blended learning program must meet at least one of the following conditions:
 - a. The student has spent the prior school year in attendance at a public school in this State and was enrolled and reported by a public school district.
 - b. The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Michigan from another state or foreign country pursuant to the parent's permanent change of station orders.
2. Only students enrolled in grades 5-6 to 12 are eligible to enroll in an On-Line Learning course. Students in grades ~~K-4~~ K-5 are only eligible to participate in Blended Learning Courses.

D. Course Availability and Access

1. The District shall provide access to enroll and participate in the available courses and shall award credit, as may be appropriate, for successful completion. Access shall be available to eligible students during or after the school day and during summer school enrollment. The District will provide at least one of the following:
 - (X) On-line Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-D.
 - (X) Virtual Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.
 - (X) Independent Study, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.
2. The District shall enroll an eligible student in up to two (2) on-line courses as requested by the student during an academic term, semester, or trimester. Consent from the student's parent or legal guardian must be obtained for students under the age of eighteen (18).
3. The District will provide two (2) or fewer courses per semester in Grades ~~K-4~~K-5 and one (1) or more courses per semester in Grades ~~5-6~~6-12. If students are taking more than two (2) courses per semester, the guidance found in the Pupil Accounting Manual 5-0-B shall be followed and seat time waivers obtained.
4. An eligible student may enroll in an on-line course published in the District on-line course syllabus, as described in section 8 below, or the statewide catalog of on-line courses maintained by the Michigan virtual university.

5. The District may deny a student enrollment in an on-line course if any of the following apply, as determined by the District:
- a. The student has previously gained the credits provided from the completion of the on-line course.
 - b. The on-line course is not capable of generating academic credit.
 - c. The on-line course is inconsistent with the remaining graduation requirements or career interests of the student.
 - d. The student does not possess the prerequisite knowledge and skills to be successful in the on-line course or has demonstrated failure in previous on-line coursework in the same subject.
 - e. The on-line course is of insufficient quality or rigor. If the District denies a student enrollment for this reason, the District shall make a reasonable effort to assist the student to find an alternative course in the same or a similar subject that is of acceptable rigor and quality.
 - f. If a student is denied enrollment in an on-line course by the District, the student may appeal the denial by submitting a letter to the Assistant Superintendent. The appeal must include the reason provided by the District for not enrolling the student and the reason why the student is claiming that the enrollment should be approved.

The Assitant Superintendent shall respond to the appeal within five (5) days after it is received. If the Assistant Superintendent determines that the denial of enrollment does not meet one (1) or more of the reasons specified in subsection 4(E)i-vi., the District shall allow the student to enroll in the on-line course.

6. An on-line learning student shall have the same rights and access to technology in his/her District's school facilities as all other students enrolled in that District.
7. If a student successfully completes an on-line course, as determined by the District, the District shall grant appropriate academic credit for completion of the course and shall count that credit toward completion of graduation and subject area requirements. A student's school record and transcript shall identify the on-line course title as it appears in the on-line course syllabus.
8. The enrollment of a student in one (1) or more on-line courses shall not result in a student being counted as more than 1.0 full-time equivalent student under this act.

E. Nonresident Applicants

1. The District shall determine whether or not it has capacity to accept applications for enrollment from nonresident applicants in on-line courses and may use that limit as the reason for refusal to enroll an applicant.
2. If the number of nonresident applicants eligible for acceptance in an on-line course does not exceed the capacity of the District to provide the on-line course, the District shall accept for enrollment all of the nonresident applicants eligible for acceptance.
3. If the number of nonresident applicants exceeds the District's capacity to provide the on-line course, the District shall use a random draw system.

F. Requirements Specific to On-Line Learning Courses

To offer an on-line course, the District must:

1. Provide the Michigan virtual university with the course syllabus in a form and method prescribed by the Michigan virtual university for inclusion in a statewide on-line course catalog.
2. Provide on its publicly accessible website a link to the course syllabi for all of the on-line courses offered by the District, as described in section 8, and a link to the statewide catalog of on-line courses maintained by the Michigan virtual university.
3. Offer the on-line course on an open entry and exit method, or aligned to a semester, trimester, or accelerated academic term format.

G. On-line Course Syllabus

The District must publish an on-line course syllabus for each on-line course offered. The on-line course syllabus must include:

1. State academic standards addressed in an on-line course.
2. On-line course content outline.
3. On-line course required assessments.
4. On-line course prerequisites.
5. Expectations for actual teacher contact time with the on-line learning student and other student-to-teacher communications.
6. Academic support available to the on-line learning student.

7. On-line course learning outcomes and objectives.
8. Name of the institution or organization providing the on-line instructor.
9. Number of eligible nonresident students that will be accepted by the District in the on-line course.
10. Results of the on-line course quality review using the guidelines and model review process published by the Michigan virtual university.

M.C.L. 388.1621f, 388.1622f
Michigan Department of Education Guidance on Best Practices as Defined in

Chelsea School District
Bylaws & Policies

2370.01 - ON-LINE/BLENDED LEARNING PROGRAM

The District shall provide eligible students the option of participating in on-line or blended learning courses. The purpose of the program is to make instruction available to eligible students using on-line and distance education technology in both traditional and nontraditional classroom settings. The District must make all eligible students and their parents or guardians aware of this program.

A. Definitions

1. **On-Line Learning** - Means a course of study that is capable of generating a credit or a grade, that is provided in an interactive internet-connected learning environment, in which students and their teachers are separated by time or location, or both, and in which the teacher is responsible for determining appropriate instructional methods for each student, diagnosing learning needs, assessing student learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.
2. **Blended Learning** - A hybrid instructional delivery model where students are provided content, instruction, and assessment in part at the classroom, with a teacher, and in part through internet-connected learning environments with some degree of student control over time, location, and pace of instruction.

B. Program Eligibility

The District shall offer a program for students in Grades 5-12.

The District may offer a full time or part time program for grade 9-12 students enrolled in dropout prevention, academic intervention, core courses to meet graduation requirements, or dual enrollment programs.

C. Student Eligibility

1. Students eligible for the District on-line/blended learning program must meet at least one of the following conditions:
 - a. The student has spent the prior school year in

attendance at a public school in this State and was enrolled and reported by a public school district.

- b. The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Michigan from another state or foreign country pursuant to the parent's permanent change of station orders.

- 2. Only students enrolled in grades 5 to 12 are eligible to enroll in an On-Line Learning course. Students in grades K-4 are only eligible to participate in Blended Learning Courses.

D. Course Availability and Access

- 1. The District shall provide access to enroll and participate in the available courses and shall award credit, as may be appropriate, for successful completion. Access shall be available to eligible students during or after the school day and during summer school enrollment. The District will provide at least one of the following:
 - a. On-line Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-D.
 - b. Virtual Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.
 - c. Independent Study, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.
- 2. The District shall enroll an eligible student in up to 2 on-line courses as requested by the student during an academic term, semester, or trimester. Consent from the student's parent or legal guardian must be obtained for students under the age of 18.
- 3. The District will provide two or fewer courses per semester in Grades K-4 and one or more courses per semester in Grades 5-12. If students are taking more than two courses per semester, the guidance found in the Pupil Accounting Manual 5-O-B shall be followed and seat time waivers obtained.
- 4. An eligible student may enroll in an on-line course published in the District on-line course syllabus, as described in section 8 below, or the statewide catalog of on-line courses maintained by the Michigan virtual university.

5. The District may deny a student enrollment in an on-line course if any of the following apply, as determined by the District:

- a. The student has previously gained the credits provided from the completion of the on-line course.
- b. The on-line course is not capable of generating academic credit.
- c. The on-line course is inconsistent with the remaining graduation requirements or career interests of the student.
- d. The student does not possess the prerequisite knowledge and skills to be successful in the on-line course or has demonstrated failure in previous on-line coursework in the same subject.
- e. The on-line course is of insufficient quality or rigor. If the District denies a student enrollment for this reason, the District shall make a reasonable effort to assist the student to find an alternative course in the same or a similar subject that is of acceptable rigor and quality.
- f. If a student is denied enrollment in an on-line course by the District, the student may appeal the denial by submitting a letter to the Assistant Superintendent. The appeal must include the reason provided by the District for not enrolling the student and the reason why the student is claiming that the enrollment should be approved.

The Assistant Superintendent shall respond to the appeal within 5 days after it is received. If the Assistant Superintendent determines that the denial of enrollment does not meet 1 or more of the reasons specified in subsection 4(E)i.-vi., the District shall allow the student to enroll in the on-line course.

6. An on-line learning student shall have the same rights and access to technology in his or her District's school facilities as all other students enrolled in that District.

