DeTour Area Schools Parent/Student Information Guide

2025-2026

906-297-2011

DeTour Middle/High School

WELCOME TO DE TOUR MIDDLE/HIGH SCHOOL

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 student. We will be happy to sit down with you at any time to discuss any difference of opinion or to help clarify any school situation.

Sincerely, The DeTour Secondary Staff

TABLE OF CONTENTS

Academic Policies	12	Lice Policy	2
Accident or Illness at School	5	Lockers	5
Age of Majority Policy	3	Medication	7
Alternative/Community Education	8	Money and Valuable	5
Athletics	10	On-Line Learning Opportunities	14
Attendance Policy	11	Parental Involvement	8
Automobiles	4	School Calendar 2025-26	2
Bus Rules	4	School Delays and Closings	2
Cafeteria Rules	3	School Health Regulations	3
Class Time Schedule	2	Search and Seizure	5
Closed Campus	8	Special Education and Intervention Services	9
Communicable Diseases	3	Student Assistance Team	9
Corridor Conduct	4	Student Code of Conduct	15
Dance Regulations	7	Student Council	5
Dangerous Weapons	8	Student Services Office	9
DeTour High School Staff	2	Student Telephone Usage	2
Distribution of Outside Literature	5	Summer School	14
Dress and Good Grooming	6	Telephone Menu	2
Driver Education Eligibility	5	Technology Fee	7
Drug Free Zone	4	Textbook Deposit	7
Due Process	17	Textbook, Library or other Materials Lost or Stolen Textbooks	8
Emergency Information	3	Tobacco Use Prohibited in All Schools	4
Enrolling in School	3	Trespassing	7
Extra-Curricular Activities	6	Use of Breath-Test Instrument	8
Family Education Rights and Privacy Act	3	Use of Cell Phones and Other Portable Technology	7
Fire/Tornado/Lockdown Drills	6	Use of School Facility	7
Food Service Program	3	Visitors	8
Inspecting Instructional Material	6	Withdrawals or Transfers	8
Internet Usage	7		
Leaving School Early	6		
Library Regulations	7		

DeTour Area Schools Mission Statement

A highly qualified staff working in a collaborative relationship with parents and community will provide the environment for mastery of a rigorous curriculum, incorporate the use of technology, promote sound discipline and work habits, and encourage effective behaviors needed for lifelong success.

GENERAL INFORMATION

DE TOUR HIGH SCHOOL STAFF

Superintendent	Robert Vaught	2920
Principal	Michael Bassage	2925
Admin. Assistant	Lindsey McGuire	2924
Secretary	Lindsey Andrews	2917
Athletic Director/MS Math/Sci	Sara Galarowic	6655
Business Manager	Kris Hill	2924
IT/Counselor	Josh Deal	2835
Librarian	Meghan Stefanski	2831
HS English	Natalie Fairchild	6646
Math/Bus Driver	Emily Bennett	6662
Science	Kurt Hoffman	6657
Social Studies, Business	Russ Norris	6645
Art	Russ Livingston	6652
Band	Paula Sunderman	6688
Industrial Technology	Brian Nettleton	6602
MS English, Spanish	Jennifer Livingston	6651
Special Ed	Jodi Newell	6648
Maintenance	Randy MacDowell	6799
Custodian	Andrew Birgy	6799
Cook-DeTour/Bus Driver	Cecilia Hanke	6678
Bus Drivers	Alicia Birgy	
	Kriss Claus	
	Lee Fussman	
	Terri Hartman	
	Melanie MacDowell	

CLASS TIME SCHEDULE

HOURS	HIGH SCHOOL
1st	8:25-9:18
2nd	9:21-10:14
3rd	10:17-11:10
4th	11:13-12:06
Lunch	12:06-12:36
5th	12:39-1:32
6th	1:35-2:28
7th	2:31-3:24

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, 29/8, and 7/4.

LICE POLICY

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

SCHOOL CALENDAR 2025-2026

September	
First Day Student Students Dismissed at 11:30	Sept. 2
October-Quarter 1 ends October 31	
1/2 Day-11:30 release	Oct 10
Staff PD Day-No School for Students	Oct 14
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&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 students	Feb 16
Drummond Island Parent/Teacher Conf: 3:30-6:oo	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	April 6
May	
Graduation 12:00	May 16
Memorial Day– No SCHOOL	May 25
June Q 4 ends June 4	
Exams (students excused at 12:30)	June 2
Exams (students excused at 12:30)	June 3
Exams (students excused at 12:30)	June 4

STUDENT TELEPHONE USAGE

The office phone is primarily for office use. **Student usage will be discouraged in all but extreme cases**. Personal messages will not be delivered to students during class time. **Cell phones are not permitted to be used by students anytime during the school day, unless permission is given by the teacher.** Violation of this policy may result in out of school suspension or Saturday School.

