

WELCOME TO DE TOUR ARTS and TECHNOLOGY ACADEMY

Welcome to the 2025-2026 school year. This guide contains a wealth of information to assist you in better understanding the policies, procedures and day-to-day operation of our school. Hopefully, any questions you may have will be answered on the following pages.

You will find us ready, willing and able to help your child. We will be happy to sit down to discuss any difference of opinion or to help clarify any school situation.

Sincerely,
The DATA Staff

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DeTour Arts & Technology Academy Mission Statement

DATA's mission is to deliver a rigorous and engaging academic curriculum that is technology infused and art enriched.

GENERAL INFORMATION

DeTour Arts and Technology Staff

Principal	Michael Bassage	2925
Secretary	Lindsey Andrews	2917
Kdg/First	Sara Harbaugh	6707
Second/Third	Kacie Ross	6720
Fourth/Fifth	Hillary Galarowic	6701
6-8Math/6 Science	Sara Galarowic	6655
6-8 Language Arts	Jennifer Livingston	6651
6-8 Social Studies	Russ Norris	6645
7-8 Science	Kurt Hoffman	6657
Music/K-5 Tech/Phys. Ed.	Paula Sundrman	6688
K-8 Art	Russ Livingston	6652
K-8 Special Education	Jodi Newell	6648
6-8 Industrial Art/Tech	Brian Nettleton	6602
Librarian	Megan Stefanski	2831
Maintenance	Randy MacDowell	6799
Custodian	Andy Birgy	6799
Cook	Cecilia Hanke	6778

SCHOOL CALENDAR 2025-2026

September

First Day Student Students Dismissed at 11:30 Sept. 2

October-Q1 ends October 31

1/2 Day-11:30 release Oct 10

ISD PD Day-No School for Students Oct 13

November

Drummond Island Parent/Teacher Conf: 3:30-6:00 Nov. 5

1/2 Day Parent/Teacher Conf. 11:30 release Nov 6

(12:00-3:30 All Schools & 3:30-6:00 DATA and DeTour)

NO SCHOOL Nov 17

1/2 Day Students and Staff 11:30 Release Nov26

Thanksgiving Break Nov. 27-28

December

Christmas Break Dec 22-Jan 2

January--Q2/Sem1 ends Jan. 16

School Resumes Jan. 5

Exams (students excused at 12:30) Jan. 15

Exams (students excused at 12:30) Jan. 16

February

1/2 Day-11:30am release Feb 6

NO SCHOOL Students/Staff Mid-winter break Feb 9

ISD-wide PD-No School for staff or students Feb 16

Drummond Island Parent/Teacher Conf: 3:30-6:00 Feb 25

1/2 Day Parent/Teacher Conf. 11:30am release Feb 26

(12:00-3:30 All Schools & 3:30-6:00 DATA and DeTour)

March-- Q3 ends March 20

1/2 Day Students and Staff-- 11:30 release March 26

PD(Virtual PD) All Day No school for students March 27

Spring Break March 30-April 3

April

School resumes from Spring Break April 6

May

Graduation 12:00 May 16

Memorial Day-- No SCHOOL May 25

No School--Memorial Day May 27

June Q 4 ends June 5

Exam schedule days (students excused at 12:30) June 2,3, 4

ELEMENTARY TIME SCHEDULE

8:00	Students Arrive/Morning Move/Breakfast
11:05-11:50	K-5 Lunch/Recess
1:45-2:00	Afternoon Recess
3:29	Dismissal

- Library day and time will be set up for each classroom. Ask your child's classroom teacher for details.
- Enrichment class schedules will be set up for each classroom. Ask the teacher for details.
- Each classroom teacher sets up classroom instructional activities. Ask the teacher for details and schedule.

MIDDLE SCHOOL TIME SCHEDULE

8:00	Student Arrive/Breakfast
8:24-9:17	1st Hour
9:20-10:13	2nd Hour
10:16—11:09	3rd Hour
11:12—11:39	4th Hour Part 1
11:39—12:06	Lunch
12:09— 12:36	4th Hour Part 2
12:39—1:32	5th Hour
1:35—2:28	6th Hour
2:31—3:24	7th Hour



SCHOOL DELAYS OR CLOSINGS

School delays or closings due to adverse weather conditions will be announced on Radio Stations 99.5 Soo, WMKC 102.9, WADW 105.5, WSOO 1230 AM, WSUE 101.3 , 90.5 and T.V. channels 9 & 10, 8, 7 & 4, and channel 6 CMU. They will also be broadcast on our school Facebook page and through Schoolwire calling system.

TELEPHONE MENU

You may contact the school at anytime during the school day by calling 906-297-2011. Teachers can be reached by dialing their room number.

EMERGENCY INFORMATION

It is of major importance that we keep all of the following emergency information continually updated.

- Each child's TELEPHONE NUMBER and ADDRESS
- UPDATED IMMUNIZATIONS
- Minimally THREE ADDITIONAL NAMES and PHONE NUMBERS of responsible adults whom we may call in case of injury, illness or school closings.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

All parents and guardians of students under 18 years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files and data of the school district relating to the student. Student confidential information can not be released to another educational agency without written authorization from the parent. School districts must now provide military recruiters with access to high school students' names & addresses. As a parent, if you want to exclude your child's information from being released to recruiters, please contact the Office.

PARENTAL INVOLVEMENT

Parents are a vital part of the students educational experience. There are many ways that parents can be involved in their child's education. Parent teacher conferences are scheduled during the school year along with different activities within the classroom. Parents are encouraged to serve on the School Improvement Team along with the Parent Volunteer Group. Please watch for information in their Friday Folders. Contact the Superintendent if you are interested in either of these committees

STUDENT TELEPHONE USAGE

The office phone is primarily for office use. **Student usage will be discouraged in all but extreme cases. Cell phones are not permitted to be used anytime during the school day by students unless permission is given by the teacher.** Personal messages will not be delivered to students during class time. (SEE PAGE 11 FOR FULL DETAILS)

MONEY AND VALUABLES

Students should not bring unnecessary amounts of money or valuables to school. Their coat areas and desks are not safe for housing these items. Expensive toys, which may become damaged, are the responsibility of the owner. Students bringing in unusual materials or items for use in class must have the permission of the teacher. In no case should instruments or unusual items be left in the building overnight or during vacations. The School is not responsible for loss or damage of personal items brought to school.

SCHOOL DRESS POLICY

Children who are neat in appearance, take pride in themselves and their school. T-shirt messages should be appropriate for a school setting. Alcohol and tobacco slogans, vulgar or sexually explicit shirts will not be allowed in the building. Short shorts, spandex and tank tops and bare midriffs are not permitted. **Absolutely NO HATS, blankets, pajamas, slippers or wraps** will not be worn upon entering the building.