7. If a student successfully completes an on-line course, as determined by the District, the District shall grant appropriate academic credit for completion of the course and shall count that credit toward completion of graduation and subject area

requirements. A student's school record and transcript shall identify the on-line course title as it appears in the on-line course syllabus.

8. The enrollment of a student in 1 or more on-line courses shall not result in a student being counted as more than 1.0 full-time equivalent students under this act.

E. Nonresident Applicants

1. The District shall determine whether or not it has capacity to accept applications for enrollment from nonresident applicants in on-line courses and may use that limit as the reason for refusal to enroll an applicant.
2. If the number of nonresident applicants eligible for acceptance in an on-line course does not exceed the capacity of the District to provide the on-line course, the District shall accept for enrollment all of the nonresident applicants eligible for acceptance.
3. If the number of nonresident applicants exceeds the District's capacity to provide the on-line course, the District shall use a random draw system.

F. Requirements Specific to On-Line Learning Courses

To offer an on-line course, the District must:

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2. Provide on its publicly accessible website a link to the course syllabi for all of the on-line courses offered by the District, as described in section 8, and a link to the statewide catalog of on-line courses maintained by the Michigan virtual university.
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6. Academic support available to the on-line learning student.
7. On-line course learning outcomes and objectives.
8. Name of the institution or organization providing the on-line instructor.
9. Number of eligible nonresident students that will be accepted by the District in the on-line course.
10. Results of the on-line course quality review using the guidelines and model review process published by the Michigan virtual university.

M.C.L. 388.1621f, 388.1622f
Michigan Department of Education Guidance on Best Practices as Defined in
M.C.L. 388.1622f

Adopted 8/12/13
Revised 6/9/14

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REVISED POLICY - VOL. 29, NO. 1

PROFESSIONAL STAFF EVALUATION

The Board ~~of Education~~, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with involvement of professional staff, it delegates to the Superintendent the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does all of the following:

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- A. evaluates the employee's job performance at least annually in a year-end evaluation, while providing timely and constructive feedback

Teachers rated highly effective on three (3) consecutive year-end evaluations may be evaluated every other year, at the District's discretion.

- B. establishes clear approaches to measuring student growth and provides professional staff with relevant data on student growth

Commencing with the 2015-16 school year, the year end evaluation of student growth shall be based on the most recent three (3) consecutive school years of student growth data, or all available student growth data if less than three (3) years is available.

- C. evaluates an employee's job performance, ~~using~~ using multiple rating categories of highly effective, effective, minimally effective and ineffective, that which take into account data on student growth as a significant factor in the evaluation in accordance with State law (recommend that it be no less than twenty-five percent (25%))

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For these purposes, student growth shall be measured by national, State, or local assessments and other objective criteria. Student growth shall be measured using the State and alternative assessments as prescribed by the Section 1249 (M.C.L. 380.1249).

- D. uses the evaluations, at a minimum, to inform decisions regarding all of the following:
1. the effectiveness of employees, so that they are given ample opportunities for improvement
 2. promotion, retention, and development of employees, including providing relevant coaching, instruction support, or professional development
 3. whether to grant tenure or full certification, or both, to employees, using rigorous standards and streamlined, transparent, and fair procedures
 4. removing ineffective tenured and untenured employees after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures

Commencing with the 2015-16 school year:

- E. provides a mid-year progress report for every ()
certificated **Professional Staff member** [end of option] ~~teacher~~ who
is in the first year of probation or has received a rating of minimally
effective or ineffective on the last year-end evaluation

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This mid-year report shall not take replace the annual year-end
evaluation. The mid-year report shall:

1. be based, at least in part, on student achievement;
2. be aligned with the teacher's individualized development plan;
3. include specific performance goals and any recommended
training for the remainder of the school year, as well as
written improvement plan developed in consultation with the
teacher that incorporates the goals and training;

F. includes classroom observations in accordance with the following:

1. must include review of the lesson plan, state curriculum standards being taught and student engagement in the lesson;
2. must include multiple observations unless the teacher has received an effective or higher rating on the last two (2) year-end evaluations;
3. observations need not be for an entire class period.

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. A teacher rated as "ineffective" on three (3) consecutive year-end evaluations must be dismissed from employment as a teacher with the District. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each professional staff member as stipulated in the Teacher Tenure Act, the revised School Code, a negotiated agreement or contract, the Superintendent's administrative guidelines and as directed by the Michigan Department of Education. A professional staff member shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

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SCHOOL DISTRICT

PROFESSIONAL STAFF
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The evaluation procedure set forth above in this policy shall be in effect as of September 1, 2011, unless there is a collective bargaining agreement in place as of ~~January 4, 2010~~, July 19, 2011, which would prevent implementation of this procedure. In that case, the procedure must be in place and become effective upon the expiration of the bargaining agreement.

This policy shall not deprive a professional staff member of any rights provided by State law or contractual rights consistent with State law.

M.C.L. 380.1249 (as amended)

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Chelsea School District Bylaws & Policies

3220 - PROFESSIONAL STAFF EVALUATION

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 - 3. whether to grant tenure or full certification, or both, to employees, using rigorous standards and streamlined, transparent, and fair procedures
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M.C.L.A. 380.1249, as amended

Revised 3/28/11
Revised 10/24/11

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Chelsea School District Bylaws & Policies

5111 - ELIGIBILITY OF RESIDENT/NON-RESIDENT STUDENTS

The Board desires to use its educational resources to the advantage of resident students.

Non-resident students will not be accepted by the District. The following exceptions may be made upon approval of the Superintendent:

- A. Students who complete their junior year as District residents may be allowed to complete their senior year as a non-resident student if allowed by law and total State funding is received or tuition paid.
- B. Students, who are participating in special education classes approved by the Board, including the Washtenaw Intermediate School District plan.
- C. Students who are moving into the School District within the school year, if approved by the Superintendent. Students who fail to move into the School District within the timeframe approved by the Superintendent may be dropped from enrollment.
- D. If a student's residence is with a non-resident parent, the student may attend school in this District tuition-free, if a parent is a legal resident of the District.
- E. A child who is placed in foster care by a court of competent jurisdiction shall be admitted tuition free, without regard to residency, to a school within the District, as selected by the State Department of Human Services or the child placing agency responsible for placement of that child.
- F. Foreign students, participating in a bona fide, foreign-exchange program and living with a resident host family, will be admitted tuition-free. The total number will not exceed ~~five (5)~~ **ten (10)** high school students. Foreign exchange students shall not be accepted in K-8 classes.
- G. The District shall provide a free education to those students who are considered by Federal law to be illegal aliens or considered to be homeless by State-established criteria.
- H. A resident student, otherwise eligible to attend school in the District, may be denied admission if s/he has a record of behavior that the Superintendent believes would constitute a threat to the safety and well-being of staff and other students.
- I. A student, who is a resident within the District by order of a juvenile or probate court or placed in the District as a ward of the State by an authorized agency, shall be admitted tuition-free.
- J. A non-resident student, placed with the District by a juvenile or probate court order, shall be admitted tuition-free.
- K. Non-residents may be accepted into the District's Adult Education classes upon payment of the appropriate fees.
- L. Students, residing in the District but not living with a parent, shall be ineligible to enroll unless said students can be considered emancipated minors by court decree and have proved the establishment of an independent residence.
- M. Children of Joint Custody or Shared Parenting Decrees may attend school without payment of tuition if one (1) parent resides in this District and the student's primary residence is with that parent, or a court order has established a different District of residence.

If the student temporarily resides in another School District but attends school in this District (where one (1) parent resides), it is the obligation of the parents to provide transportation for the student from the home of the non-resident, custodial parent.

- N. A student who is living with a relative for the purpose of providing a suitable home and **not** solely for educational purposes is considered a resident. The parent/legal guardian shall designate the person who shall make medical and educational decisions for the child and receive educational information from the school. For the purpose of this policy, a relative is defined as a parent, grandparent, brother, sister, step-parent, step-sister, step-brother, uncle, aunt, first cousin, great aunt/uncle, or step-grandparent by marriage, blood, or adoption.
- O. Non-resident Chelsea School District employees may enroll their children as students, in accordance with pupil accounting guidelines.

Non-resident students may attend programs operated by the Chelsea School District when it is a part of a consortium or cooperative approved by the Board. Students who are attending in the District and are not a resident shall not be allowed to continue attending school and shall be removed immediately or on a date set by the Superintendent.

M.C.L.A. 380.1148, 1401 et seq., 388.1606
Emancipation of Minors Act, Section 4, Subsection 6
Public Law 100-77, Section 721, 42 U.S.C. 11431
Stewart McKinney Homeless Assistance Amendment Act of 1990
PA 203 of 1994, Sec. 163a (1) & (2)

Revised 6/23/08
Revised 3/28/11

REVISED POLICY - VOL. 29, NO. 1

STUDENT FUND-RAISING

The Board ~~of Education~~ acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

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For purposes of this policy "student fund-raising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities. "Student fund-raising" also includes giving away goods or services, but suggesting a monetary donation.