TELEPHONE MENU

You may contact the school at anytime during the school day by calling (906) 297-2011. Teachers can be reached by dialing the corresponding 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.

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.

ENROLLING IN SCHOOL

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian, unless student falls under the classification as described by the McKinney-Vento Act. When enrolling, parents must provide copies of the following:

A. A birth certificate,
B. Court papers allocating parental rights and responsibilities, or custody (if appropriate),
C. Proof of residency,
D. Proof of complete, current immunizations,
E. Social Security Card.

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 Mr. Vaught.

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 entres(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 or beverage.
- Food and beverages should be consumed in the cafeteria and may not bye taken out of the cafeteria.
- 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.

AGE OF MAJORITY POLICY

DeTour Area Schools 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 of age.

With the following exceptions, the students' rules and regulations, as set forth in the DeTour High School Handbook, 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 be in receipt of their own grade reports.

A parent or guardian must call the school to excuse a student's absence unless the student is emancipated.

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.
There are new regulations from OSHA regarding bloodborn pathogens. The district is committed to protecting both students and staff from its spread in the school environment. See policy #8453.

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.

PROHIBITED ON ITEMS ON ALL SCHOOL PROPERTY

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, electronic nicotine delivery devices and any new and emerging tobacco products.
Penalties for this violation may include: suspension from school, required secession classes, and law enforcement involvement which may include fines and court costs.

CORRIDOR CONDUCT

In order to have a smooth and orderly transfer of classes during the school day, it is essential that students maintain good corridor conduct. Good corridor conduct means that students proceed to their classes with a minimum of social mingling and at a pace that enables them to arrive in class and be seated before the bell.

- Running in the halls, wrestling, excessive noise, profanity, abusive language, or physically showing affection is not indicative of good conduct and may result in disciplinary action. This type of action can led to injury.
- The hallway is also not a lounge and will not be seen as such. We will not be laying about, sitting on other's laps, cuddling, etc. Violations of proper decorum may result in disciplinary actions.
- Food or drinks should be disposed of properly. Hallway food and drink privileges may be revoked at any time.

AUTOMOBILES

Driving a vehicle to school is a privilege, not a right, and we trust that each student will be able to respect that privilege.

1. Student vehicles are to be parked in the designated student parking areas during school hours.
2. Drivers must obey all signs and designated traffic patterns.
3. Students may not park in staff parking lots until after school hours.

Failure to follow any of the above rules and regulations may result in disciplinary action that may include suspension of your driving privileges and/or suspension.

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.

Discipline: Students will be suspended from riding the bus for a time determined by the principal for:

- Possession of tobacco, firearms, knives, weapons, and/or drugs
- Use of profanity
- Insubordination to the bus driver
- Fighting
- Continued disregard for bus rules

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

DRIVER EDUCATION ELIGIBILITY

Driver education is available for any student who will turn 14 years 9 months of age before the course begins. To be eligible for driver education, students must have a passing grade in at least four classes the previous semester. No credit or grade will be given.

ACCIDENTS

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

DeTour Area Schools DO 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.

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 before being displayed or announced.

STUDENT COUNCIL

The student council is the elected student governmental body of the high school consisting of 2 members from each class. Each grade-level annually elects 1 member from their class to serve as a student council representative. The other class representative will be the class president. Its main goal is to organize various activities and serve as a focal point for student activities and ideas.

MONEY AND VALUABLES

Students should not bring unnecessary amounts of money or valuables to school. Lockers are NOT safe for housing these items. Students are encouraged to keep this in mind as school insurance only covers school owned property. Students bringing in unusual materials or items for use in class must have the permission of the instructor. In no case should they be left in the building overnight or during vacation.

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 Education, 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.

LOCKERS

The locker is owned by the district and loaned to the student. It is expected that it will be kept neat and clean. Obscene pictures or any other inappropriate material will not be posted on or in the locker. Lockers are to be kept closed when students are away from them. Nothing will be allowed to be displayed on the outside of the lockers unless it has been approved by an organizational leader or designee. Any damage done to the locker will be assessed to the student. Upon authorization of the high school administration, lockers may be searched. Authorization is given only when there is reasonable suspicion to believe that the use of the locker may be in violation of a school rule or Board policy or any law. The school will provide a lock at the students or parents request. If a non-school issued lock is used on the lockers, the school reserves the right to cut the lock if accesses to the locker is deemed necessary.