EMERGENCY DRILLS

The MDE requires a series of drills during the school year to acquaint students and teachers with the system of emergency procedures in the event of an actual emergency. If there is an actual emergency, communication will be made to parents/guardians as quickly as possible from school authorities or law enforcement.

FOOD SERVICE PROGRAM

Starting this year, all students will be eligible for free breakfast and lunch through the State of Michigan Food & Nutrition Program. Parents must fill out an "EDUCATION BENEFITS FORM" which can be obtained in the Central Office and are required to obtain the free breakfasts and lunches. Students may get additional entrees (seconds) however the cost of those will be \$1.25.

CAFETERIA RULES

The following rules are to be strictly adhered to in the cafeteria during the breakfast/lunch period:

- No misuse of food, beverage or cafeteria property
- Food from other concessions/establishments may not be delivered to the premises.
- Return plates and silverware to the proper area and dispose of waste materials.

Violations of these rules will result in appropriate disciplinary action and/or suspension from use of the cafeteria.

DISTRIBUTION OF OUTSIDE LITERATURE

A public school system is responsible to all members of the community that it serves. For this reason, the school must remain impartial on many controversial issues that affect our society whether political, social or religious. The public school cannot be used as an agency for furthering one cause at the expense of another. Students are not permitted, therefore, to distribute special interest literature nor use school facilities such as bulletin boards for special interest purposes of any obvious controversial nature. Any literature to be distributed by students, or posters to be placed on bulletin boards, must have prior approval of the administration. Posters, announcements, and other forms of mass communications must have the approval of a building administrator.

USE OF RADIO, SOUND & ELECTRONIC EQUIPMENT

Students are not to possess or use any equipment necessary to reproduce, play or transmit sound or games during regular classes or on the playground.

BICYCLES

Students who normally walk to school may ride their bicycles. Parents should discuss the need for safety when riding bicycles: (1) Bicycles are to travel on the side of the road with traffic, not on sidewalks; (2) Bicycles are to be walked while on school grounds; (3) Bicycles should be parked in the proper area during school hours; (4) For security reasons, we recommend that bicycles be locked; and (5) Bicycles may not be ridden during recess. We cannot assume responsibility for loss and damage

OPEN ENROLLMENT POLICY

The open enrollment period is from August 1st through the Fall student count date each year. It is open again from Dec 1st through the Spring count date. All enrollment policies remain in effect and follow the Board Policy #5111. Acceptance into the DeTour Arts & Technology Academy is based on enrollment and any applicable limitations.

ATTENDANCE POLICIES

Students need to be in class in order to learn. The entire education process requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefit for each individual student.

Any student who is absent from school will have to document the absence by one of the following:

- **Have parents contact the school by 1:00 p.m. the day of the absence.**
- **Have a note from home PRIOR to missing school.**
- **Be pre-arranged between the parent and the classroom teacher and building Administrator**

DEFINITION OF ABSENCES

Except for school imposed and serious illness or hospitalization absences, all absences **WILL count toward the 6 day limit .** A parental meeting will be set up for any student with excessive absences. Absences are expected to be explained as outlined below:

- Illness or hospitalization verified by written physician's excuse. The school district reserves the right to require corroborative evidence when deemed necessary.
- Serious illness or emergency in the immediate family verified by a written parental excuse.
- Attendance at a funeral or death in the family verified by a written parental excuse.
- Religious instruction and/or obligations arranged and verified by a written parental excuse. The Michigan Compulsory School Law permits a student to be released from school for religious instruction for not more than two class hours per week, upon written request of the students' parent/guardian before the student is released.
- Professional appointments which cannot be made after school (e.g., dentist, doctor, court appointments) verified by a written excuse.
- School excused absences, field trips or other activities that are required for class work to remain participation for which a student must miss regularly scheduled classes.

Teachers Responsibility

Teachers will take electronic attendance hourly. If there is a substitute teacher they will be directed to report attendance to the office.

All absences will be verified by the office and unexcused absences may be changed to an excused absence by office staff if a parent contacted the school.

FAMILY VACATIONS

Parents are encouraged NOT to take their children out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the classroom teachers and building administrator to make necessary arrangements.

It may be possible for the student to receive **certain** assignments that are to be completed during the trip. It is up to the teacher to decide what assignments will be given, if any.

TARDINESS

Every attempt should be made to have your child to school on time and for your child to pass from one class to the next in a timely manner. Students will need to be in their respective class and in their seats on time. They will need to remain in that class for the first ten minutes of that class before asking for a pass, there will be no passes for the last 10 minutes of each class period. Every three (3) tardies per class will result in an absence and will be counted as one of the 6 absences allowed per semester. Classroom teachers may discipline students according to the discipline policy in addition to the conversion of an absence.

CHILDREN LEAVING SCHOOL

If a pupil is ill or for any reason needs to leave class or school, he/she must obtain permission from the administrative office who will release the student into the hands of the parent, legal guardian or parent designee.

VISITORS and PARENTS

All visitors and parents are required to report to the office before proceeding to a classroom. If for any reason you need to see your child's teacher, please arrange ahead of time for an appointment so that class instruction will not be interrupted. Students wishing to bring outside guests to school must be granted approval by the classroom teacher prior to the day of visitation. **PLEASE SEE THE FOLLOWING PAGE for ADDITIONAL DETAILS**

Truancy Protocol as Outlined

By

Chippewa County Prosecutor's Office *

The complete document is available on our website (<https://detour.eupschools.org/>)
or in the office

THE LAW

There are three ways in which the Prosecutor's Office and 50th Circuit Court Family Division can become involved with your child:

- 1. The Compulsory Education law requires that "... every parent, guardian, or other person in this state having control and charge of a child from the age of six to the child's sixteenth birthday, shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive ..." The Revised School Code (Act 451 of 1976) states, "A parent or other person in parental relation who fails to comply with this part is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both." These cases are handled in District Court of the jurisdiction where the offense occurs.**

A violation of this law occurs "if a child is repeatedly absent from school without valid excuse" or the adult responsible for the child does not make EVERY attempt possible to get the child to school.

- 2 Chippewa County Ordinance #94-1 (Parental Responsibility) states that parents are responsible "to require the minor to attend regular school sessions and to prevent the minor from being absent from school without parental or school permission". Violation of this ordinance is a misdemeanor punishable by up to 90 days in jail and/or a fine of up to \$500.00.**

A violation of this ordinance occurs when a parent, by any action, or lack of action, encourages, causes or allows his/her child to be truant, OR when a parent knew or should have known that his/her child was likely to be truant and failed to take timely and appropriate steps to prevent it.