The Board will permit student fund-raising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools.

Fund raising by approved school organizations, ~~those~~ whose funds are managed by the District, may be permitted in school by the principal. Such fund-raising off school grounds may be permitted by the Superintendent. For any fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs, that involve the sale of food items and/or beverages to students that will be consumed on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day (the period from the midnight before, to thirty (30) minutes after the end of the official school day), the food items and/or beverages to be sold shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, and also be consistent with requirements set forth in Policy 8500 -Food Services.

Fund-raising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the Superintendent.

All other fund-raising shall be done in accordance with Board Policy 9700.

The Superintendent shall establish administrative guidelines for the solicitation of funds which shall:

- A. specify the times and places in which funds may be collected;
- B. describe permitted methods of solicitation which do not place undue pressure on students;
- C. limit the kind and amount of advertising for solicitation;
- D. ensure proper distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded;
- E. limit the number of fund-raising events.

The Superintendent shall distribute this policy and the guidelines which implement it to each organization granted permission to solicit funds.

| [7 C.F.R. Parts 210 and 220](#)

Chelsea School District Bylaws & Policies

5830 - STUDENT FUND-RAISING

The Board of Education acknowledges that the raising of funds by students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy "student fund-raising" shall include the solicitation and collection of money by students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

The Board will permit student fund-raising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools.

Fund-raising by approved school organizations, those whose funds are managed by the District, may be permitted in school by the principal. Such fund raising off school grounds may be permitted by the Superintendent, or designee.

Fund raising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the Superintendent.

All other fund raising shall be done in accordance with Board Policy **9510**.

The Superintendent shall establish administrative guidelines for the fund-raising which shall:

- A. specify the times and places in which funds may be collected;
- B. describe permitted methods of fund-raising which do not place undue pressure on students;
- C. limit the kind and amount of advertising for fund-raising;
- D. ensure proper distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded;
- E. limit the number of fund-raising events.

The Superintendent or designee shall distribute this policy and the guidelines which implement it to each organization granted permission to solicit funds.

Adopted 6/12/06

Chelsea School District
Bylaws & Policies

7250 - COMMEMORATION AND NAMING OF SCHOOL FACILITIES

Commemoration

From time-to-time, the Board may wish to commemorate a school or District facility (gymnasium, swimming pool, athletic field, etc.) by means of a plaque, naming the facility after a person, or some other honor. Such commemoration should be reserved only for those individuals who have made a significant contribution to the enhancement of education generally or the District in particular or to the well-being of the District, community, State or nation.

Any employee of the District thus honored must be deceased or no longer employed by the District prior to the Board's selection of his/her name for commemoration honor.

Naming Rights

The District may sell the right to name particular facilities owned by the District.

All such naming rights shall be done pursuant to a contract, which must be approved by the Board.

Any naming contract shall not extend for more than five (5) years.

No naming contract shall be approved for companies or individuals that market items which are inappropriate or illegal for minors to use (e.g., alcohol, tobacco, etc.)

All such contracts shall contain a provision that the naming rights revert immediately to the District upon expiration of the contract or upon any material breach of the naming contract by the purchaser.

All such contracts shall contain a provision that the contract is immediately terminated upon the declaration of bankruptcy by the purchaser, and shall not become an asset of the debtor.

Adopted 11/26/07

BOARD OF EDUCATION
SCHOOL DISTRICT

PROPERTY
7540.02/page 1 of 3

REVISED POLICY - VOL. 29, NO. 1

DISTRICT WEB PAGE

The Board ~~of Education~~ authorizes the creation of websites by employees and students of the School District to be published on the World Wide Web. The creation of websites by students must be done under the supervision of a professional staff member. These websites must reflect the professional image of the District, its employees, and students. The content of all pages must be consistent with the Board's Mission Statement and is subject to prior approval of the Superintendent or designee.

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The purpose of such websites is to educate, inform, and communicate. The following criteria should be used to guide the development of such websites:

A. Educate

Content provided in the website should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.

B. Inform

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

C. Communicate

Content may provide an avenue to communicate with the community.

The information contained on the website should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

When the content includes a photograph or information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

All links included on the pages must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, Children's Internet Protection Act, ADA, Children's Online Privacy Protection Act (COPPA)). Nothing in this paragraph shall prevent the District from linking the Board's web site to (1) recognized news/media outlets (e.g., local newspapers' web sites, local television stations' web sites) or (2) to web sites that are developed and hosted by outside commercial vendors pursuant to a contract with the Board. The Board recognizes that such third party web sites may contain age appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

Under no circumstances is a website to be used for commercial purposes, ~~advertising~~, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact no web pages contained on the District's web site may: (1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue; (2) link to a web site of another organization if the other web site includes such a message; or (3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

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[] Under no circumstances is a staff member-created web page/site, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. The Board maintains its own web site (e.g., [Progressbook]) that employees are required to use for the purpose of conveying information to students and/or parents.

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[] Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook or MySpace pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

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[X] If a staff member creates a web page/site related to his/her class, it must be hosted on the ~~Board's server Chelsea Domain~~.

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[[Unless the web page/site contains student personally identifiable information, Board web sites that are created by students and/or staff members that are posted on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other web site users will generally be given full access to the sites created pursuant to this policy.

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Pages should reflect an understanding that both internal and external audiences will be viewing the information.

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School websites must be located on ~~Board-affiliated servers~~ Chelsea School District Domains.

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The Superintendent shall prepare administrative guidelines defining the standards permissible for web-site use.

The Board retains all proprietary rights related to the design of websites and/or pages that are hosted on the Board's servers, absent written agreement to the contrary.

Students who want their class work to be displayed on the Board's website must have written parent permission and expressly license its display without cost to the Board.

Prior written parental permission is necessary for a student to be identified by name on the Board's website.

REVISED POLICY - VOL. 29, NO. 1

STUDENT ~~NETWORK AND INTERNET~~ EDUCATION TECHNOLOGY
ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 5136), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet). ~~Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.~~

~~The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network, and Internet services (Network) will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network.~~

[NOTE: Choose this option if Policy 7542 authorizes student to bring their own personal communication devices and use them to connect to Education Technology.]

☒ This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District's network, the District's Internet connection, and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

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~~The Internet is global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.~~

First, and foremost, the Board may not be able to technologically limit access, to services through ~~the Board's Internet connection, its~~ Educational Technology to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources ~~which have not that may not have~~ been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. ~~block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors.~~ The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The Superintendent or Director of Technology may temporarily or permanently unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. ~~Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.~~

Parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using Education Technology. The Board supports and respects each family's right to decide whether to apply for independent student access to the Education Technology.

The technology protection measures may not be disabled at any time that students may be using the ~~Network~~ Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

- [] Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the ~~Internet~~ [Education Technology](#). Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

☐ Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the ~~Internet~~ [Education Technology](#) that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

[NOTE: If language about social media is added to Policy 7540, it is recommended that this language be added to this policy.]

☒ Students shall not access social media for personal use from the District's network

☒ , but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users ~~granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet of the Board's Education Technology are personally liable, both civilly and criminally, for uses of the Education Technology~~ not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the ~~Network~~ District's Education Technology and the Internet for instructional purposes.

P.L. 106-554, Children's Internet Protection Act of 2000
P.L. 110-385, Title II, Protecting Children in the 21st Century Act
18 U.S.C. 1460
18 U.S.C. 2246
18 U.S.C. 2256
20 U.S.C. 6777, 9134 (2003)
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
47 C.F.R. 54.520

Chelsea School District
Bylaws & Policies

7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

It is the policy of the Board to provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. It is also the policy of the Board to comply with the Children's Internet Protection Act ("CIPA"). As required by the CIPA, the Board directs the District's administration to:

- A. Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, that constitute child pornography, or that are "harmful to minors." The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- B. Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by an authorized staff member, during adult use, to enable access to bona fide research or for other lawful purposes. The Board designates the following person to determine which staff members are authorized to disable the protection measures: Director of Technology.
- C. Educate minors about appropriate online behavior, including interacting with other people on social networking websites and in chat rooms and cyberbullying awareness and response.
- D. Prohibit access by minors to inappropriate matter on the Internet.
- E. Prohibit unauthorized access, including so-called "hacking," and other unlawful activities by minors online.
- F. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
- G. Restrict minors' access to materials that are "inappropriate for minors." The Board defines materials that are inappropriate for minors to include: obscene material or sexually explicit material that is harmful to minors.
- H. Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Board designates and directs the following person to take all steps necessary to implement this policy and to otherwise comply with the CIPA: Director of Technology.