DRESS AND GOOD GROOMING

Students are expected to come to school looking neat, clean and dressed in a manner reflecting good taste. It should not be distracting to students, staff, or community members within the educational environment.

In particular, students should wear clothing that completely covers the areas of their chest, stomach, back and buttocks. The administration will make judgments where provocative styles of dress or appearance conflict with the health, safety and welfare of students or where the possibilities of disruption of the educational process is involved.

Students will be allowed to wear walking shorts, dress shorts, or other attire that is at least of mid-thigh length and in good taste and condition. Length of skirts should be sensible. Tank tops and shirts that do not cover the midriff area will be deemed inappropriate along with skirts or shorts that are too short. Pants should be worn no lower than the hips and boxer shorts or other undergarment should not be visible. Low cut shirts that cause an educational distraction will not be allowed. Clothing items with inappropriate messages or that imply inappropriate actions such as gestures or slogans advertising or referring to controlled substances or illicit behavior will not be allowed. Students without proper undergarments and whose outer clothing is translucent are in violation of this dress code. Any article of clothing or other fashion accessories that could be considered a weapon will also not be allowed at school. This includes, but is not limited to, chains hanging from pants or wallets and bracelets or necklaces with spikes.

Hair covers, including hats, bandanas and sweatshirt hoods(worn over the head), blankets, pajamas, slippers or wraps will not be worn upon entering the building. Hats must be kept in lockers and are not allowed to be carried around. **Coats, backpacks, and jackets** are to be kept in lockers and not worn to class(unless directed to do so by staff).

FIRE/TORNADO/LOCKDOWN DRILLS

There will be periodic fire, tornado and lockdown drills during the school year to acquaint students and teachers with the system of exiting the building in a minimum length of time.

INSPECTING INSTRUCTIONAL MATERIAL

Members of the public have the right to inspect instructional materials. Including but not limited to print and non-print materials, teacher's manuals, films, tapes and any other supplementary materials, used as part of the educational curriculum.

EXTRA-CURRICULAR ACTIVITIES

DeTour Area High School provides educational experiences of several types.

Experiences in the student activities program are designed to help meet the leisure, recreational, social and emotional needs of all students and to help them develop a sense of pride, achievement, togetherness, and self-esteem. These experiences also provide opportunities for self-directed specialization in areas of the curriculum of particular interest to individual students.

It should be stressed that taking part in any high school activity or sport is a privilege and is extended to those students whose scholastic record and citizenship status satisfy the standards established. When a student is representing DeTour Area High School through our student activities program, we expect exemplary behavior of the individual as well as passing grades.

In order to assist students in becoming well-rounded individuals, we encourage everyone to take part in one or more of our clubs and organizations. Students who do not conduct themselves in a satisfactory manner or who are in violation of school rules or involved in criminal activity may lose the privileges of participation in extra-curricular activities.

LEAVING SCHOOL EARLY

The procedure for signing out will be:

1. Students must report to the principal's office before leaving the building.
2. Students will be allowed to sign out if:
    a. The parent/guardian has called the office in advance.
    b. The parent/guardian comes into the office when they wish to pick up the student.
    c. The student has a note from a parent/guardian with a phone number on the note so the school could contact the parent/guardian to verify the note.
    d. The student has received permission from the principal.
3. Students will be disciplined for skipping if they leave the school and do not sign out. A call from a parent/guardian after the student has left the building will not be accepted.
4. Leaving class: If a student leaves class early <u>with</u> office permission, <u>no absence</u> will be counted against them for that hour.

ILLNESS AT SCHOOL

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

LIBRARY REGULATIONS

The school library is open every school day from 10:00-3:30, M,T,TR,F, Wednesday open 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 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. We have materials for use in the classes and ask that these materials be used for the betterment of education and then left for others to do likewise.

DANCE REGULATIONS

Organizations wishing to sponsor a dance must get prior approval from the principal. The dance will go no later than 11:30 p.m. Exceptions to this time may be granted by the principal for special occasions like homecoming and prom. Any guest must have prior approval by the principal before attending the dance.

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 Areas Schools can be found on the district's website at: https://detour.eupschools.org/

TECHNOLOGY FEE/INSURANCE

In order to cover the cost of printer paper used by all students through out the year, a five (5) dollar fee is required of all students before they will be allowed to log into our computer network. It is highly recommended that the students get the CISD annual insurance. $25 per year with a $30 deductible. Otherwise the student will be responsible for damage/repair/replacement if any occurs.