- 3 The Juvenile Code also gives the Family Division of the Circuit Court jurisdiction over children and their parents when a "child willfully and repeatedly absents himself or herself from school or other learning program intended to meet the child's educational needs..."MCL 712A.2(a)(4). However, to take jurisdiction under this provision we must be able to show "The juvenile willfully and repeatedly absents himself or herself from school or other learning program intended to meet the juvenile's educational needs, or repeatedly violates rules and regulations of the school or other learning program, and the court finds on the record that the juvenile, the juvenile's parent, guardian, or custodian, and school officials or learning program personnel have met on the juvenile's educational problems and educational counseling and alternative agency help have been sought. As used in this sub-subdivision only, "learning program" means an organized educational program that is appropriate, given the age, intelligence, ability, and psychological limitations of a juvenile, in the subject areas of reading, spelling, mathematics, science, history, civics, writing, and English grammar."**

ACADEMIC POLICIES

GRADING PROCEDURES

The DeTour Arts and Technology Board of Directors recognizes the importance of accurately communicating academic achievement of the student to their parents. Class work, tests, oral presentations and homework will determine the grade in each subject.

The following scale is followed when awarding grades in 2nd-5th grade (including elementary band):

90-100	A: Does excellent work
80-89	B: Good-constant progress
70-79	C: Satisfactory work, fair progress
60-69	D: Experiences difficulty
Below 60	E: Unsatisfactory, failure

K/1 will have a standards based grading system.

MUSIC, COMPUTERS, ART and PHYSICAL EDUCATION GRADING

Exceeds Expectations	+
Meets Expectations	✓
Needs Improvement	NI

An **incomplete (I)** will be issued at any grade level and the grade for subject will be withheld until assignment (s) are completed. Incompletes will be changed to a letter grade providing that the incomplete work is handed in within two weeks (10 school days) time. If the work is not handed in, the incomplete becomes an "E."

K/1 = 4-exceeds expectations, 3-meets expectations, 2-approaching expectations, 1-not meeting expectations

REPORT CARDS

Report cards will be sent home with students on the Friday following the end of a nine week marking period or semester.

HONOR ROLL

All A's and B's will be recognized each grading period. At the end of the year, students receive recognition for all A's in each subject area.

ATHLETICS

SPORTSMANSHIP OF STUDENTS & SPECTATORS

The student body and spectators should display the following characteristics of good sportsmanship at all times.

- Show respect for the officials
- Show respect for the opponent at all times
- Know, understand, and appreciate the rules of the contest
- Maintain self-control at all times
- Recognize and appreciate skill & performance regardless of affiliations

PROMOTION, PLACEMENT, and RETENTION

Promotion to the next grade level is based on the following criteria:

- Current level of achievement
- Potential success at the next level
- Emotional, physical, and/or social maturity

HOMEWORK POLICY

Periodically, homework will be given for reinforcement of processes, for related and/or supplemental activities, or for the completion of an assignment thoroughly explained and begun during class. General expectations are for homework to be about 10 minutes per grade each night. Therefore, second graders are expected to do about 20 minutes each evening. This could be practicing spelling, reading, or writing about their day.

COMMUNICATION

We as educators are trying to improve communication between parents and teachers. Each teacher will determine a method of 2-way communication to keep in touch with Parents. For example: K/1 will use Class Dojo as a means of two-way communication. For general information regarding school events or announcements, please see our school webpage or our Facebook page

ELIGIBILITY

All student athletes must be passing all their classes in order to be eligible to play sports. Students will be ineligible until they bring their grades up to the passing mark.

Any student who has been suspended from school is ineligible to compete in any athletic contests.

Participation in extra curricular activities, including athletics is a privilege at DeTour Arts and Technology Academy.

STUDENT SERVICES

SCHOOL HEALTH REGULATIONS

The school district is charged with keeping current health records for all students. In accordance with state health regulations all students must be immunized from communicable diseases. Proof of immunizations must be provided at the time of registration. Students will not be able to begin classes until the immunizations are up-to-date. Parents are required to complete, each school year, an updated emergency form that contains important health information, in addition to other data. Parents are urged to notify the school of any significant changes in health that occurs in a child

COMMUNICABLE DISEASES

Communicable disease control is an integral part of school health service. The school follows current public health practices, rules and regulations governing the control and prevention of communicable disease that are set up by the State and County Health Departments. Please use your best judgment when sending your child to school with an illness, it is recommended that if a child has experienced vomiting, fever or diarrhea, please hold them at home for 24 hours.

MEDICATION

Any student who is required to take medications during the regular school day must keep the medication in the main office. If your child has an inhaler, please notify the office. He/she may carry the inhaler on them.

Before any medication can be given to a student a form must be filled out and signed by the parent. This includes aspirin, antibiotics, and long-term medication. All medication must be handled by school office personnel

INTERNET USAGE

Before students will be allowed to use the Internet, BOTH parents and students must sign an "INTERNET USE AGREEMENT" which is kept on file. Violators will be dealt with according to the disciplinary procedures. The Internet Safety Policy, Acceptable Use Policy and Disciplinary Action Guidelines for DeTour Arts and Technology Academy's can be found on the districts' website at:

Detourata.eupschools.org

ACCIDENT OR ILLNESS AT SCHOOL

While every precaution is taken for proper supervision and the prevention of accidents at DeTour Arts and Technology Academy, accidents do happen. It is important that students report all accidents to the supervising teacher, classroom teacher and the office.

DeTour Arts and Technology Academy DOES NOT carry insurance covering accidents incurred under proper supervision, and parents should consider purchasing the optional insurance offered through the school if they do not have adequate health insurance protection.

Written notification of injury will be placed on file and sent home with the student or a call will be made to the parents.

In the event of illness or injury, students should report to the administrative office. For security reasons, no student may leave the building because of illness without securing permission from the central office.

LIBRARY

The DeTour School and Public Library is open Monday—Friday 10:00-5:00pm/Wed 1:00-8:00pm During the regular school hours permission to use the facility may be given by the student's teacher. Permission is not required before and after the regular school day. Books may be checked out by any student, and are due back two weeks from the checkout date. Books may be renewed for an additional two weeks. Back issues of periodicals may also be checked out for one week and likewise may also be renewed.

The library is available for all to use and enjoy.

USE OF SCHOOL FACILITY

The school facilities of DeTour Area Schools/DeTour Arts and Technology Academy are available to responsible groups and individuals in the area upon completion of the Request for Use of School Facilities Form. The central office is in charge of the building activities calendar and forms are available there.

