

WELCOME TO DE TOUR ARTS and TECHNOLOGY ACADEMY

Welcome to the 2012-2013 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 at any time to discuss any difference of opinion or to help clarify any school situation.

Sincerely,
The DATA Staff

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DeTour Arts & Technology Academy Mission Statement

DeTour Arts and Technology Academy will provide students the opportunities, utilizing the performing arts and technology to master a rigorous curriculum, develop responsible work habits and demonstrate respectful citizenship. The uniqueness of our organization drives us to face the challenges of today and transform them into the possibilities of tomorrow.

GENERAL INFORMATION

DeTour Arts and Technology Staff

Secretary	Terri Tominac	225
Dean of Students	Dave Rhinard	224
Kdg/First/Second	Stacy Wilkie	207
Third/Fourth	Karrie Cloudman	200
Fifth/Sixth	Sara Galarowic	201
Music	Gordon Usher	188
Physical Education	Gordon Usher	188
	Russ Livingston	152
K-6 Art	Russ Livingston	152
K-6 Technology	Brian Nettleton	102
K-6 Special Education	Susie Rhinard	
Playground	Rose Firack	
Librarian	Linda Adams	132
Maintenance	Terry Breiler	
Custodian	Dave Lamotte	
Cooks	Heidi Fought	178
	Brendra Grudzien	
Bus Drivers	Rose Firack	
	Heidi Fought	
	Dave LaMotte	
	Brendra Grudzien	

DeTour Arts & Technology Academy Board of Directors

President	Janelle Dudeck	297-2400
Vice-President	John Orr	493-5894
Treasurer	Becky Farrell	493-5255
Secretary	Olive Warner	297-2645
Trustee	Ron Green	493-6303
Trustee	Jean Bloom	297-6105
Trustee	Ron Papin	297-8550

ELEMENTARY TIME SCHEDULE

8:15	Students Arrive
8:20	Instructional Starting Time
11:00-11:45	K-5 Lunch/Recess
2:10-2:30	Afternoon Recess
3:29	Dismissal

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

SCHOOL CALENDAR 2012-2013

Labor Day (No School)	Sept. 5
First Day Student (1/2 Day)	Sept. 6
Teacher-In-Service (No School)	Oct. 20
End of 1 st Quarter	Nov. 4
DeTour Parent/Teacher Conf: (students excused at 12:30) 1-4 pm & 5-7:30 pm	Nov. 10
Fall Break (Deer Season)	Nov. 15
Thanksgiving Break	Nov. 24
Thanksgiving Break	Nov. 25
No-School Teacher-In-Service	Dec. 20
Christmas Break	Dec. 17-Jan 1
School Resumes	Jan. 2
Ends of 2nd Quarter	Jan. 20
Exams (excused at 12:30) Elementary conferences 4:30-7:30	Jan. 26
Exams (excused at 12:30) Elementary conferences 1-3:30	Jan. 27
No School—Teacher In-Service	Feb.
No School—Mid Winter Break	Feb. 20
End of 3rd quarter	March 23
Spring Break	March 26-30
School Resumes	Apr. 2
No School—Good Friday	Apr. 6
High School Conferences (students excused at 12:30)	Apr. 19
No School—Memorial Day	May 28
Exams (excused at 12:30)	May 31
Exams (excused at 12:30)	June 1

***Subject to change**

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 297-2421. Teachers can be reached by dialing their room number.

EMERGENCY INFORMATION

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

- Each child's TELEPHONE NUMBER and ADDRESS
- UPDATED IMMUNIZATIONS

Minimally THREE ADDITIONAL NAMES and PHONE NUMBERS of responsible adults whom we may call in case of injury, illness or school closings.



FAMILY EDUCATION RIGHTS AND PRIVACY ACT

All parents and guardians of students under 18 years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files and data of the school district relating to the student. Student confidential information can be released to another educational agency without written authorization from the parent.

PARENTAL INVOLVEMENT

Parents are a vital part of the students educational experience. There are many ways that parents can be involved in their child's education. Parent teacher conferences are scheduled during the school year along with different activities within the classroom. Parents are encouraged to serve on the School Improvement Team along with the Parental Partnership Committee. Contact Angie Reed or Stacy Wilkie if you are interested in either of these committees

STUDENT TELEPHONE USAGE

The office phone is primarily for office use. Student usage will be discouraged in all but extreme cases. Please see that your child has "everything" before leaving the house in the morning. Cell phones may only be used before and after school. If cell phones are used during school hours (8:20-3:29) the phone will be taken to the office and returned to students at the end of the day. If it happens a second time the phone will be taken and parents will be contacted to pick the phone up. A third incident will result in the phone being taken, parents contacted, and students will not be able to bring the phone for the remainder of the year.

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.