TRESPASSING

It is unlawful for individuals not enrolled in school or students who have been suspended or expelled to be on school property unless specific permission has been granted. Trespass is further defined as being in an unauthorized place or refusing to leave when ordered to do so by a school official. This includes all school-sponsored events occurring at times other than the regular school day. Violations of the trespass laws may mean immediate police action.

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 by students during school hours(8:24am-3:24pm including passing times and lunch time), unless permission is given by staff.** 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.

USE OF SCHOOL FACILITY

The school facilities of DeTour Area Schools 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 calendar and forms are available there.

MEDICATION

Any student who is required to take medications during the regular school day must keep the medication in the principals' 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.

WITHDRAWALS OR TRANSFERS

Anyone withdrawing from school or transferring to another school district during the school year must secure a withdrawal form from the high school office. The following steps must be taken:

1. Return all textbooks and school materials to the teacher who issued them.
2. Pay all fines and obligations.
3. Clean out locker.

No student under the age of eighteen (18) may withdraw from school without written consent from parent/guardian and must be in accordance with State Law.

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, its amount determined by the teacher depending on the severity. Final report cards will be held at the school until the damage or loss fee is collected. Students graduating will not take part in prom, commencement or receive a cap and gown if there are any outstanding fines.

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 schedule during the school year along with different activities within the classroom. Parents are encouraged to serve on the School Improvement Team, the Native American Parent Committee, the Booster Club, or one of the organized Parent Volunteer Groups. Contact Mr. Vaught if you are interested in any of these committees.

ALTERNATIVE/COMMUNITY EDUCATION

This program is designed for students having problems with the traditional high school setting. Students are admitted to the program by application through the counseling office, with parent permission. Final approval is granted by the high school principal. Students are expected to complete the same requirements as regular daytime high school students.

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" the following are examples of such objects include, but are not limited to: BB gun, pellet gun, look-alike gun, a knife with a blade greater than 3" in length, razor blade, box cutter, chains, nun chucks, mace, *pepper spray*, explosives, fireworks, and chemical reaction objects such as smoke bombs.

CLOSED CAMPUS

Students in the 6th through 12th grades will **NOT** be allowed to leave the school grounds during instructional hours or lunchtime, unless extenuating circumstances are approved by Admin.

USE OF BREATH-TEST INSTRUMENTS

The School Administrator/ or designee may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage or when prior notice has been given to groups of students attending/participating in school functions.
The student will be taken to a private administrative or instructional area on school property or where the school event is taking place with at least one (1) other member of the teaching or administrative staff present as a witness to the test. The student will be tested first with the school instrument. If the presence of alcohol is detected, parents and local authorities will be contacted. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical treatment. If the result of the school instrument indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

VISITORS

All visitors are reguired 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 principal prior to the day of visitation.

SPECIAL EDUCATION AND INTERVENTION SERVICES

STUDENT ASSISTANCE TEAM

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 Student Assistance Team 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 if 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 REFERRALS

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.

ATHLETICS

Athletics at DAS/DATA offers all students many opportunities for fun, competition and personal development. Athletic activities develop the qualities of hard work, physical fitness, cooperation and team spirit. It is an honor to represent our school as a member of any team. This honor carries with it a tremendous responsibility. Our school expects its athletes to train diligently in order to avoid injury, to look and act like competitors at all times, and to play to win. The school cannot afford to tolerate insubordination to teachers or coaches, unsportsman like conduct, and tardiness or absence from practices. If you represent our school, you give all you have, physically and mentally, or hand in your equipment. If we cannot field a team which possesses the above attributes, it is better to drop the sport.
Students will not be allowed to participate in an athletic event if they are absent more than ½ day on any game day unless prior approval is granted by the principal.

Parents should be aware of the risk of injury in participating in any athletic competition. Parental permissions must be signed. Students must pass a physical examination exam as required by MHSAA.

Students participating in athletics at DeTour High School will be covered by First Agency Insurance Co. for any deductible medical expenses incurred during interscholastic competition and not covered by their family insurance up to the $25,000 maximum allowance.

DISCIPLINE

Discipline procedures agreed upon by coaches, advisors and secondary staff members pertaining to all athletes during the calendar year:

1. It shall be the policy for smoking, drinking, using drugs or chewing tobacco or having the above in their possession:
    a. 1st offense: suspension from one game of football, track, 2 games for basketball, volleyball and golf.
    b. 2nd offense: suspension for the remainder of one calendar year in all sports
2. Discrediting of school—same as above.
3. Stealing, vandalism, and destruction of school property at home or on the road—immediate suspension from playing for the remainder of the season plus restitution for the damages.