TEXTBOOK, LIBRARY OR OTHER MATERIALS LOST OR STOLEN

Any texts or materials belonging to the school will be the responsibility of the student if damaged or lost. A fee will be charged to the student, it's amount determined by the school leaders depending on the severity. Final report cards will be held at the school until the damage or loss fee is collected.

SPECIAL EDUCATION AND INTERVENTION SERVICES

STUDENT ASSISTANCE TEAM

The Student Assistance Team is the process by which information is shared and creative strategies and interventions are suggested and implemented to address an academic, emotional, or medical concern about a specific student in the general education setting. Student Assistance team members should include all individuals who have relevant information to contribute about the specific student. Additional team members could include a speech therapist, school social worker, psychologist, and additional general education teachers. The student's classroom teacher will notify the intervention coordinator when a child study meeting is requested. The intervention coordinator is the facilitator of the student assistance team process, and is responsible for scheduling and coordination.

Individuals who have an educational, behavioral, or health concern regarding a specific student should follow these steps:

Step 1: Prior to Student Assistance Team Meeting

1. Document areas of concern, including attempts to address the concern and the results of those attempts; contact parents of this has not already been done.
2. Contact the intervention coordinator to share concerns and request a student assistance team meeting; invite parents to the meeting; give parents the parent input form to complete
3. Complete the General Education Teacher's Report
4. Continue to implement and document interventions

Step 2: Student Assistance Team Meeting

1. Share interventions attempted and the results of those interventions; accept new ideas and suggestions from the team

Step 3: Post-Student Assistance Team Meeting

1. Implement the suggestions from the meeting; keep accurate records of the time, duration, and response to interventions
2. Keep in contact with the intervention coordinator; if the student is not showing a positive response to the interventions, contact the intervention coordinator to schedule a follow-up student assistance team meeting; notify the parents

Step 4: Follow-up Student Assistance Team Meeting

1. The team should be expanded to include specialists in the areas of particular concern for the student (i.e. speech and language)
2. Discuss the student's response to interventions; look for possible other interventions that could be implemented as needed
3. If the team feels that the student has not had any success from the interventions, discuss referral for Special Education or Section 504 eligibility

SPECIAL EDUCATION REFERRAL

Any individual may make a special education referral for a particular student by contacting the special education / intervention services coordinator. Please be able to provide supporting documentation (record of interventions attempted and response to interventions, work samples, behavioral observations, etc.) at the time of your request for referral. The DeTour Arts and Technology Academy and DeTour Area Schools deliver Special Education services according to the plan established by the EUPISD. This plan can be found in the EUPISD's webpage at: eupschools.org under the Special Education tab. The Special Education program is overseen by our regional Special Education Coordinator, and is locally by one of our Special Education teacher.

CHILD FIND

The Individuals with Disabilities Education Act (IDEA) as well as Section 504 of the Rehabilitation Act of 1973 requires schools to identify, locate, and evaluate all children who have disabilities and need services. While many students are identified when they are young, the child find obligation in Michigan includes all ages of children from birth to age 26. A strong child find system will include collaboration with outside agencies such as physicians and community mental health. Schools are required to adopt written procedures for child find that address at least the following elements: a system of tiered interventions, a robust student assistance team procedure, processes of entry for initials and transfers, timelines associated with evaluation, the use of surrogate parents, and parental consent. In addition to these procedures, schools are also required to annually inform the community of the available special education programs and services.

TRANSFER STUDENTS

A special education program exists for students who have qualified for services under the reauthorized Individuals with Disabilities Education Act (IDEA) of 2004 or Section 504 of the Rehabilitation Act of 1973. Services are delivered based on a student's IEP or 504 plan. All transfer students must have a signed Registration / Consent for Special Education Transfer Student on file before services may commence. A transfer student IEP Team meeting will be held within 30 school days of the date of student enrollment in the district

TITLE I

This a federally funded program, which supplements the regular classroom curriculum. It consists of teachers or paraprofessionals whose primary responsibility is instructing and working with students who are functioning below grade level in one or more of the following areas: Reading, Language Arts, Math and Science.

SCHOOL BUS & PLAYGROUND POLICIES

SCHOOL BUS RULES

Students will be provided a safe journey to and from school. In order that a condition of safety and reasonable comfort might be provided, all students will abide by the following rules. If these rules are broken by a student the school will either discontinue transportation or not be held responsible for transporting the student to school. **The bus driver has final authority on the bus and is to be treated with respect.**

Approaching Bus: Stay back away from the bus until it comes to a complete stop.

Designated Stops: The school is responsible for picking up and delivering students at designated stops. No student shall enter or leave the bus except at his/her designated stop unless written permission from the parent is presented to the bus driver.

General Rules:

- All students must obey the bus drivers directions.
- Do not bother the bus driver with unnecessary talk.
- Keep hands and feet inside the bus.
- Stay in your assigned seat.
- Stay seated at all times.
- Keep hands, legs and feet out of the aisle.
- No eating or drinking on the bus.
- No use of profane language.
- No throwing or spitting of objects.
- No screaming or loud noises.
- Keep hands and feet to yourself.
- Use of electronic devices is determined by the bus driver.

Discipline: Students will be suspended from riding the bus for a time determined by Principal and bus driver.

- Possession of tobacco, firearms, knives, weapons, and drugs
- Use of profanity
- Insubordination to the bus driver
- Fighting
- Not sitting in assigned seat, being out of the assigned seat while the bus is in motion.
- Throwing items
- Continued disregard for bus rules

Parents will be notified in writing by the driver, transportation supervisor or principal when their child has been written up on the bus for breaking any of the above rules.

RECESS

We believe recesses are an important part of the total school curriculum; all students are expected to go outside to get some physical exercise. Outside recess is scheduled when the ambient and windchill temperature is 10 degrees F and above, anything below and we will have inside recess. The office will determine when the weather is prohibitive for outside play.

Students will be permitted to stay inside **ONLY** if:

- Coming down with or recovering from an illness- must be accompanied by a note requesting the child stay inside for a maximum of three days.

A physician's restriction on a student's activity must be accompanied by a signed statement from the family physician stating the necessity of the child staying in the building, if an extended time is necessary.

PLEASE MAKE SURE YOUR CHILD HAS THE NECESSARY CLOTHING FOR OUTSIDE WINTER PLAY. ALL STUDENTS WILL GO OUTSIDE UNLESS A NOTE HAS BEEN GIVEN.

PLAYGROUND RULES

To promote safety and respect for all children, the playground supervisor is in complete charge of the designated play area.

- Respect peers and adults at all times
- Stay within the playground area
- Stay outside unless permission is given to go inside
- Keep hands, feet and objects to yourself
- Use the playground and equipment appropriately
- Toys, games, radios, phones, etc. must remain at home. The Academy will not be held responsible for lost or stolen items.