SCHOOL DRESS POLICY

Children who are neat in appearance, take pride in themselves and their school. T-shirt messages should be appropriate for a school setting. Alcohol and tobacco slogans, vulgar or sexually explicit shirts will not be allowed in the building. Short shorts, spandex and tank tops are not permitted. Pants and skirts should be worn at a level where undergarments are not seen. **Absolutely NO hats or hoods in the school building.**

FOOD SERVICE PROGRAM

Free and reduced price breakfast and lunch shall be served in accordance with the policies approved by the Board of Directors and by the State of Michigan, Food & Nutrition Program. Free and reduced price lunch applications are available in the office. All meals costs in advance or daily will be collected in the classroom before the start of the school day. In emergency, lunches may be charged out but will not exceed \$30.00 per family. Students may bring their own lunches and purchase milk for \$.25. The cost for breakfast is \$1.50 and lunch \$1.75.

CAFETERIA RULES

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

- Eating shall be confined to the tables placed in the cafeteria, 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.

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.

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 responsibility for loss and damage

ATTENDANCE POLICIES

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

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

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

DEFINITION OF ABSENCES

Except for school imposed and serious illness or hospitalization absences, all absences WILL count toward the 10 day limit per semester. A parental meeting will be set up for any student with excessive absences.

Absences are expected to be explained as outlined below:

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

FAMILY VACATIONS

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

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

TARDINESS

Every attempt should be made to have your child to school on time. If your child comes to school late, they must report to the office before entering the classroom. Students arriving on late buses will not be counted tardy.

CHILDREN LEAVING SCHOOL

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

VISITORS

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



ACADEMIC POLICIES

GRADING PROCEDURES

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

The following scale is followed when awarding grades in First-Sixth grade (including elementary band):

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

In First-Third grade any percent less than 70 will be recorded as NI (Needs Improvement)

KINDERGARTEN, MUSIC, COMPUTERS, ART and PHYSICAL EDUCATION GRADING

Exceeds Expectations	+
Meets Expectations	√
Needs Improvement	NI

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

REPORT CARDS

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

HONOR ROLL

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

PROMOTION, PLACEMENT, and RETENTION

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

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

HOMEWORK POLICY

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

DAILY PLANNERS

We as educators are trying to improve communication between parents and teachers. In order to help improve this communication your child will bring home a planner everyday from school.

- First, you should check the planner for your child's homework assignment (s).
- Second, check the planner for any notes from the teacher and/or handouts from the school.
- Third, when the assignment (s) are completed, put you initials in the space provided. Send planner back to school the next day.

It is your child's responsibility to write down his/her homework assignments and the parents' responsibility to sign the planner every night.

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 from school is ineligible to compete in any athletic contests.

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

SPORTSMANSHIP OF STUDENTS & SPECTATORS

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

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

STUDENT SERVICES

SCHOOL HEALTH REGULATIONS

The school district is charged with keeping current health records for all students. In accordance with state health regulations all students must be immunized from communicable diseases. Proof of immunizations must be provided at the time of registration.

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.

MEDICATION

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

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

LICE POLICY

Under no circumstances may a student attend school if he/she has nits. A student may return to school when **NO NITS** are found. Upon return, the student will be inspected by school staff.

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

ACCIDENT OR ILLNESS AT SCHOOL

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

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

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

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

LIBRARY

The school library is open every school day from 10:00-3:30. 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.

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 building activities calendar and forms are available there.

TEXTBOOK, LIBRARY OR OTHER MATERIALS LOST OR STOLEN

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

SPECIAL EDUCATION AND INTERVENTION SERVICES

STUDENT ASSISTANCE TEAM

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

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

Step 1: Prior to Student Assistance Team Meeting

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

Step 2: Student Assistance Team Meeting

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

Step 3: Post-Student Assistance Team Meeting

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

Step 4: Follow-up Student Assistance Team Meeting

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

SPECIAL EDUCATION REFERRAL

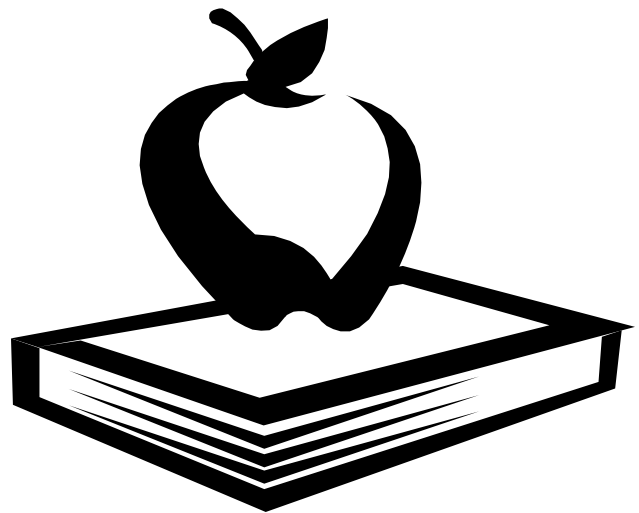
Any individual may make a special education referral for a particular student by contacting the special education / intervention services coordinator. Please be able to provide supporting documentation (record of interventions attempted and response to interventions, work samples, behavioral observations, etc.) at the time of your request for referral.