ELIGIBILITY

All student athletes must be passing 6 out of 7 classes in a given week. The passing grade is a cumulative grade from the beginning of the nine weeks. Eligibility will check on Monday after noon. If a student is found to be ineligible, they will begin ineligible on Wednesday and will remain ineligible until the following Tuesday.

In addition to the weekly eligibility, all student athletes must maintain a 9 week Grade Point Average at or above a GPA of 1.7 for the prior 9-weeks.

Students who fall below this Grade Point Average will be placed on probation for 9 weeks. If the student fails to bring up their GPA at the end of the second nine week marking period, the student will be deemed ineligible. The student will remain ineligible until their GPA is at or higher than the acceptable GPA.

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 Area Schools. As a representative of the district, all athletes convicted of a criminal offense shall not be eligible for participation in sports unless declared eligible by the Athletic Director. Any student wearing a tether will be ineligible to represent our school.

These penalties shall be administered when infractions reported by the staff, coaches, board members, law enforcement officers or by own admission.

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 in performance regardless of affiliations

ATTENDANCE POLICY

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.

DeTour Area Schools accepts the responsibility of keeping accurate records of attendance. The responsibility of regular attendance in school rests with the student and most assuredly with the parents. The parent or guardians are a large part of the school's education team and will be regularly informed of any attendance problems. DeTour Area Schools will follow the Chippewa County Truancy Protocol.
The policy and procedures regarding student attendance are designed to accomplish three primary goals:

- To instill a positive attitude between students and parents concerning the school attendance policy.
- To identify and attempt to remedy situations where absences are having an adverse effect on the student's progress.
- To maintain an accurate record of attendance for each student, each hour, which becomes a part of the student's permanent school record.

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 or call from the parent PRIOR to missing school,

Any student who exceeds **6 absences per semester per class (12 per year)** will be referred to the Principal/ Superintendent's office. There may be extenuating circumstances that will need to be approved by the Superintendent/Principal on an individual basis, that require more than 6 days with proper documentation.

Teachers Responsibility

Teachers will take electronic attendance hourly. If there is a substitute teacher they will be given a login to record attendance for the classes that they are supervising.

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.

ABSENCES
MAKE-UP WORK AND TESTS

When a student is absent, it is IMPORTANT that the student complete make-up assignments. It is the student's responsibility to obtain his/her make-up work from the teacher the day after returning to school. The teacher will set the date when the make-up is due.

SCHOOL BUSINESS

Students who are absent from school due to school business, college visits, field trips or other activities that are required for class work or team participation will be recorded as School Business and will be expected to obtain their work prior to the absence and turn work in the next school day.

RELIGIOUS RELEASE

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.

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.

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 Superintendent/principal to make necessary arrangements.

Parents will be expected to make contact with all their child's teachers to obtain makeup work.

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.

ACADEMIC POLICIES

GRADING PROCEDURES

DeTour Area Schools 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 grading system for scholastic achievement is outlined below:

A	does excellent work
B	good—constant progress
C	Satisfactory work—fair progress
D	Poor work—slow progress
E	Unsatisfactory—Failure
I*	Incomplete—grade withheld until assignment completed
P	Passing

*Incomplete grades 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".

Teachers will provide a grading policy to the students at the beginning of the year/semester. Assignments/quizzes will be returned to the students in a timely manner and grades will be updated on Power School within a week of the return of these assignments/quizzes.

GRADUATION REQUIREMENTS

In order to earn a diploma from DeTour Area High School the requirements for graduation shall be as follows:

A. Students shall attend high school for the full 8 semesters, unless specifically excused from this requirement by the Board of Education.
B. All students are required to take seven (7) classes each year from 9th through 12th grade.
C. To be eligible for graduation, students shall earn the minimum number of credits as shown below;
   1. For regular students 24 credits
   2. Attend skill center/apprenticeship 23 credits /CTE/Dually Enrolled/EMC/WS (1 year)
   3. Attend skill center/apprenticeship 22 credits /CTE/Dually Enrolled/EMC/WS (2 years)
   4. For students who are enrolled with DATA for STW classes, will meet MMC requirements 18 credits
E. All students are required to take all mandated State testing. M-Step or the MI-Access if applicable.
F. To be eligible for graduation students shall have demonstrated a level of competence in reading and basic mathematics skills equivalent to at least that of the 6th grade. Approved methods of evaluation shall be determined by DeTour Area Schools and the skills thus demonstrated should be those designed to assure the ability by the student to function in the adult world.
G. Specific courses to be successfully passed shall be as follows:
   1. English 4 credits
      *required: English 9, English 10, English 11, English 12
   2. Science 3 credits
      *required: Physical Science, Biology I, Chemistry or Physics, and one additional science
   3. Math 4 credits
      *required: Algebra I, Geometry, Algebra II, and a senior year math class
   4. Physical Education/Health 1/2 credit each
   5. Social Studies 3 credits
      *required: American History
      Civics/Economics
      World History
   6. Visual, Performing, and Applied Arts 1 credit
      *Must Create, Perform/Present and Respond
   7. Online Experience 1 credit
      Could consist of self-paced or teacher-led Experience
   8. World Languages 2 credit
      Or 1 credit in a World Language and one additional fine arts credit.