CONSEQUENCES

Infractions of playground rules will be dealt with on the playground. Severe infractions (fighting, cursing, throwing objects to cause harm, etc.) will result in a referral to the office where the administration will determine the consequence based on the infraction or continued misbehavior. The results could earn the student, a meeting with administration, a parent meeting, detention, community service hours up to suspension from school depending on the severity of the situation. Infractions that require a written referral will be recorded, filed, and a copy will be sent home to parents/guardians.

STUDENT CODE OF CONDUCT

D.A.T.A. PHILOSOPHY TOWARD DISCIPLINE

The staff is united in providing students with a safe and successful environment in which to learn. An important element of the growth process is to gain a respect and appreciation for the rules and proper behavior. Toward that goal, the elementary staff have implemented the following positive behavior support initiatives :**Responsibility/Optimistic/Cooperation/Kindness:** The ROCK program recognizes students who behave in a positive and responsible manner in all environments during the school day. Students have the opportunity to earn incentives for maintaining positive behaviors on a daily, monthly, and quarterly basis. on a weekly and monthly basis. Students who show substantial improvement in their behavior over time are recognized as well.

STUDENT EXPECTATIONS

RESPONSIBILITY:

When you show responsibility, you act in a reliable and trustworthy way. When you are a responsible citizen, you respect and follow the rules and laws. This means that you do your share to make your home and community better.

Responsible students:

1. Persevere and keep trying
2. Always do their best work
3. Are self-disciplined
4. Think before they act
5. Are accountable for the choices that they make
6. Protect the environment
7. Tell the truth

OPTIMISTIC:

This means to think that you can do something or that you have a positive attitude. When you show optimism, you believe in yourself and others. Students who are optimistic:

1. Believe they can accomplish a task
2. Make an effort or give it their BEST try
3. Encourage others to do their BEST
4. Refrain from comments or actions that are of a negative nature

COOPERATION:

This means to work together and help people out. When you show cooperation, you work as a team to accomplish a task. Students who cooperate:

1. Start and finish their work without disrupting others
2. Take the first step to get organized
3. Take responsibility for their part of the project
4. Assist others who need help
5. Wait their turn to speak or join in some activity

KINDNESS:

This means to have and show a high regard for others. When you show kindness you treat others with courtesy and consideration.. Kind students:

1. Follow the golden rule
2. Tolerate individual differences and opinions
3. Use good manners and language
4. Are considerate of the feelings of others
5. Deal peacefully with anger, insults, and disagreements
6. Cooperate with others and follow directions
7. Respect authority

UNACCEPTABLE BEHAVIOR

Any action that interferes with the educational setting of the school will be deemed unacceptable. Disciplinary Action will vary depending on the nature of the behavior and the frequency. Unacceptable behavior includes but is not limited to: inappropriate language, repeatedly missing school, sexual harassment, physical assault, verbal threats, bullying, insubordination, intimidation, destruction of school property and cheating. Penalties are upto and including: Saturday School, in or out of school suspension up to expulsion also to include the loss of right to attend any extracurricular activity .

IMPLEMENTATION OF DISCIPLINARY CODE

Occasionally, rules are broken and undesirable behavior is observed. The discipline imposed will vary in type and length depending upon the infraction. Parents will be notified and a conference will be convened if the conduct is of a serious or reoccurring matter. In the DeTour Arts and Technology Academy each teacher has a classroom management system in place where they keep track of behaviors. Students will first receive a verbal warning and reflect on their behavior. If the same behavior continues, they may lose out on a fun Friday competition and/or other upcoming events. Students that display unsafe or disruptive behaviors may be required to have a parent with them on any field trips taken during the year.

DANGEROUS WEAPONS

Public Act 211 requires that school officials report immediately to law officers when a dangerous weapon is found "in the possession of a pupil while the pupil is in attendance at school or a school activity." "Dangerous weapon" is defined as a firearm, or knife with a metal blade.

TOBACCO/DRUG FREE ZONE

There is a DRUG FREE ZONE 1000 feet in all directions around the school. This also includes the athletic field, parking lots, etc. Anyone caught with any type of controlled substance in these areas will be prosecuted by the law. Penalties are much more serious when a person is caught breaking the law in these areas. Senate Bill No. 459 went into effect September 1, 1993. This law indicates a person shall not use any tobacco product on any school property. Disciplinary action will result. "Any tobacco product" includes but is not limited to cigarettes, cigars, spit tobacco, snus, tobacco strips and sticks, dissolvable tobacco products, hookah, e-cigarettes, vape/vaping devices, electronic nicotine delivery devices and any new and emerging tobacco products.

Violation of this policy will result in the immediate consequences with a formal written referral that will be filed and parents/guardians will be notified. The consequence for any offense will include at least one of the following: suspension, in-school suspension, required secession classes, other preventative action, and/or law enforcement involvement, possibly resulting in fines and court cases.

USE OF CELL PHONES AND OTHER PORTABLE TECHNOLOGY

First and foremost, any communication that needs to be done with our students, needs to go through the office as we will be sure to get messages to them ASAP. Students are not to use any equipment necessary to reproduce, play or transmit sound during the regular school day unless special permission is granted by the administration or staff member in charge. **Cell phones are not permitted to be used anytime during the school day by students unless permission is given by the teacher.** Violation of this policy will have the following consequences:

1st Offense, student will be required to take the phone down to the office and the parent/guardian will need to pick it up from the office during or after school hours.

2nd Offense-1 day of in-school suspension with learning component requirement.

3rd Offense-3 days of Out of School suspension,

Subsequent violations will, following progressive discipline from 5-10 days and may eventually lead to expulsion.

SEARCH AND SEIZURE

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Directors, if there is reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Please note, property of the school can be searched at any time if reasonable suspicion is present. No strip searches will be conducted by any employee of the district, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law, may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated.

LOITERING

During instructional time, students are expected to be in classroom and learning, they are not expected to hang out in our restrooms with others. There should be no more than 3 students in the restroom at the same time for an extended period of time (roughly 4 or more minutes). If this behavior becomes a habit and the same players are involved, there may be consequences issued, (up and to including: a written referral, tardiness marked, detention, Saturday School assigned, etc.)

SEAT TIME WAIVER STUDENTS

FULL TIME STUDENT ENROLLMENT

All students, grades 6-12 shall be enrolled as full time students and shall be assigned (5) classes each semester. Exceptions to this policy may be granted by the Superintendent and Online Learning Coordinator.

DUAL ENROLLMENT (DE)

Students who take Dual Enrollment courses will receive the credit assigned to that class and also have the option of including the grade in their GPA.