The Board directs the Superintendent to develop, review, and revise as necessary an acceptable use agreement that must be signed by all users of the District's technology resources before the user will be allowed to use the technology resources. Different acceptable use agreements may be developed based

on the user's status. At a minimum, the Superintendent will develop (1) an acceptable use agreement to be signed by adult users, including employees, volunteers, and board members; (2) an acceptable use agreement to be signed by students in grades (6 and above) and their parents; and (3) an acceptable use agreement to be signed by students in grades (5 and below) and their parents. The acceptable use agreements must be consistent with this Board policy and must include, at a minimum:

- A. A statement that the use of the technology resources is a privilege that may be revoked at anytime.
- B. A statement that a user has no expectation of privacy when using the technology resources.
- C. Provisions to protect the integrity of the technology resources, including a requirement that each user only access the technology resources by using his or her assigned user name and password.
- D. A statement that the technology resources may not be used to bully other people. A statement that misuse of the technology resources may result in loss of access to the technology resources and potential disciplinary action.
- E. A list of what constitutes "misuse" of the technology resources.
- F. A statement that the District does not guarantee that the technology resources will be error free or uninterrupted.
- G. A requirement that users report any material that makes them feel threatened, harassed, or bullied.
- H. A release of all claims and liabilities against the District for use of the technology resources.

Pursuant to section 6 of the Michigan Library Privacy Act, each school library offering public access to the Internet or a computer, computer program, computer network, or computer system shall limit minors to only use or view those terminals that do not receive obscene material or sexually explicit material that is harmful to minors. Individuals age 18 or older, or a minor accompanied by his or her parent/guardian, may access a school library terminal that is not restricted from receiving such material. Each qualifying school library must designate at least one terminal that is not restricted from receiving such material. Library staff must take steps to ensure that minors not accompanied by a parent or guardian do not access the unrestricted terminal.

The Board directs the following person to determine which staff members will implement this paragraph in each qualifying school building library: Superintendent.

Adopted 6/14/10
Revised 10/24/11
Revised 8/12/13

REVISED POLICY - VOL. 29, NO. 1

STAFF ~~NETWORK AND INTERNET~~ EDUCATION TECHNOLOGY
ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides staff with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students and to facilitate the staff's work. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7530.02), network and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).~~Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet service to its staff. The Board encourages staff to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.~~

~~The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Staff use of the District's computers, network, and Internet services (Network) will be governed by this policy and the related administrative guidelines, and any applicable employment contracts and collective bargaining agreements. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network.~~

Staff are expected to utilize Education Technology in order to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services will be guided by the Board's policy on Instructional Materials.

The Internet is a global information and communication network that ~~provides an incredible opportunity to bring previously unimaginable~~ brings incredible education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access ~~up-to-date, highly~~ relevant information that will enhance their learning and the education process. Further, the ~~Internet Education Technology~~ provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access to services ~~through the Board's Internet connection~~ its Education Technology to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources ~~which have not that may not have~~ been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. ~~Pursuant to Federal law, the Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors.~~ The Board utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

The technology protection measures may not be disabled at any time that students may be using the ~~Network Education Technology~~, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures will be subject to disciplinary action, up to and including termination.

~~()~~ The Superintendent or Director of Technology may temporarily or permanently unblock access to websites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. **()** The Superintendent or Director of Technology may also disable the technology protection measures to enable access for bona fide research or other lawful purposes. ~~The Superintendent or _____ may disable the technology protection measure to enable access for bona fide research or other lawful purposes.~~

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Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.

- [] Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the ~~Internet~~ Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

- [X] Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students and their parents and other staff members.

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- [X] With prior approval from the Superintendent or ~~Director of Technology~~, staff may direct students who have been issued school-assigned email accounts to use those accounts when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision.

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Staff members are responsible for good behavior ~~on Board's computers/network and the Internet~~ when using the Board's Education Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature.

[NOTE: If language about social media is added to Policy 7540, choose the appropriate option to match that language]

- ☒ Staff members shall not access social media for personal use on the District's network, and shall access social media for educational use only after submitting a plan for that educational use and securing the Principal's approval of that plan in advance.
- ☐ Staff members shall not access social media from the District's network for either personal or educational use.

General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users ~~granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet of the Board's Technology are personally responsible and liable, both civilly and criminally, for uses of the Education Technology~~ not authorized by this policy and its accompanying guidelines.

[Option]

☐ Social Media Use

An employee's personal or private use of social media, such as Facebook, Twitter, MySpace, blogs, etc., may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential employee information may be disciplined.

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Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

The Board designates the Superintendent and Director of Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the ~~Network and the Internet for instructional purposes~~ District's Education Technology.

P.L. 106-554, Children's Internet Protection Act of 2000
P.L. 110-385, Title II, Protecting Children in the 21st Century Act
18 U.S.C. 1460
18 U.S.C. 2246
18 U.S.C. 2256
20 U.S.C. 6777, 9134 (2003)
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
47 C.F.R. 54.520

Chelsea School District Bylaws & Policies

7540.04 - STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

It is the policy of the Board to provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. It is also the policy of the Board to comply with the Children's Internet Protection Act ("CIPA"). As required by the CIPA, the Board directs the District's administration to:

- A. Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, that constitute child pornography, or that are "harmful to minors." The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- B. Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by an authorized staff member, during adult use, to enable access to bona fide research or for other lawful purposes. The Board designates the following person to determine which staff members are authorized to disable the protection measures: Director of Technology.
- C. Educate minors about appropriate online behavior, including interacting with other people on social networking websites and in chat rooms and cyberbullying awareness and response.
- D. Prohibit access by minors to inappropriate matter on the Internet.
- E. Prohibit unauthorized access, including so-called "hacking," and other unlawful activities by minors online.
- F. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
- G. Restrict minors' access to materials that are "inappropriate for minors." The Board defines materials that are inappropriate for minors to include: obscene material or sexually explicit material that is harmful to minors.
- H. Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Board designates and directs the following person to take all steps necessary to implement this policy and to otherwise comply with the CIPA: Director of Technology.

The Board directs the Superintendent to develop, review, and revise as necessary an acceptable use agreement that must be signed by all users of the District's technology resources before the user will be allowed to use the technology resources. Different acceptable use agreements may be developed based

on the user's status. At a minimum, the Superintendent will develop (1) an acceptable use agreement to be signed by adult users, including employees, volunteers, and board members; (2) an acceptable use agreement to be signed by students in grades (6 and above) and their parents; and (3) an acceptable use agreement to be signed by students in grades (5 and below) and their parents. The acceptable use agreements must be consistent with this Board policy and must include, at a minimum:

- A. A statement that the use of the technology resources is a privilege that may be revoked at anytime.
- B. A statement that a user has no expectation of privacy when using the technology resources.
- C. Provisions to protect the integrity of the technology resources, including a requirement that each user only access the technology resources by using his or her assigned user name and password.
- D. A statement that the technology resources may not be used to bully other people. A statement that misuse of the technology resources may result in loss of access to the technology resources and potential disciplinary action.
- E. A list of what constitutes "misuse" of the technology resources.
- F. A statement that the District does not guarantee that the technology resources will be error free or uninterrupted.
- G. A requirement that users report any material that makes them feel threatened, harassed, or bullied.
- H. A release of all claims and liabilities against the District for use of the technology resources.

Pursuant to section 6 of the Michigan Library Privacy Act, each school library offering public access to the Internet or a computer, computer program, computer network, or computer system shall limit minors to only use or view those terminals that do not receive obscene material or sexually explicit material that is harmful to minors. Individuals age 18 or older, or a minor accompanied by his or her parent/guardian, may access a school library terminal that is not restricted from receiving such material. Each qualifying school library must designate at least one terminal that is not restricted from receiving such material. Library staff must take steps to ensure that minors not accompanied by a parent or guardian do not access the unrestricted terminal.

The Board directs the following person to determine which staff members will implement this paragraph in each qualifying school building library: Superintendent.

Adopted 6/14/10
Revised 10/24/11
Revised 5/21/12
Revised 8/12/13

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NEW POLICY - VOL. 29, NO. 1

RECEIPT LEGAL DOCUMENTS

Service of Process on the Board of Education

In suits against the Board, only the Board President or Superintendent accepts service on behalf of the Board.

Service of Legal Documents on Board Employees

Board employees may be served with legal documents (1) requesting not only public records (such as employees' personnel files), but also student education records and other documents and electronically stored information maintained by the District, or (2) directing them to testify at a deposition or hearing concerning issues that fall within the employees' employment responsibilities.