TRANSFER STUDENTS

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

TITLE I

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



SCHOOL BUS & PLAYGROUND POLICIES

SCHOOL BUS RULES

Students will be provided a safe journey to and from school. In order that a condition of safety and reasonable comfort might be provided, all students will abide by the following rules. If these rules are broken by a student the school will either discontinue transportation or not be held responsible for transporting the student to school.

The bus driver has final authority on the bus and is to be treated with respect.

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

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

General Rules:

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

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

Infractions of playground rules will result in a card change for the classroom. Severe infractions will result in either a failure to earn recess or suspension from school in accordance with the student disciplinary code.

STUDENT CODE OF CONDUCT

D.A.T.A. PHILOSOPHY TOWARD DISCIPLINE

The staff is united in providing students with a safe and successful environment in which to learn. An important element of the growth process is to gain a respect and appreciation for the rules and proper behavior. Toward that goal, the elementary staff have implemented the following positive behavior support initiatives:

Students Taking a New Direction (STAND): The STAND program recognizes students who behave in a positive and responsible manner in all environments during the school day. Students have the opportunity to earn incentives for maintaining green cards on a weekly and monthly basis (see explanation of classroom card system below). Students who show substantial improvement in their behavior over time are recognized as well.

STUDENT EXPECTATIONS

RESPECT:

This means to have and show a high regard for others. When you show respect you treat others with courtesy and consideration.. Respectful 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

RESPONSIBILITY:

This means to complete the duties and tasks that you are assigned to carry out. When you show responsibility, you act in a reliable and trustworthy way. 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

SELF-CONTROL:

This means to be in control of your feelings (emotions) and actions. When you show self-control, you think before you act and consider the consequences for your actions. Students who have self-control:

1. Stay on task
2. Take responsibility for their actions
3. Obey the rules
4. Wait their turn to speak or join in some activity
5. Complete their work before starting to play

INITIATIVE:

This means to take the first step in doing or starting something. When you show initiative, you don't wait for someone else to tell you what you need to do next. Students who have initiative:

1. Start and finish their work without being told
2. Take the first step to get organized
3. Pick up their belongings without being told
4. Assist others who need help
5. Don't procrastinate and waste time

CITIZENSHIP:

This means that you do your share to make your home and community better. When you are a good citizen, you respect and follow the rules and laws. Good citizens:

1. Cooperate with others and follow directions
2. Respect authority
3. Protect the environment
4. Tell the truth

IMPLEMENTATION OF DISCIPLINARY CODE

Occasionally, rules are broken and undesirable behavior is observed. The discipline imposed will vary in type and length depending upon the infraction. Parents will be notified and a conference will be convened if the conduct is of a serious or reoccurring matter. The discipline system used in DeTour Arts and Technology Academy is the clip chart system. Each student starts the day on green--Ready to Learn. Students can “clip up” for good choices. If disciplinary action is needed in the classroom, the student will progress from green to yellow for the first offense, yellow to blue for the second offense, and blue to red for the third offense. When the student reaches red, parents will be contacted and an appropriate consequence will be issued. Severe misbehavior will be dealt with using the points policy outlined in the chart below. The policies apply to all students grades K-6 in instances of severe behavior infractions. This policy is not intended to replace the clip chart system for classroom disciplinary matters. These policies apply to all school-sponsored activities or any time that the student is on school property. The policy may 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 placed in a cumulative discipline file. When a student accumulates 5 points, a student assistance team will be convened for behavior planning purposes to discuss appropriate behavior intervention strategies. The student assistance team process will follow as outlined on page 7 of this handbook. The student assistance team will convene to review and revise the plan in place for an individual student when, and if, the student reaches 10, 15, 20, 25, and 30 points respectively. Parents will be integral members of the student assistance team. When a student reaches 35 points, the school leaders will recommend that the Board of Directors begin the Expulsion procedure.