ACADEMIC GRADING

Students may earn credits at their own pace. Course credit will be awarded at the Semester. Students have the opportunity to test out of content they already know when taking Odysseyware courses. The pre-test pass threshold is 80%. If the student scores above an 80% on the course pre-test they may elect to use that score on their transcript and “test out” of the course. The pass threshold for completed courses and all other Odysseyware assignments, quizzes and tests is 60%. The following grade scale will be used to calculate Grade Point Average (GPA).

Grade	Description	Grade Pts	Cut-off Percent
A	Superior	4.000	93
A-	Superior	3.667	90
B+	Good	3.333	87
B	Good	3.000	83
B-	Good	2.667	80
C+	Average	2.333	77
C	Average	2.000	73
C-	Average	1.667	70
D+	Poor	1.333	67
D	Poor	1.000	63
D-	Poor	0.667	60
I	Incomplete	0.000	
E	Failure	0.000	

Cut-off is the final calculated percentage that the student must meet or exceed in order to receive that grade/label as a final grade.

Grade Value is the percentage used for calculations when this grade is entered as an assignment score.

PROGRESS REPORTS- will be mailed at the end of quarter one and three to report student progress. Report cards will be mailed at the end of each semester.

GRADE EXPECTATIONS

DeTour Arts and Technology Academy is mandated to follow the Michigan Merit Curriculum (MMC)—MCL38.1248(a)(4)(a). Students must pass all classes with a 60% for semester credit. If a student gets below 60% they will be offered additional coursework.

TESTING OUT

A student may test out of a course, by passing the Odysseyware pre-test for the course with 80% or higher, before beginning the course. Students will have one opportunity to test out prior to taking the course. For courses not offered in Odysseyware, students may take the Eastern Upper Peninsula Intermediate School District end of course assessment if one is available. It is the responsibility of the student and/or parent guardian to notify the Online Learning Coordinator that the student wants to test. This notification must occur no later than the second week of each quarter. Students will have the opportunity to test out of Odysseyware course content, but will only be excused from the content in which they demonstrated mastery by scoring 80% or higher.

DISCIPLINE

The authority of the Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted by the school code.

Arson

Arson is defined as starting or attempting to start a fire with or without the intention of causing damage or interruption to the educational process. This behavior is unsafe and prohibited. Consequences for this type of misconduct are expulsion and involvement of local law enforcement. Cigarette lighters are prohibited at lab and at school.

Harassment

It is a violation of law for any student to harass or intimidate another student or staff member. If a student is the victim of any unwanted malicious/sexual actions or comments or of derogatory statements or actions concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the Online Learning Coordinator. Students must report harassment as soon as possible and should provide documentation (i.e. emails, chats, text messages, etc.) when possible.

Physical Aggression-Fighting

Fighting is prohibited. Fighting will result in removal from the program. Local law enforcement may be involved depending on the nature/severity of the physical aggression-fighting incident.

Possession of a Firearm/Weapon

No weapons of any kind or objects purported to be weapons are allowed in school, at lab or on campus. Students bringing a weapon to a lab or school campus will be removed from the program and local law enforcement will automatically be involved.

Use/Possession/Distribution and/or Sale of Alcohol, Marijuana and other Illegal Drugs

The use, possession, distribution, and/or sale of alcohol, marijuana, and illegal drugs are unlawful and prohibited on school campus and labs or within 1000 ft Drug Free Zone. This includes, designer drugs, prescription/non-prescription and naturopathic drugs being used, distributed, sold or in possession. If a student is found to be in use or if in possession of drugs, the substance will be confiscated. The student may be removed from the program and local law enforcement will be involved.

Attendance All Seat Time Waiver students are expected to login to their online courses regularly. Seat Time Waiver student attendance is not the number of logins each week, it is the weekly two way contacts with their assigned Mentor. It is the student's responsibility to maintain two-way contact with their Mentor at least once a week preferably using their school email account. Acceptable forms of two-way contact are by email, phone call, text or face-to-face. Students who fail to maintain two-way contact with their Mentor for four consecutive weeks may be removed from the program. If students under the age of 16 do not enroll in another district within 30 days, they will be reported to law enforcement and/or other agencies as truant. Students 18 and older that do not enroll in another district within 30 days, will be reported to Social Security and/or other agencies that they are no longer attending school.

PROGRESS

Students are expected to login and work on their assigned course(s) each week. The Academy recommends that students spend at least five hours a day or 25 hours a week on their classes. All classes are available 24 hours a day. Adequate progress in a course will be determined by the HQ course instructor, Mentor and the Online Learning Coordinator. Odysseyware and Michigan Virtual courses have features that will notify students if they are on track, behind or ahead. Students that fail to make progress in the 100% online program may be required to attend lab each week until the Learning Coordinator determines that the student is making adequate progress.

COUNT PERIODS

Count periods occur twice a year; usually in October and February. During the Count Periods, students are required to login and do work in at least one class each day, five days a week. Students also must maintain weekly two-way contact with their mentor. Students that miss a day during the week are expected to login on the weekends. If a student fails to meet the state requirements for the Count Period, at least 10 days of logins and two-way contact with the mentor each week during the 30 day count period, they may be asked to return their equipment and be removed from the program.

It is very important that students have daily access to high-speed Internet especially during the count periods. It is the responsibility of the student to identify an easily accessible back-up location in the event their Internet is not working. Students that do not meet the 10 logins or weekly two-way contact due to hospitalization or extenuating circumstances must provide written verification (from parent and doctor, therapist, juvenile facility, etc.) of the excused absence to the Superintendent.

Attendance/Progress Violations and Removal of Students from the Program

Participation in a Seat Time waiver program is a privilege. Parent(s)/Guardian(s) and students are responsible for ensuring that students are spending at least 25 hours on their courses each week and that the student maintains two-way contact each week with their assigned Mentor. It is important that students schedule time for school each week using a calendar or planner to ensure that they set aside enough time. If a student does not work on their classes frequently, they will fall behind very quickly. Chronic absences and/or failure to login or to make adequate progress in online courses will result in the following consequences:

NETIQUETTE

Students are expected to be respectful and responsible with their digital communications. This includes emails, chats, discussion boards and the posting of other online content. Profanity, obscenity and vulgarity in any form are prohibited.