An employee served with legal documents in his/her official capacity as a Board employee shall immediately provide copies of those legal documents to his/her Principal or site administrator.

- | ☒ The Principal or site administrator shall immediately furnish copies to
- | ☒ the Superintendent
- | ☐ the Board attorney,
- | ☐ the staff attorney,
- and shall follow his/her directives.

Generally, confidential personnel records, student records, or personal observations or opinions about student behavior/academic performance do not have to be disclosed. The law makes an exception for a subpoena or court order.

Board policy requires the Principal or a site administrator to release only the documents specifically identified in the subpoena or order. In circumstances where, in responding to a subpoena or order, information is developed or summarized from the student's education records, a copy of that information and a statement of the purpose for which it was prepared shall be filed in the student's cumulative folder.

[] If doing so is in the Board's best interest, the Principal or site administrator or Board attorney shall accompany the employee to the deposition or hearing.

Actions Against the Board

In actions against the Board, it is not unusual for Board employees to be served with subpoenas and/or called as witnesses. Board legal counsel and the Superintendent will assist Board employees in these matters.

Independent Legal Counsel

This policy does not prohibit Board employees from consulting with their own independent legal counsel, but they are prohibited from discussing or releasing student personally identifiable information to a third party except as expressly authorized by Board Policy (Policy 8330).

REVISED POLICY - VOL. 29, NO. 1

STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- (✓) observations and ratings of individual students by professional staff members acting within their sphere of competency
- (✓) samples of student work

- (✓) information obtained from professionally acceptable standard instruments of measurement such as:
 - (✓) interest inventories and aptitude tests,
 - (✓) vocational preference inventories,
 - (✓) achievement tests,
 - (✓) standardized intelligence tests,
 - () _____
- (✓) authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record
- (✓) verified reports of serious or recurrent behavior patterns
- (✓) rank in class and academic honors earned
- (✓) psychological tests
- (✓) attendance records
- (✓) health records
- (✓) custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, and designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. ~~The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA: a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).~~

- A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant);
- B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- C. report a crime committed by a child with or without a disability to appropriate authorities and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;
- D. release de-identified records and information in accordance with Federal regulations;

- E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.) Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

~~[NOTE: Districts without AGs should include the following paragraph] This written agreement must include: (1) specification of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed. [END OF OPTION]~~

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While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

~~While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.~~

- F. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities. The disclosed records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

~~[NOTE: the following sentence should be selected by districts with AGs] The District will verify that the authorized representative complies with FERPA regulations.~~

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- G. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board policy and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- | ☒ a student's name;
- | ☒ address;
- | ☒ telephone number;
- | ☒ date and place of birth;
- | ☐ major field of study;
- | ☐ participation in officially recognized activities and sports;
- | ☐ height and weight, if member of an athletic team;
- | ☐ height if member of an athletic team;
- | ☐ weight, if member of an athletic team which requires disclosure to participate;
- | ☒ dates of attendance;
- | ☒ date of graduation;
- | ☐ awards received;
- | ☐ honor rolls;
- | ☐ scholarships;
- | ☒ telephone numbers for inclusion in school or PTO directories;
- | ☐ school photographs or videos of students participating in school activities, events or programs;
- | ☐ _____.

[The following option should be selected if the Board assigns school email accounts to students per Policy 7540.03. *This option is provided to address potential confidentiality issues presented by Policy 7540.03 and is supported by Federal FERPA regulation 34 C.F.R. 99.37(d).]

[X] The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes () and for inclusion in internal e-mail address books. School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

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Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within 10 days after receipt of the District's public notice.

Armed Forces Recruiting

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.

Public notice shall be given regarding the right to refuse disclosure of any or all "directory information" including to the armed forces of the United States and the service academies of the armed forces of the United States.

A fee, not to exceed the actual costs incurred by the high school, for copying and mailing student directory information under this section, may be charged an official recruiting representative.

Directory information received under armed services authorization request shall be used only to provide information to students concerning educational and career opportunities available in the armed forces of the United States or the service academies of the armed forces of the United States. An official recruiting representative who receives student directory information under this section shall not release that information to a person who is not involved in recruiting students for the armed forces of the United States or the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

Requests to the District records officer shall be presented on a standardized form developed by the armed forces of the United States requesting access to a high school campus and a time for the access. Requests should bear the signature of the ranking recruiting officer of the armed service making the request.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's education records or for the release of "directory information", either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information" on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

CHOOSE OPTION #1 OR OPTION #2 (Be sure the choice here is the same choice made on AG 8330 and Policy 2416)

Option #1

~~The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).~~

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Option #2

The Board shall permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

[If the Board allows such collection, etc. this policy must include arrangements to protect student privacy in the event of such collection, etc.]

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible students, must submit a written request to the building principal at least _____ work days before the scheduled date of the activity. The instrument will be provided to the parent within _____ business days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure or use of personal information collected from students from the exclusive purpose of developing, evaluating, or providing educational products or service for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment;
- B. book clubs, magazines, and programs providing access to low-cost literary products;
- C. curriculum and instructional materials used by elementary and secondary schools;
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- E. the sale by students of products or services to raise funds for school-related or education-related activities; and
- F. student recognition programs.

[NOTE: END OF OPTION #2]

The Board may establish online access for the parents or the eligible student to the student's confidential academic and attendance record. To authorize such access, the parents or the eligible student must sign a release (see Form 8330 F10). This release shall remind the parents or eligible student that the account and confidential information about the student is only as secure as they keep their account information. Neither the District nor its employees will be held responsible for any breach of this policy by the parent/eligible student or any unauthorized party.

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to unauthorized disclosures allowed by the law;
- D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- ☒ (X) the proper storage and retention of records including a list of the type and location of records;
- ☐ () informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

M.C.L. 380.1135

Letter, April 6, 2004 Jeremy Hughes, Deputy Supt. Department of Education
34 C.F.R. Part 99, 2002

Section 444 of subpart of part C of the General Education Provisions Act

Title IV of Public Law 90-247

20 U.S.C., Section 1232f through 1232i (FERPA)

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act

20 U.S.C. 7165(b)

26 U.S.C. 152

20 U.S.C. 7908

Chelsea School District Bylaws & Policies

8330 - STUDENT RECORDS

The educational interests of the student require the collection, retention, and use of information about the individual students and groups of students. At the same time, the student's right of privacy mandates careful custodianship and limitations on access to student records.

Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government or specifically permitted by this Board may be compiled by District employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. Observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. Samples of student work
- C. Information obtained from professionally acceptable standard instruments of measurement such as:
 - 1. Interest inventories and aptitude tests
 - 2. Vocational preference inventories
 - 3. Achievement tests
 - 4. Standardized intelligence tests
- D. Authenticated information provided by parent or adult student concerning achievements and other school activities which the parent or student wants to make a part of the record

- E. Verified reports of serious or recurrent behavior patterns
- F. Rank in class and academic honors earned
- G. Psychological tests
- H. Attendance records
- I. Health records
- J. Custodial arrangements

Narrative information in student records shall be based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, adult students, and designated school officials, who have a legitimate educational interest in the information. In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records, unless stipulated otherwise by court order. In the case of adult students (eighteen (18) or older), parents will be allowed access to the records without the student's consent, providing the student is considered a dependent under section 152 of the Internal Revenue Code, and has not graduated from the District, unless notified by the eighteen (18) year old student that parents do not have access.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" shall be defined as a direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record

if desired, and have an opportunity for a hearing to challenge the content of the record;

- B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- C. report a crime committed by a child with or without a disability to appropriate authorities and to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;
- D. release de-identified records and information in accordance with Federal regulations;
- E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information;

- F. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

The District will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction.

The District shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, and the date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the District's policy and administrative guidelines and/or those in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; date and place of birth; photograph; major field of study, participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or honor rolls; scholarships, telephone numbers for inclusion in school or PTO directories.

Parents and adult students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

Whenever parental consent is required for the inspection and/or release of a student's education records or for the release of "directory information," either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The District may disclose "directory information" on former students without student or parental consent unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

Armed Forces Recruiting

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.

Public notice shall be given regarding the right to refuse disclosure of any or all "directory information" including to the armed forces of the United States and the service academies of the armed forces of the United States.

A fee, not to exceed the actual costs incurred by the high school, for copying and mailing student directory information under this section, may be charged an official recruiting representative.