Students attending the Sault Area Career Center will be granted the fourth year math credit if they pass the Automotive Tech course and/or a science credit if they pass the Allied Health class.

A student may request a Personal Curriculum in compliance with the Michigan Merit Curriculum standards. This request must be made by the parent to the Principal.

AWARDING OF CREDIT

In order to receive credit for any course, all students must pass the course end exam. Course credit may be obtained in 4 different ways:

1. Taking a course and passing the course end-exam on the first try. Credit will be given even with a failing grade for the semester.
2. Testing out of a course by taking the course-end exam or other approved assessments prior to the beginning of the semester. Certain days will be designated before each semester as test out dates. Credit will only be given for students that pass the exam with a C (70%) or better (MDE Requirement) on these given dates. Final exams may consist of portfolio pieces that will be presented in final form on the day of the written exam. Upon successful passing of the exam, no grade will be given for the course that counts for GPA. A student's transcript will reflect credit and the test out option. (This is per/State requirements)

3. Retaking the course and passing the course-end exam. Both course grades will be reflected in the student's GPA.
4. Retaking the course-end exam when the student has a passing average for two quarters of the semester. The second exam will not affect the students grade for the course. Students may be granted a Michigan Merit Credit for a course but have a grade average of an E.

Students that do not have a passing average for the quarters will need to retake the course.

SEAT TIME WAIVER STUDENTS

Students opting for full day Michigan Virtual Classes through the seat time waiver program will be scheduled for six courses per semester.

SEMESTER EXAMS

DeTour Area Schools recognizes the importance of semester exams as a valuable learning experience for all students. All students will be expected to take exams.

Semester Grades will be calculated on a percentage basis with each 9 weeks counting as 40% and the semester final (first attempt) as 20% of the semester grade.

GRADE LEVEL CLASSIFICATION

4 or more credits	10th grade
10 or more credits	11th grade
17 or more credits	12th grade

REPORT CARDS

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

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance and/or Principal's Office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

NATIONAL HONOR SOCIETY

The purpose of the National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in students. Membership into the National Honor Society is a privilege and not a right. In order to become a member of the National Honor Society, a student must met the following criteria:

- A cumulative 3.3 GPA and have attained junior of senior class standing
- Completed a minimum of twelve (12) basic academic requirements as a senior, and nine (9) for juniors from the following areas:
  English, Mathematics, Science, Social Studies, Foreign Language, and Computer Educations
- Be invited by the faculty council to apply for membership
- Follow membership procedures as specified by the National Honor Society Advisor

HONOR ROLL

There are four honor rolls each year, one for each nine-weeks period. To attain honor roll status a student must achieve a B (3.00 point) average for the marking period. The average is to be determined on a scale of:

A	4.00
A-	3.77
B+	3.33
B	3.00
B-	2.77
C+	2.33
C	2.00
C-	1.77
D+	1.33
D	1.00
D-	0.77
E	0.00

DUAL ENROLLMENT

Provided that certain eligibility requirements are met, high school juniors and seniors may be able to dually enroll at DeTour Area High School and at the public or private degree granting post-secondary institution. A portion of the tuition cost at the post-secondary institution may be paid by DeTour Area School District. Eligibility requirements are:

- Students shall have earned sufficient credits to be in grade 9 - 12 and qualify for state endorsement in all four subject areas of the MEAP High School test or the Michigan Merit Exam. Those students who have not taken the MME or MEAP, must have achieved a qualifying score in all subject areas on the ACT PLAN or the College PSAT readiness assessment.
- Students must be enrolled in both the district and the post-secondary institution during the district's regular academic year.
- The post-secondary courses for which state school funds are used must be academic courses not ordinarily taken as activity courses and must be courses not already offered by the district.