	Violation	Intervention	Consequence
1	Failure to make progress in course(s) OR Failure to maintain two-way contact with mentor	1st Warning to student by email, phone, text or face-to-face	
2	Failure to make progress in course(s) OR Failure to maintain two-way contact with mentor	2nd Warning to student and contact to parent /guardian if the student is a minor by email, phone, text or face-to-face	
3	Failure to make progress in course(s) OR Failure to maintain two-way contact with mentor	3rd Warning to student and contact to parent/guardian if the student is a minor by email, phone, text or face-to-face	Student must meet weekly with coordinator until progress is made in course(s). If If student fails to show up for assigned meeting or does not respond to coordinator, the student will be dropped from program

EQUIPMENT

Students are expected to take care of the equipment issued to them and to return it any time they are asked. Students that experience equipment malfunctions or software problems should contact the Technician or Online Learning Coordinator immediately, so that the equipment/software can be repaired or replaced. Students MUST complete the form required to take equipment from DeTour Arts and Technology.

Students are responsible for all school-supplied instructional/technological items including laptop computers, MiFi devices and other technical items issued or used at labs. Restitution and other restrictions will be placed on those students who lose or damage this equipment. If this equipment has been intentionally damaged, destroyed, or stolen, the student may be removed from the program and local law enforcement may be involved.

INTERNET

Students need reliable access to high speed Internet in order to access their online classes and maintain two-way contact with their mentor. It is the responsibility of the parent(s)/guardian(s) to notify the Online Learning Coordinator if they are no longer willing or able to provide this service.

It is the responsibility of parent(s)/guardian(s) to ensure that students use the Internet safely and responsibly at home.

COMPUTER TECHNOLOGY AND NETWORKS

Parents/guardians must sign an agreement which defines the conditions in which the student may participate on the school or lab networks. Failure to abide by all the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including removal from the program or referral to law enforcement authorities.

TESTING: PSAT, SAT, and M-Step

Students must take all State and District assessments at a designated site and times as specified by the State or District. All 11th grade students are required to take the SAT and M-STEP. This test is usually given in the Spring each year. Students must attend all test sessions. If a student is unable to attend a scheduled test session due to illness or other extenuating circumstances, they will need to attend the scheduled make-up sessions(s) at a designated site and time as specified by the State or District. Completion of testing is a graduation requirement of the Academy.

AGE OF MAJORITY

DeTour Arts and Technology Academy is fully aware of the Age of Majority which is a person who is 18 years of age and is deemed to be an adult of legal age for all purposes whatsoever and shall have the same duties, liabilities responsibilities, rights and legal capacity as persons heretofore acquired at 21 years if age.

With the following exceptions the students rules and regulation will continue to apply to all students. Students 18 years and older may have the same privileges as parents as it relates to access to their own personal records. They may represent themselves during disciplinary conferences, and may be in receipt of their own reports.

Graduation Requirements

Students are eligible to graduate from DeTour Arts and Technology Academy by satisfying the following conditions:

- Pass courses/Pre-Test(s) and/or course-end exams for all of the courses outlined in the Michigan Merit Curriculum.
- Earned 18 Michigan Merit Curriculum Course credits. Students will be awarded .5 credits for each course passed during each semester/trimester.
- Must take all State and District required assessments at a designated site and time as specified by the State or District.

STUDENT RIGHTS AND RESPONSIBILITIES

1. Students have the right to a free public education. Students have the responsibility to attend school in compliance with the established code of conduct, attendance procedures and other rules adopted for the operation of the school program.
2. Students have the right to participate in the educational process, in safe buildings and to physical safety and protection of personal property. Students have the responsibility to allow other students the opportunity to participate in the educational process and to help promote a climate free of disruption and disorder. It is also the responsibility of all students to respect all school rules as they relate to safety in the building and to engage in conduct which respects the personal or property rights of others.
3. Students have the right to the use of textbooks and classroom materials. Students have the responsibility to take care of school textbooks and materials or pay for their repair or replacement.
4. Students have the right to present petitions, complaints or grievances to school authorities and the right to receive acknowledgment that the petition, complaint, or grievance has been received. At the time of acknowledgement of receipt is made, the appropriate school authority shall specify when a reply will be made. Students have the responsibility to pursue petitions, complaints and grievances through established procedures.
5. Students have the right of respect from all school staff and other students. Students have the responsibility to respect all school staff and other students.
6. Students have the right to consultation with teachers, counselors and administrators concerning those matters pertinent to their welfare.

Students have the responsibility to:

- Respect the rights of staff members in scheduling consultations at a mutually acceptable time.
- Be willing to explore and comply with reasonable alternatives.

PROCEDURAL DUE PROCESS FOR RULES AND REGULATIONS OF THE SCHOOL COMMUNITY

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutional and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan.

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
2. Every effort shall be made by administration and faculty members to resolve the incident with the students and his/her parent or guardian prior to disciplinary action.
3. A student must be given an opportunity for a hearing with the appropriate school administration with his/her parent or guardian. A hearing shall be held to allow the student and his/her parent or guardian to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and his/her parent or guardian allege prejudice or unfairness.

DUE PROCESS SUSPENSION PROCEDURE

Students will not be suspended from school without parent or guardian notification.

An administrator shall inform and involve parents whenever a suspension is assigned.

At such time the Administrator or designee determines that suspension is an appropriate action, he/she shall inform the student orally or in writing of the charges and evidence, and provide the student an opportunity to present his/her version.

1. Inform the parent/guardian of the charges, the rationale for the suspension, and the length of the suspension. Communication shall be by phone or written notification. A copy of the student referral form shall be placed in the student's file.
2. Grant a conference on request to the parent/guardian of the student to discuss the offense and the suspension decision. The Administrator or the designee may alter or negate the original suspension decision as a result of the conference. If the suspension is negated, all records of the suspension shall be removed from the files.
3. In the event a Administrator or designee deems it necessary, a student may be sent home during school hours. In the case of a student under 18 who cannot be picked up by a parent/guardian, the student shall be retained in the school building until dismissal time. Records will indicate the circumstances under which the student was sent home.
4. A conference between the Administrator or designee and at least one parent, guardian or caseworker may be required before the student will be readmitted to school.
5. During the period of suspension the student is not permitted to be on school property or to participate in extra-curricular activities.

APPEAL PROCESS

A student or minor student's parent/guardian may appeal a suspension decision.

The aggrieved student or minor student's parent/guardian may request an administrative review of a suspension. The request may be made within three (3) school days of the decision being reviewed. It shall be directed to the appropriate administrator.

The hearing is not a court proceeding and court rules of evidence shall not be enforced.

The student shall be given an opportunity to give his/her version of the facts and their implications. The student shall be allowed to offer testimony of other witnesses and present other evidence.

PROCEDURAL DUE PROCESS FOR EXPULSION

If a student is guilty of a gross misdemeanor or persistent disobedience following a suspension, the Administrator or designee may recommend expulsion of the student to the Board of Directors for the remainder of the semester or the school year. A student 18 years of age or older has the option of involving, or not involving, his/her parents in the expulsion process. The following procedures will be followed in the expulsion of a student.