Directory information received under armed services authorization request shall be used only to provide information to students concerning educational and career opportunities available in the armed forces of the United States or the service academies of the armed forces of the United States. An official recruiting representative who receives student directory information under this section shall not release that information to a person who is not involved in recruiting students for the armed forces of the United States or the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

Requests to the District records officer shall be presented on a standardized form developed by the armed forces of the United States requesting access to a high school campus and a time for the access. Requests should bear the signature of the ranking recruiting officer of the armed service making the request.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's education records or for the release of "directory information", either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may establish online access for the parents or the eligible student to the student's confidential academic and attendance record. To authorize such access, the parents or the eligible student must sign a release. This release shall remind the parents or eligible student that the account and confidential information about the student is only as secure as they keep their account information. Neither the District nor its employees will be held responsible for any breach of this policy by the parent/eligible student or any unauthorized party.

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to unauthorized disclosures allowed by the law;

- D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

No liability shall attach to any members, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

M.C.L. 380.1135

Letter, April 6, 2004 Jeremy Hughes, Deputy Supt. Department of Education

34 C.F.R. Part 99, 2002

Section 444 of subpart of part C of the General Education Provisions Act

Title IV of Public Law 90-247

20 U.S.C., Section 1232f through 1232i (FERPA)

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act

20 U.S.C. 7165(b)

26 U.S.C. 152

20 U.S.C. 7908

Revised 11/8/04

Revised 2/28/05

Revised 10/26/09

Revised 5/21/12

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REVISED POLICY - VOL. 29, NO. 1

FOOD SERVICES

The Board ~~of Education~~ shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students.

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[] The Board shall also provide a breakfast program in accordance with procedures established by the Department of Education.

[] The Board shall provide a public hearing annually for all parents prior to determining whether or not it will provide a breakfast program for all students. If it chooses not to provide such a program, the Board shall make available the reasons for its decision.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students who are certified by a licensed physician to have a disability which restricts his/her diet, in accordance with the criteria set forth in 7 CFR 15(b)(3). To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the students diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

- ☒ On a case by case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not "disabled persons", but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:
- A. the medical or dietary need that restricts the student's diet; and
 - B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

For non-disabled students who need a nutritional equivalent milk substitute, only a signed request by a parent or guardian is required.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the administrative guidelines established by the Superintendent.

The operation and supervision of the food-service program shall be the responsibility of the Executive Director of Business and Operations and the Food Service Supervisor. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Executive Director of Business and Operations. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

The Superintendent shall establish administrative guidelines for the conduct of the school lunch program that shall include provisions for:

- () the maintenance of sanitary, neat premises free from fire and health hazards;
- () the preparation and consumption of food;
- () the purchase of foods and supplies in accordance with law;
- (✓) complying with food holds and recalls in accordance with USDA regulations;
- () the accounting and deposition of food-service funds;
- () the safekeeping and storage of food and food equipment.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours. The District shall serve only nutritious food as determined by the Food Service Department in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. ~~and shall not purchase with food-service funds and shall not serve, in any food service area during meal serving hours, carbonated beverages, water ices, chewing gum, hard candy (including breath mints and cough drops), jellies and gums, marshmallow candies, fondant (creamy sugar candy), licorice, spun candy and candy-coated popcorn.~~ Foods and beverages unassociated with the food-service program must comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may be vended in accordance with Board Policy 8540.

M.C.L. 380.1272, 1272a, 1272d et seq.
7 CFR 210, 215, 220, 240
42 U.S.C. 1760

Chelsea School District Bylaws & Policies

8500 - FOOD SERVICES

The Board may provide cafeteria facilities in all school facilities, where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall, when required by law, provide a public hearing annually for all parents prior to determining whether or not it will provide a breakfast program for all students. If it chooses not to provide such a program, the Board shall make available the reasons for its decision.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, as well as to the fiscal management of the program. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students who are certified by a licensed physician to have a disability which restricts his/her diet, in accordance with the criteria set forth in 7 CFR 15(b)(3). To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the student's diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

On a case by case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not "disabled persons", but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

For non-disabled students who need a nutritional equivalent milk substitute, only a signed request by a parent or guardian is required.

Lunches sold by the school may be purchased by students and staff members and community residents.

The operation and supervision of the food-service program shall be the responsibility of the Executive Director of Business and Operations and the food service supervisor. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The

Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program or the District, when approved in the budget.

A periodic review of the food-service accounts shall be made by the Executive Director of Business and Operations. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

The Superintendent shall establish administrative guidelines for the conduct of the school lunch program that shall include provisions for complying with food holds and recalls in accordance with USDA regulations.

MCLA 380.1272, 1272a, 1272d et seq.
7 CFR 210, 215, 220, 240
42 U.S.C. 1760

Revised 2/5/07
Revised 10/24/11

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REVISED POLICY - VOL. 29, NO. 1

WELLNESS

As required by law, the Board of Education establishes the following wellness policy for the Chelsea School District.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A. With regard to nutrition education, the District shall:

[Select one or more of the following:]

- () Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
- (✓) Nutrition education shall be included in the sequential, comprehensive Health curriculum in accordance with the curriculum standards and benchmarks established by the State.
- (✓) Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.

- () Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.
- () The standards and benchmarks for nutrition education shall be behavior focused.
- () Nutrition education shall include enjoyable, developmentally appropriate and culturally relevant participatory activities, such as contests, promotions, taste testing, and others.
- () Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.
- (✓) Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
- () Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeteria.
- () The school cafeteria shall serve as a learning lab by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices at mealtime.
- () Nutrition education shall extend beyond the school by engaging and involving families and the community.
- () Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.
- () Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing strategies.
- () Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.

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- () Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.
- () Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.
- () The District shall provide information to parents that is designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.
- () other: _____

_____.
- () other: _____

_____.
- () other: _____

_____.
- () other: _____

_____.

B. With regard to physical activity, the District shall:

[It is recommended that one (1) or more of the following be selected from both categories:]

1. Physical Education

- (✓) A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the standards and benchmarks established by the State.
- () All students in grades ____ - ____, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive instruction in physical education for _____ () minutes () **daily** () _____ **days per week** for the entire school year.
- () All students, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive instruction in physical education for _____ () minutes () **per day** () _____ **days per week** for at least _____ semesters in grades ____ - 12.
- () All students in grades K-12, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive daily physical education for the entire school year, for 150 minutes per week for K- ____ students and 225 minutes per week for students in grades ____ - 12.
- (✓) The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.

- (✓) Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes and skills necessary to engage in lifelong, health-enhancing physical activity.
- () The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
- () The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
- () Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks established by the State.
- () The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.
- () Planned instruction in physical education shall require students to be engaged in moderate to vigorous physical activity for at least fifty percent (50%) of scheduled class time.
- () Properly certificated, highly qualified teachers shall provide all instruction in physical education.
- () All physical education classes shall have a student/teacher ratio comparable to the student/teacher ratio in other curricular areas.
- (✓) Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.

- () Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.
- () Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind.
- () Planned instruction in physical education shall include cooperative as well as competitive games.
- () Planned instruction in physical education shall take into account gender and cultural differences.
- () Planned instruction in physical education shall promote participation in physical activity outside the regular school day.
- () other: _____

_____.
- () other: _____

_____.
- () other: _____

_____.

2. Physical Activity

- () Physical activity () **shall** () **should** not be employed as a form of discipline or punishment.

- (✓) Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
- () Schools shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports sponsored by community agencies or organizations, and in lifelong physical activities like bowling, swimming, or tennis.
- () All students in grades K- ____ shall be provided with a daily recess period at least _____ (____) minutes in duration. Recess shall not be used as a reward or punishment.
- () The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.
- () The school shall encourage families and community organizations to institute programs that support physical activity of all sorts.
- () The school shall provide students in grades ____ - ____ with the opportunity to use physical activity in which they participate outside the regular school day (other than organized interscholastic athletics) to satisfy curricular requirements.
- () All students in grades ____ - ____ shall have the opportunity to participate in extracurricular activities and intramural programs that emphasize physical activity.
- () All students in grades ____ -12 shall have the opportunity to participate in interscholastic sports programs.

- () Schools shall offer a wide range of physical activities outside the regular school day that meet the needs, interests, and abilities of all students, including males, females, students with disabilities, and students with special healthcare needs.
- (✓) In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special healthcare needs.
- () All after-school programs shall provide developmentally appropriate physical activity for the students who participate.
- () Schools shall discourage extended periods of student inactivity, defined as two (2) hours or more without some physical activity.
- () other: _____

_____.
- () other: _____

_____.
- () other: _____

_____.

C. With regard to other school-based activities the District shall:

[Select one or more of the following:]

- ☐ The schools shall provide at least ____ (____) minutes daily for students to eat.
- ☒ The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
- ☒ The school shall provide attractive, clean environments in which the students eat.
- ☐ Students at _____ **[insert name(s) of building(s)]** are not permitted to have drinks in the classroom.
- ☐ Students at _____ **[insert name(s) of building(s)]** are permitted to have bottled water only in the classroom.
- ☐ Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings.
- ☐ Schools ☐ **may** ☐ **shall** limit the number of celebrations involving serving food during the school day to no more than ____ (____) party(ies) per class per month.
- ☐ Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.
- ☐ An organized wellness program shall be available to all staff.
- ☒ The schools ☐ **shall** ☒ **may** use environmentally friendly practices, such as the use of locally grown foods and non-disposable tableware and dishes.

