DeTour Area Schools Parent Information Guide

2025-2026

906-493-5225

Drummond Island Elementary School

WELCOME TO DRUMMOND ISLAND ELEMENTARY

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 with you to discuss any difference of opinion or to help clarify any school situation.

Sincerely, The Drummond Island Elementary Staff

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DeTour Area Schools Mission Statement

A knowledgeable and informed staff working in conjunction with parents and community will; provide the environment for the mastery of basic skills and essential objectives in each subject area, promote sound discipline and work habits, and create productive citizens for a constantly changing world.

DRUMMOND ISLAND ELEMENTARY STAFF

Superintendent/	Robert Vaught	ext. 2920
Principal	Michael Bassage	2925
Secretary	Missy Clark	6807
Kindergarten	Danna Barrette	6831
First/Second	Stacy Geyer	6833
Third/Fourth	Karrie Cloudman	6830
Fifth/Sixth	Caitlin Baareman	6836
Music	Paula Sunderman	6688
Special Education	Jennifer Schumacker	6828
Title I	Nicole Call	6837
Para	Kayla Lemcool	6833
Para	Samantha Bailey	6831
Playground	Nicole Call	6837
Maintenance/Custodian	Randy MacDowell	6799
	Perry Rose	6799
Cook	Toni Hartman	6807
Bus Drivers	Kris Clauss	
	Alan Martin	

SCHOOL CALENDAR 2025-2026

September
First Day Student Students Dismissed at 11:30 — Sept. 2
October-Quarter 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. 15-16
February
1/2 Day-11:30am release — Feb 6
NO SCHOOL Students/Staff Mid-winter break — Feb 9
ISD PD Day for staff-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 from Spring Break — 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

ELEMENTARY TIME SCHEDULE

8:00-8:05	Students Arrive
8:20	Instructional Starting Time
11:00-11:40	Lunch/Recess
1:20-1:40	Afternoon Recess
3:30	Dismissal

Library day and time will be set up for each classroom. Ask teacher for details.
Enrichment classes days and times will be set up for each classroom. Ask teacher for details.
Each classroom teacher sets up classroom instructional activities. Ask teacher for details and schedule.

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.

TELEPHONE MENU

You may contact the school at anytime during the school day by calling 493-5343. Staff members can be reached by dialing the room number.

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, sexuually explicit, and clothing/ adornments, that could be seen as offensive/degrading to others shirts will not be allowed in the building. Short shorts, spandex and tank, tube, halter tops or other tight, form-fitting clothing should not be worn to school. Absolutely NO HATS, head gear. No blankets, wraps, pajamas, slippers, (unless a special event is scheduled) upon entering the building. Underwear should never be showing and tops and bottoms that do not over-lap while standing or seated (ie:no midriffs)

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.

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.

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.

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.

CAFETERIA RULES

The follwoing rules are to be strictly adhered to in the cafeteria during the lunch period:

- Eating shall be confined to the tables placed in the serving area, no food or beverages are to be consumed in the halls.
- No misuse of food or beverage.
- 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.
- No loud voices or physical activity will be permitted.

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

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. Occasionally, rules are broken and undesirable behavior is observed. The discipline imposed may vary in type or length depending upon the infraction and age of the child involved. Parents will be notified and a conference may be deemed necessary if the conduct is of a serious or reoccurring matter.

STUDENT EXPECTATIONS

RESPONSIBILE:
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

COOPERATIVE:
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

KIND:
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

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. 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. 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.

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 during school hours(8:24am-3:24pm including passing times and lunch time), unless permission is given by staff.** Violation of this policy may result in suspension from school, following progressive discipline from 3-10 days and may eventually lead to expulsion.

ACADEMIC POLICIES

GRADING PROCEDURES

The DeTour Area Schools Board of Education 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 progress in Kindergarten-Second Grade:
4: Exceeding
3: Achieving
2: Developing
1: Introductory Level
The following scale is followed when awarding grades in third through sixth grade:

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

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."



MUSIC, COMPUTERS, ART and PHYSICAL EDUCATION GRADING

4: Exceeding
3: Achieving
2: Developing
1: Introductory Level

REPORT CARDS

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

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

Moderate amounts of 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.

HONOR ROLL

All A's and B's or 3.0 or better GPA in each grading period. End of the year, students receive a recognition certificate for all A's or 3.7 or better in each subject area.

ATHLETIC POLICY

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 form school is ineligible to compete in any athletic contests.

Participation is extra curricular activities, including athletics is a privilege at Detour Area Schools.

SPORTSMANSHIP OF STUDENTS & SPECTATORS

The student body and spectators would 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 and performance regardless of affiliations

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 driver's 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 drugs
- Use of profanity
- Insubordination to the bus driver
- Fighting
- Continued disregard for bus rules

Parents will be notified in writing by the 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 temperature is 10 degrees F and above unless wind chill is below 10 prohibits. The playground aide 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
- Expensive toys, games or radios must stay at home

CONSEQUENCES

1. Verbal Warning
2. Stand by the wall
3. Failure to earn recess

TOBACCO USE PROHIBITED 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.

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.

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 be released to another educational agency without written authorization from the parent.

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.

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.
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.

SPECIAL EDUCATION

A special education program exists for students who qualify for services under the reauthorized Individuals with Disabilities Education Act (IDEA) of 2004 or Section 504 of the Rehabilitation Act of 1973 (IEP) or 504 Plan. Individuals having concerns about cognitive, behavioral, language, or sensory development of a child should consult with special education staff.

ACCIDENT OR ILLNESS AT SCHOOL

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 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 office. For security reasons, no student may leave the building because of illness without securing permission from the office.

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 three inches or longer in length, razor blade, box cutter, chains, nunchucks, mace, *pepper spray*, explosives, fireworks, and chemical reaction objects such as smoke bombs.

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.

DISTRIBUTION OF OUTSIDE LITERATURE

Posters, announcements, and other forms of mass communications must have the approval of a building administrator before being displayed or announced.

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 searched 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.

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.

FIRE/TORNADO DRILLS

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

TITLE I

This a federally funded program, which supplements the regular classroom curriculum. It consists of teachers 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.

USE OF RADIO AND SOUND EQUIPMENT

Students are not to possess or use any equipment necessary to reproduce, play or transmit sound 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 responsibilty for loss and damage.

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 principal depending on the severity. Final report cards will be held at the school until the damage or loss fee is collected.

LIBRARY REGUATIONS

Drummond Island Library establishes their hours separate from ours, please see posted hours. 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. 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.

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 districts' website at www.eup.k12.mi.us/detour.

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.

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.

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 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 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

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 elementary 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 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 Area Public Schools.

In all cases of grievance or concern, interested parties should contact Mr. Robert Vaught, Superintendent of DeTour Area Schools, 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 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 Civil Rights Coordinator at the following address:

Robert 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.

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