1. The Administrator or designee will forward charges and documented materials to the Board of Directors with a recommendation for expulsion.
2. Charges will be forwarded to parents, by the Administrator, in writing.
3. Parents and the student may request and meet with the Administrator with or without counsel.
4. Related documents will be available to the parents and student.
5. The student will have the right to present evidence in his/her behalf.
6. The student and parents may present witnesses on behalf of the student.
7. The student and parents will receive a written record of the hearing.
8. The Administrator will make recommendations for expulsion to the Board of Directors.
9. The Board of Directors will review and act upon the recommendation of the Administrator.
10. The student and parents may appeal any unfavorable decision to the Board of Directors.

See **DeTour Board Policy # 5610**

STUDENT GRIEVANCE PROCEDURE

INFORMATION PROVIDED FOR PARENTS AND STUDENTS OF THE DE TOUR ARTS AND TECHNOLOGY ACADEMY

Non-Discrimination

- Title IV and Title VII, Civil Rights Act of 1964 and Age Discrimination in Employment Act of 1967

Non-Discrimination

- Title IX of the Education Amendments of 1972
- Section 503 and Section 504 of the Rehabilitation Act of 1973
- Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974
- Title II of the Americans With Disability Act of 1990 (ADA) Section 35.130

As required by law under the above names, titles and section, the Board of Directors assures that no person shall, on the basis of race, color, age, religion, sex, handicap, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination in the programs and activities under the control of the Board of Directors.

The Board of Directors hereby appoints the Administrator and its Equal Opportunity Officer for the above named titles and section. The DeTour Area Schools Administrator is charged to develop an Affirmative Action Program for the school district and to establish procedures necessary for effective, uniform, and judicious enforcement of equal opportunity standards.

The DeTour Arts and Technology Academy Administrator or his designee shall make available to all participants, beneficiaries, and other interested persons, information regarding the provisions of the above named titles and sections, and their application to the district program.

STUDENT GRIEVANCE PROCEDURE

Definition: A "Grievance" shall mean a complaint which has been filed by a student or by a student's parent, on his/her behalf, dealing specially with the various civil rights and nondiscrimination laws enumerated above. This grievance procedure is not applicable to situations for which other appeal and adjudication procedures are provided in State laws or in which the Board is without authority to act. Normal channels of communication, from student to teacher/guidance counselor to administrator to Board of Direc-

tors, shall be used, whenever feasible, in seeking clarification of questions of concern to the student, before the grievance procedure is utilized

Purpose: The primary purpose of this procedure is to secure, at the earliest level possible, equitable solutions to a claim of a complaint, if the claim is justifiable. The proceedings shall be kept confidential at each level of this procedure.

Time: The number of days indicated at each level shall be regarded as a maximum, and every effort shall be made to expedite the process. However, the time limits specified may be extended by mutual agreement of the complainant and the administration.

Level one: A student with a complaint shall present it first to his/her secondary Administrator. At this time the District Equal Opportunity Office must be notified. If the complaint is not resolved at this meeting, the student may present a formal claim in writing (including all supporting statements and evidence) to his/her Administrator. Within five (5) school days after receiving the complaint the secondary Administrator shall state his/her decision in writing with all supporting reasons and evidence.

Level two: If the complainant deems it desirable to carry the complaint beyond the decision reached in Level One, he/she may within ten (10) school days, file his/her complaint with the Board of Directors. The Board of Directors shall evaluate the evidence and render its decision within ten (10) school days after receiving the appeal.

Level three: If the complainant deems it desirable to carry the complaint beyond the decision reached in Level two, he/she may within ten (10) school days file his/her complaint with the Board of Directors. Upon receiving the complaint, the matter shall be placed upon the agenda of the Board of Directors, for consideration at the next regular meeting of the Board, and a final determination shall be made within thirty (30) calendar days from said meeting.

Withdrawal: A complaint may be withdrawn by the complainant at any level without prejudice or record.

Hearing & Decisions: At each of the above four levels the complainant shall be given the opportunity to be present and to be heard. All decisions at each level (with the exception of Level One)* shall be in writing and shall include supporting reasons. Copies of all decisions and recommendations shall be furnished promptly to all parties of interest.

Reprisals: No reprisal of any kind shall be taken by or against any party of legitimate interest of any legitimate participant in the grievance procedure by reason of such participation.

Preservation of Records: All proceedings external to the decision of the Board of Directors shall be destroyed. However, any complainant who wishes the proceedings (relative to his/her own complaint) to be placed in his/her school records may achieve such action by filing a written request therefore.

*In the first discussion with the elementary Administrator, it is not necessary to place the complaint in writing.

SECTION II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps.

Step 1—A written statement of the grievance signed by the complainant shall be submitted to the Local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

Step 2—If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Directors within five (5) business days of receiving the Dean of Students' response. In an attempt to resolve the grievance, the Board of Directors shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

DE TOUR ARTS & TECHNOLOGY ACADEMY'S AFFIRMATIVE ACTION STATEMENT

The DeTour Arts and Technology Academy's Board of Directors complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations including, but not limited to, Title II of the Americans with Disability Act of 1990 (ADA) Section 35.130, of the US Dept. of Education, Title VI of the Civil Rights Act of 1964, Title VII, Age Discrimination in Employment Act of 1967, Title IX of the Educational Amendments of 1972, and Section 503 and 504 of the Rehabilitation Act of 1973, as amended, and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. It is the policy of the DeTour Arts and Technology Academy's Board of Directors that no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation or denied the benefits of or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it received financial assistance from the U.S. Department of Education.

Limited English proficiency shall not be considered a barrier to participation in any program offered by the DeTour Arts and Technology Academy.

In all cases of grievance or concern, interested parties should contact DATA's Dean of Students, 202 S. Division St. DeTour Village, Michigan 49725, telephone (906) 297-2421, who serves as the School District's coordinator and Chief Compliance Officer. AN EQUAL OPPORTUNITY EMPLOYER

GRIEVANCE PROCEDURE FOR TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 TITLE IX OF THE EDUCATIONAL AMENDMENT ACT OF 1972 TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990

SECTION 504 OF THE REHABILITATION ACT OF SECTION I

Any person believing that the DeTour Arts and Technology Academy or any part of the school organization has inadequately applied the principles and/or regulation of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Educational Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) Title II of the Americans with Disability Act of 1990, and (5) Age Discrimination Act of 1975, may bring forward a complaint, which shall be referred to as a grievance to the local Civil Rights Coordinator at the following address:

**Robert W. Vaught
202 S. Division St.
P.O. Box 429
DeTour Village, Mi. 49725**



WEBSITE: Detourata.eupschools.org