Students are no longer eligible when all high school graduation requirements have been met. Students will be responsible for transportation to all off-campus classes.
If the student fails to pass the college class(es), they may be billed for the cost of said class(es)

ON-LINE LEARNING OPPORTUNITIES

On-line learning opportunities are available to students for enrichment and credit recovery or for core classes for students in grade 9—12 for up to two hours. Students will be expected to take required courses from instructors at DeTour High School except when conflicts with the approved master schedule arise. Every effort will be made to schedule students within the course offerings of the master schedule.

Parents and students desiring to access the on-line learning environment will be required to adhere to the following rules.

- Course work will be worked on during the hour the course is assigned in the students schedule.
- The student will be required to be in attendance in the monitoring classroom during the hour assigned.
- Each on-line learning class will be assigned only one hour during the students schedule.
- The online classes are recorded as per semester and must be completed within the school-year calendar, as it pertains to the Semester. They will not carry over from one semester into the next semester, an extension may be granted by administration on a case by case basis.
- Parents and students will be required to attend a orientation training to familiarize themselves with the on-line class environment.

The purchase of an on-line learning seat will be done by the Principal. Parents will be required to reimburse the school prior to enrollment of the course if the course is for credit recovery or at the end of the semester is the student fails a course.

Students and parents choosing to purchase a seat through a school approved for credit recovery will need to document the of passage of the final exam with a 70% in order to be granted a Michigan Merit Curriculum credit. If the student takes the course but fails the exam or there is no final exam for the course, then the student would need to take the course end exam approved by DeTour Area School.

Credit Recovery

Students and parents wishing to recover credits during the summer break may do so by one of the following:

1. The student can study on their own and re-take semester exams by setting up an appointment with the teacher and principal.
2. The teacher, student, and parents/guardian will make a determination whether or not the student should be encouraged to take a class and could choose to purchase a seat through district approved online course program. Documentation of passage of the course at the successful completion of 70% of the of the assigned course and final exam with a 60%, would grant the student a Michigan Merit Curriculum credit.

STUDENT CODE OF CONDUCT

DeTOUR HIGH SCHOOL PHILOSOPHY TOWARD DISCIPLINE

The high school administration believes that the school environment must be conducive to learning. Students cannot learn, and teachers cannot teach in an environment that borders on chaos. Disruptions in halls make it difficult to enter into serious classroom discussion and study; fear for one's personal safety in school obviously will be an obstacle to learning and teaching. The student's mind cannot function quite as smoothly during periods of tension as it can when there is orderliness in the school setting.

It is the administration's duty to see that the school environment is conducive to learning; it is their duty to protect the rights and privileges of all members of the school community; it is their duty to help each student grow to become a responsible, self-disciplined person, able and willing to assume his/her role as a law-abiding citizen in a democratic society. In order to carry out their duties it is at times necessary to discipline those individuals who are destructive to school goals. This is why we have "Discipline Policies."

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, skipping school, sexual harassment, physical assault, verbal threats, bullying, insubordination, intimidation, destruction of school property and cheating. Penalties involving suspension or expulsion also include the loss of right to attend any extracurricular activity. Suspension from school for disciplinary action will result in an absence. Assignments due on the day of the suspension must be turned in at the beginning of the class time the day following the suspension. Assignments missed the day of the suspension will be expected to be turned in. Upon returning from suspension/expulsion, the student will meet with the Superintendent/Principal prior to returning to their regular class schedule.

DEFINITION OF CRIMINAL BEHAVIOR

Any criminal behavior in the school setting is unacceptable. All criminal activities will be turned over to the proper authorities and Michigan State Law will determine what action will be taken.

CONSEQUENCES

After school/lunch detentions for middle/high school students will be after school on Monday-Thursdays from 3:30 to 5:30. Detentions may be assigned by classroom teachers or the administration in accordance with the student discipline code. Parents will be notified by the teacher or administration regarding the nature of the detention. Only the issuing teacher may delay the appointed date of detention. In School Suspension, Out of School Suspension, and Saturday school may be an option assigned by the administration.

- Students will bring school related work to do or a book to read
- Students will not use computers during detention unless approved and monitored by assigned teacher
- Students will not be allowed to sleep during detention
- Students will not be allowed to listen to music/ headphones/airpods/earbuds
- Students will be released from the detention room to use the restroom only
- Students who fail to behave appropriately during their assigned detention will be written up for insubordination
- Students who do no show up for their assigned detention will have their detention time doubled
- Students must bring their detention form, signed by a parent or a principal pass denoting parent contact, in order to be admitted into the detention room
- Detention will be held in the classroom of the teacher who is monitoring it for that particular afternoon

IMPLEMENTATION OF DISCIPLINARY CODE

The method used to implement the disciplinary code will be a immediate consequences and progressive discipline. The policies apply to all students grades 6—12. They also apply to all school-sponsored activities or anytime the student is on the school property. This code may later be amended to include any other violation not specified. Parents will be notified of any disciplinary action taken by school personnel. Disciplinary action will be implemented in a timely manner.