- () The schools () **shall** () **may** provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.
- () The schools () **shall** () **may** demonstrate support for the health of all students by hosting health clinics and screenings and encouraging parents to enroll their eligible children in Medicaid or in other children's health insurance programs for which they may qualify.
- (✓) Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.
- () Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.
- () other: _____
_____.
- () other: _____
_____.

D. With regard to nutrition promotion, the District shall:

- () encourage students to increase their consumption of healthful foods during the school day;
- (✓) create an environment that reinforces the development of healthy eating habits, including offering the following healthy foods that comply with the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards:
- (✓) a variety of fresh produce to include those prepared without added fats, sugars, refined sugars, and sodium

- ☒ a variety of vegetables daily to include specific subgroups as defined by dark green, red/orange, legumes, and starchy
- ☒ whole grain products - half of all grains need to be whole grain-rich upon initial implementation and all grains must be whole grain-rich within two (2) years of implementation
- ☒ fluid milk that is fat-free (unflavored and flavored) and low-fat (unflavored)
- ☒ meals designed to meet specific calorie ranges for age/grade groups
- ☒ eliminate trans-fat from school meals
- ☒ require students to select a fruit or vegetable as part of a complete reimbursable meal
- ☐ designate wellness champions at each school that will promote resources through the District's website for wellness for students, families, and the community
- ☐ provide opportunities for students to develop the knowledge and skills for consuming healthful foods
- ☒ The District nutrition department will promote and encourage Farm to School efforts in order to provide the healthy foods identified above.

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- () ~~By the _____ school year, all~~ All foods and beverages sold to students as fund raisers outside of the school meals program during the regular and extended school day for consumption on the school campus shall meet the USDA Competitive Food regulations, ~~and~~ the Alliance for A Healthier Generation's Competitive Foods and Beverages Guidelines, and the USDA Smart Snacks in School nutrition standards.
- () Rewarding children in the classroom should not involve candy and other foods that can undermine children's diets and health and reinforce unhealthy eating habits. A wide variety of alternative rewards can be used to provide positive reinforcement for children's behavior and academic performance.
- () Promotions/Partnerships:
 - () Through partnership with _____ **[insert local running organization]** each school has the opportunity to earn _____ mileage or running club.
 - () Through USTA partnerships, each K-12 school has the opportunity to receive more than _____ **[insert dollar amount]** worth of equipment to teach and implement tennis appropriate to grade level in the curriculum.
 - () Through community partnerships, the elementary schools will receive training and equipment to implement _____ **[insert name of a golf program; e.g., First Tee Golf]** into the curriculum.
 - () Through grants from _____ **[insert source of grants]** and local businesses, each elementary school has the opportunity to implement _____ **[insert name of local bike safety program].**
 - () _____
 - () _____

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.

- C. The sale of foods and beverages to students that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited.
- D. All food items and beverages available for sale to students for consumption on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) between midnight and thirty (30) minutes after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, including, but not limited to, competitive foods that are available to students a la carte or as entrees in the dining area (except entree items that were offered on the National School Lunch Program (NSLP) or School Breakfast Program (SBP) menu on the day of and the day after they are offered on the NSLP or SBP menu), as well as food items and beverages from vending machines, from school stores, or as fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs.

[It is recommended that one (1) or more of the following be selected:

- () The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- (✓) The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
- () All foods available on campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, from vending machines, for classroom parties, or at holiday celebrations.
- ~~(+) All foods available to students in the dining area during school food service hours shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods available to student a la carte or from vending machines.~~
- ~~(+) Beginning with _____ school year, all foods available to students on campus during the school day and outside school food service hours shall comply with the current USDA Dietary Guidelines for Americans, including foods available to students as classroom snacks, from vending machines for fund raisers, for classroom parties, or at holiday celebrations.~~

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- () All foods available on campus at any time shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as well as foods that are served as classroom snacks, from vending machines, for fund raisers, for classroom parties, at holiday celebrations, at concession stands, or at any school-related event.

- (☒) The school food service program (☒) **may** () **shall** involve

- (☒) students,

- (☒) parents,

- (☒) staff,

- (☒) school officials

in the selection of competitive food items to be sold in the schools.

- () Nutrition information for competitive foods available during the school day shall be readily available near the point of purchase.

- () All foods available to students in District programs, other than the food service program, shall be served with consideration for promoting student health and well-being.

- (+) ~~Any food items sold () on campus as a fund-raiser shall meet the current USDA Dietary Guidelines for Americans.~~

- () The school shall prepare and distribute to staff, parents, and after-school program personnel a list of snack items that comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards.

- () Each classroom party held during the school day may include no more than one (1) food or beverage that does not meet the current USDA Dietary Guidelines for Americans.

- () The food service program shall be administered by a qualified nutrition professional.

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- () The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.
- () All food service personnel shall receive pre-service training in food service operations.
- () Continuing professional development shall be provided for all staff of the food service program.
- () other: _____
_____.
- () other: _____
_____.

The Board designates the (☒) Superintendent () _____ as the individual(s) charged with operational responsibility for verifying that the District meets the goals established in this policy.

The Superintendent shall appoint a District wellness committee that includes parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, members of the public and school administrators to oversee development, implementation, evaluation and periodic update of the wellness policy. The Wellness Committee shall be an ad hoc committee with members recruited and chosen annually.

The Wellness Committee shall be responsible for:

- A. assessment of the current school environment;
- B. review of the District's wellness policy;
- C. presentation of the wellness policy to the school board for approval;

- D. measurement of the implementation of the policy;
- E. recommendation for the revision of the policy, as necessary.

Before the end of each school year the Wellness Committee shall recommend to the Superintendent any revisions to the policy it deems necessary.

The Superintendent shall report annually to the Board on the progress of the Wellness Committee and on its evaluation of policy implementation and areas for improvement, including status of compliance by individual schools and progress made in attaining goals of policy.

The Superintendent is also responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall:

- (☒) distribute information at the beginning of the school year to families of school children;
- () include information in the student handbook;
- () **[include other methods of informing the public]** _____;

and post the policy on the District's website, including the Wellness Committee's assessment of the implementation of the policy.

42 U.S.C. 1751, Sec. 204
42 U.S.C. 1771
7 C.F.R. Parts 210 and 220

Chelsea School District

Bylaws & Policies

8510 - WELLNESS

As required by law, the Board establishes the following wellness policy for the Chelsea School District.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A. With regard to nutrition education, the District shall:

1. Nutrition education shall be included in the sequential, comprehensive Health curriculum in accordance with the curriculum standards and benchmarks established by the State.
2. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
3. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.

B. With regard to physical activity, the District shall:

1. **Physical Education**
 - a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the standards and benchmarks established by the State.
 - b. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes,

and skills necessary to participate in lifelong, health-enhancing physical activity.

- c. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes and skills necessary to engage in lifelong, health-enhancing physical activity.
- d. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.

2. Physical Activity

- a. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
- b. In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special healthcare needs.

C. With regard to other school-based activities the District shall:

- 1. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
- 2. The school shall provide attractive, clean environments in which the students eat.
- 3. The schools may use environmentally friendly practices, such as the use of locally grown foods and non-disposable tableware and dishes.
- 4. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

D. With regard to nutrition promotion, the District shall create an environment that reinforces the development of healthy eating habits, including offering the following healthy foods:

1. a variety of fresh produce to include those prepared without added fats, sugars, refined sugars, and sodium;
2. a variety of vegetables daily to include specific subgroups as defined by dark green, red/orange, legumes, and starchy;
3. whole grain products - half of all grains need to be whole grain-rich upon initial implementation and all grains must be whole grain-rich within two (2) years of implementation;
4. fluid milk that is fat-free (unflavored and flavored) and low-fat (unflavored);
5. meals designed to meet specific calorie ranges for age/grade groups;
6. eliminate trans-fat from school meals;
7. require students to select a fruit or vegetable as part of a complete reimbursable meal;

- E. The District nutrition department will promote and encourage Farm to School efforts in order to provide the healthy foods identified above.

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- C. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
- D. All foods available on campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, from vending machines, for classroom parties, or at holiday celebrations.
- E. All foods available to students in the dining area during school food

service hours shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods available to student a la carte or from vending machines.

- F. The school food service program may involve students, parents, staff, school officials in the selection of competitive food items to be sold in the schools.

The Board designates the Superintendent as the individual(s) charged with operational responsibility for verifying that the District meets the goals established in this policy.

The Superintendent shall appoint a district wellness committee that includes parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, members of the public and school administrators to oversee development, implementation, evaluation and periodic update of the wellness policy. The Wellness Committee shall be an ad hoc committee with members recruited and chosen annually.

The Wellness Committee shall be responsible for:

- A. assessment of the current school environment;
- B. review of the District's wellness policy;
- C. presentation of the wellness policy to the school board for approval;
- D. measurement of the implementation of the policy;
- E. recommendation for the revision of the policy, as necessary.

Before the end of each school year the Wellness Committee shall recommend to the Superintendent any revisions to the policy it deems necessary.

The Superintendent shall report annually to the Board on the progress of the Wellness Committee and on its evaluation of policy implementation and areas for improvement, including status of compliance by individual schools and progress made in attaining goals of policy.

The Superintendent is also responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall distribute information at the beginning of the school year to families of school children; and post the policy on the District's website, including the Wellness Committee's assessment of the implementation of the policy.

42 U.S.C. 1751, Sec. 204
42 U.S.C. 1771

Adopted 6/12/06
Revised 12/9/13

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REVISED POLICY - VOL. 29, NO. 1

VENDING MACHINES

The Board ~~of Education~~ recognizes that vending machines can produce revenues which are useful to augment programs and services to students and staff. It will, therefore, authorize their use in District facilities providing that the following conditions are satisfied.

- (✓) The installation, servicing, stocking, and maintenance of each machine is contracted for with a reputable supplier of vending machines and their products.
- () The District's share of the revenues is managed by the District in accordance with relevant Board policies and administrative guidelines.
- (✓) No products are vended which would conflict with or contradict information or procedures contained in the District's educational programs on health and nutrition.
- (✓) No food or beverages are to be sold or distributed which will compete with the District's food-service program.
- (+) ~~Food and beverages sold in vending machines must meet USDA National School Nutrition Standards.~~
- (✓) Food items and beverages available for sale to students in vending machines for consumption on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day (the period from the midnight before, to thirty (30) minutes after the end of the official school day) shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards.

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The Superintendent shall develop and implement administrative guidelines which will ~~ensure~~ require that these conditions are adhered to on a continuing basis.

42 U.S.C. 1779
7 C.F.R. Parts 210 and 220

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Chelsea School District Bylaws & Policies

8540 - VENDING MACHINES

The Board recognizes that District operated vending machines can produce revenues which are useful to augment programs and services to students and staff. It will, therefore, authorize their use in District facilities providing that the following conditions are satisfied.

The installation, servicing, stocking, and maintenance of each machine is contracted for with a reputable supplier of vending machines and their products.

No products are vended which would conflict with or contradict information or procedures contained in the District's educational programs on health and nutrition.

No food or beverages are to be sold or distributed which will compete with the District's food-service program.

Food and beverages sold in vending machines must meet USDA National School Nutrition Standards.

The type of vending merchandise and the organization recording the revenue must be approved by the Superintendent.

Revised 10/24/11

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REVISED POLICY - VOL. 29, NO. 1

DISTRICT SUPPORT ORGANIZATIONS

- [X] The Board ~~of Education~~ appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board.

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District support organizations are defined as any non-profit entity, group, or other organization formed and operating for the purpose of supporting District programs ~~() and approved by the Board~~. These programs may be educational to parents and/or children.

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- [] The Board shall offer the opportunity for any authorized school support entity to receive coverage under the District's liability insurance program to protect the entity against claims resulting from damage or injury resulting from any act or omission of any school-support entity. The entity shall pay for such coverage upon written notification from the _____.

The District name shall not be used to promote the interests of any school support organization without the approval of the Board.

The Board recognizes that parent-teacher organizations and other school-related community organizations are channels through which school personnel, parents, and other citizens may discuss educational concerns, problems and needs and work together toward solutions.

Each volunteer organization shall work within the appropriate school setting and in cooperation with the principal and other staff members.

The following rules and procedures shall govern the working relationships between the Board, administration, and any District support organization:

- () In addition to parents, membership should be made available to District staff and members of the community.

- [X] It shall be the responsibility of each District support organization to monitor its activities to assure compliance with Board policy.

- () Each District support organization will submit its bylaws to the _____ office for review and approval.
- (X) Each District support organization is encouraged to set goals that are consistent with those of the particular programs, activities or athletics being supported as articulated by the coach/advisor and/or athletic director of such program, activity or athletic event, to avoid duplication of effort and to maximize the benefit to the organization or group.
- () The activities of the District support organizations shall not involve the use of public funds and the District shall not assume responsibility for any purchases made on behalf of any support organization governed by this policy. The School District tax identification number shall not be used for District support organization purchases.
- (X) The time, date, purpose, location and conduct of all fund-raisers on District property shall have prior approval of the Superintendent. District support organizations are encouraged to communicate their preferred activity dates to the Superintendent as soon as possible as consideration for dates and facilities will be given on a first come, first served basis.
- (X) Each District support organization must abide by the policies and guidelines established for the use of District facilities and grounds. Projects that require any modification or alteration to District property must be pre-approved by the Superintendent.

- (X) All food items and beverages available for sale to students that will be consumed on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day (the period from the midnight before, to thirty (30) minutes after the end of the official school day) as fund-raisers, including items sold by student clubs and organizations, parent groups, or booster clubs, shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards. Fund-raisers also include giving away goods or services, but suggesting a monetary donation. All activities must be approved by the principal, in advance. If approved, fund-raisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy 8500, Food Services.
- () Proceeds from District support organization fund-raisers shall not be commingled with a student activity or other Board accounts. Board employees who commingle such proceeds with a student activity or other Board account shall be subject to discipline.
- () The Superintendent will work with staff to develop administrative guidelines that require each District support organization's fund-raising activities be in compliance with Board policies and that the funds generated by such fund-raising activities and donated to the District are used for school-related projects that have the approval of the Superintendent and principal.

- | (X) District support organizations are encouraged to obtain 501(c)(3) status so that community members may properly take tax deductions for donations to the organization.
- () School employees and school volunteers may not be compensated in any manner by District support organizations for their work on behalf of the District.
- () Donations from District support organizations must be made in accordance with Board Policy 7230 and any accompanying guidelines.
- () The _____ shall ensure that the Board receives an annual accounting of each group's receipts and expenditures by no later than _____ of each year.
- () The _____ shall arrange to meet annually with District approved support organization treasurer to inform the organization of District accounting practices regarding support organizations.

| [7 C.F.R. Parts 210 and 220](#)

Chelsea School District
Bylaws & Policies

9211 - PARENT DISTRICT SUPPORT ORGANIZATIONS

Any parent organization desiring to use the name of the District must obtain the approval of the Board of Education and agree to follow the District's policies, practices, and procedures.

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REVISED POLICY - VOL. 29, NO. 1

HIGH SCHOOL DIPLOMAS TO WORLD WAR II,
~~AND~~ KOREAN CONFLICT, AND VIETNAM ERA VETERANS

The Board ~~of Education~~ recognizes the service provided to the country and the individual sacrifices made by veterans of World War II, ~~and~~ the Korean Conflict, and the Vietnam Era.

Since many of these veterans left high school in order to fight for their country, the Board wishes to recognize their efforts by awarding a high school diploma to qualified military veterans in accordance with Public Act 181 of 2001, ~~and~~ Public Act 203 of 2003, and Public Act 55 of 2014.

The Board authorizes the Superintendent to accept applications and documentation on the forms provided by the Department of Military and Veteran Affairs, Veterans Affairs Directorate. The Board will satisfy itself that the intent of the law has been met and the Board may then authorize the awarding of the high school diploma.

M.C.L. 35.341

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Chelsea School District
Bylaws & Policies

**9800 - HIGH SCHOOL DIPLOMAS TO WORLD WAR II AND KOREAN
CONFLICT VETERANS**

The Board of Education recognizes the service provided to the country and the individual sacrifices made by veterans in World War II and the Korean Conflict.

Since many of these veterans left high school in order to fight for their country, the Board wishes to recognize their efforts by awarding a high school diploma to veterans in accordance with Public Act 181 of 2001, and Public Act 203 of 2003.

The Board authorizes the Superintendent to accept applications and documentation on the forms provided by the Department of Military and Veteran Affairs, Veterans Affairs Directorate. The Board will satisfy itself that the intent of the law has been met, and the Board may then authorize the awarding of the high school diploma.

M.C.L.A. 35.341

Adopted 11/8/04