Student discipline will be documented and be placed in the students discipline file. When the student reaches the point that all avenues of restorative justice and other procedures have been exhausted, the principal will recommend the Board of Education begin the Expulsion procedure.

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 acknowledgement 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.

BULLYING AND OTHER AGGRESSIVE

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/ aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school -related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/ guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/ or the results of the investigation.

Reporting

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education no later than May 27, 2022.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

Implementation
The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to staff members/Administration, or Board official. Complaints against the building Principal/Superintendent should be filed with the School Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed not addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.
The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student,

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/ or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during the investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal/Superintendent will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 – Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/ aggressive behavior.

Making intentionally false reports about bullying/ aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"**Aggressive behavior**" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coerc10n, name-calling, taunting, making threats, and hitting/ pushing/ shoving.

"**At School**" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"**Bullying**" is defined as any written, verbal, graphic, or physical acts, including cyberbullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

- adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- having an actual and substantial detrimental effect on a student's physical or mental health; and/ or
- causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- Physical - hitting, kicking, spitting, pushing, pulling; taking and/ or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal - taunting, malicious teasing, insulting, name calling, making threats.
- Psychological- spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"**Harassment**" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"**Intimidation/Menacing**" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"**Staff**" includes all school employees and Board members.

"**Third parties**" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as: Harassment,
see Policy 5517;
Hazing, see Policy 5516.

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 principal 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 suspen-

sion. 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 principal 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 principal 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 principal 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 school 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 principal may recommend expulsion of the student to the Superintendent of Schools 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 principal will forward charges and documented materials to the Superintendent of Schools with a recommendation for expulsion.
2. Charges will be forwarded to parents, by the Superintendent of schools, in writing.
3. Parents and the student may request and meet with the Superintendent of Schools in his office 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 Superintendent of Schools will make recommendations for expulsion to the Board of Education.
9. The Board of Education will review and act upon the recommendation of the Superintendent of Schools.
10. The student and parents may appeal any unfavorable decision to the Board of Education.

See DeTour Board Policy # 5610

STUDENT GRIEVANCE PROCEDURE

INFORMATION PROVIDED FOR PARENTS AND STUDENTS OF THE DE TOUR AREA SCHOOL DISTRICT

Non-Discrimination

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

The Board of Education hereby appoints the Superintendent and its Equal Opportunity Officer for the above named titles and section. The Superintendent 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 Superintendent 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

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

2. **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.
3. **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.
3. **Level one:** A student with a complaint shall present it first to his/her secondary school principal. 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 principal. Within five (5) school days after receiving the complaint the secondary principal shall state his/her decision in writing with all supporting reasons and evidence.
4. **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 Superintendent. The Superintendent shall evaluate the evidence and render his/her decision with ten (10) school days after receiving the appeal.
5. **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 Education. Upon receiving the complaint, the matter shall be placed upon the agenda of the Board of Education, 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.
6. **Withdrawal:** A complaint may be withdrawn by the complainant at any level without prejudice or record.
7. **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.
8. **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.
9. **Preservation of Records:** All proceedings external to the decision of the Board of Education 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 secondary school principal, it is not necessary to place the complaint in writing.

DE TOUR AREA SCHOOLS AFFIRMATIVE ACTION STATEMENT

The DeTour Area Schools' Board of Education 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 Area Public Schools Board of Education that no person, on the basis or 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 wich 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 Area Public Schools.

In all cases of grievance or concern, interested parties should contact Mr. Robert W. Vaught-Superintendent of DeTour Area Schools, 202 S. Division St. DeTour Village, Michigan 49725, telephone (906) 297-2011, 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 1973
Or any other compliance complaints

SECTION I

Any person believing that the DeTour Area School District 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 Compliance Officer at the following address:

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

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—A complainant wishing to appeal the decision of the Local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3—If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education 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.

Class Schedule

Name_____Home Room_____

Locker#_____

Period	Subject	Rm.#	Teacher
1			
2			
3			
4			
5			
6			
7			

PARENT ACKNOWLEDGMENT

As parent/guardian of _____(student's name), I acknowledge that I have read this parent/student handbook with my child, and are aware of the rules and regulations.

_____ _____

Parent's signature Date

_____

Student's signature

(Please detach along dotted line and return to high school office)