Point Policy

	1st Incident	2nd Incident	3rd Incident
Inappropriate Language (Swearing)	Failure to Earn Recess 1 point	Failure to Earn Recess 2 points	Failure to Earn Recess 4 points
Cheating	Failure to Earn Recess/ Redo Assignment 1 point	Failure to Earn Recess/ Redo Assignment 2 points	Failure to Earn Recess/ Redo Assignment 4 points
Disruption of Classroom Activities	Failure to Earn Recess 1 point	Failure to Earn Recess 2 points	Failure to Earn Recess 4 points
Possession of Stolen Property	1 day In-School Suspension 1 point	1 day In-School Suspension 2 points	1 day Suspension 4 points
Deliberate Damage of Property	Restitution for Damage Failure to Earn Recess 1 point	Restitution for Damage 1 day In-School Suspension 2 points	Restitution for Damage 1 day Suspension 4 points
Gross Disrespect Toward Others: swearing, yelling, vulgarity, and insubordination or defiance towards authorities	1 day In-School Suspension 1 point	1 day Suspension 2 points	2 day Suspension 4 points

<i>Safe Schools Rubric</i>	First Incident	Second Incident	Third Incident
Verbal/Emotional: Starting or spreading rumors, name calling-academic, ability, appearance, disrespectful comments or gestures	Write up sent to office Apology expected 1 missed recess	Write up sent to office Missing 2 recesses Parents contacted Think sheet 1 point assessed	Write up sent to office 2 points assessed 1 day in-school suspension Behavior plan established
Physical: Running into others roughly, slapping, grabbing, or pushing, shoving or shouldering, spitting or hair pulling, inappropriate touch, verbal threat of bodily harm (ex: I'm going to punch you)	Write up sent to office 1 point assessed Think sheet 2 missed recesses	Write up sent to office 2 points assessed Parents contacted 1 day in-school suspension Behavior plan established	Write up sent to office 3 points assessed Parent conference to revisit behavior plan
Severe Physical: Punching, kicking, pushing down with injury, inappropriate touch involving private parts, verbal or gestured threat that involves the use of a weapon or taking of a life	Write up sent to office 2 points assessed Parent contacted 1 day in-school suspension Police Notification	Write up sent to office 4 points assessed Parents called in for conference Behavior Plan 2 day in-school suspension Police Notification	Write up sent to office 6 points assessed 2 day suspension Parent conference to revisit behavior plan Police Notification
<ul style="list-style-type: none"> Consequences may vary due to board policy or other legal aspects related to the offense 			

DANGEROUS WEAPONS

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

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.

SEARCH AND SEIZURE

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

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

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

STUDENT RIGHTS AND RESPONSIBILITIES

- 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.
- 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.
- 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.
- 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 Dean of Students 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 Dean of Students 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 Dean of Students or designee deems it necessary, a student may be sent home during school hours. In the case of a student under 18 who cannot be picked up by a parent/guardian, the student shall be retained in the school building until dismissal time. Records will indicate the circumstances under which the student was sent home.
4. A conference between the Dean of Students or designee and at least one parent, guardian or caseworker may be required before the student will be readmitted to school.
5. During the period of suspension the student is not permitted to be on school property or to participate in extra-curricular activities.

APPEAL PROCESS

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

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

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

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

PROCEDURAL DUE PROCESS FOR EXPULSION

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

1. The Dean of Students or designee will forward charges and documented materials to the Board of Directors with a recommendation for expulsion.
2. Charges will be forwarded to parents, by the Dean of Students, in writing.
3. Parents and the student may request and meet with the Dean of Students 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 Dean of Students will make recommendations for expulsion to the Board of Directors.
9. The Board of Directors will review and act upon the recommendation of the Dean of Students.
10. The student and parents may appeal any unfavorable decision to the Board of Directors.

See **DeTour Board Policy # 5610**

STUDENT GRIEVANCE PROCEDURE

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

Non-Discrimination

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

Non-Discrimination

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

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

The Board of Directors hereby appoints the Dean of Students and its Equal Opportunity Officer for the above named titles and section. The DeTour Area Schools 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 DeTour Area Schools 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

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

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

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

Level one: A student with a complaint shall present it first to his/her secondary Dean of Students. 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 Dean of Students. Within five (5) school days after receiving the complaint the secondary Dean of Students shall state his/her decision in writing with all supporting reasons and evidence.

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

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

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

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

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

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

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

DE TOUR ARTS & TECHNOLOGY ACADEMY'S AFFIRMATIVE ACTION STATEMENT

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

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

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

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

SECTION 504 OF THE REHABILITATION ACT OF SECTION I

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

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

Policies for Academy Students utilizing the MS/HS Seat Time Waivers

On-line Learning/Seat Time Waiver Option for students in Grade 7 – 12

Students wishing to participate in grades 7 – 12 must apply for a seat time waiver through the EUPISD. There are three different programs a student can utilize when choosing to participate in the seat time waiver program. A team including the student, parent and the authorized school personnel will meet to examine which of the following three programming choices is appropriate for the given student.

Option # 1: This option allows students to take up to a “full load” of online courses aligned with an individual student’s graduation requirements. There are a variety of approved online courses available through Michigan Virtual High School, a state wide association known as GEN-NET and others. These courses are aligned with the Michigan High School Content Expectations (HSCEs) and will be monitored by local district teachers in cooperation with remote teachers associated with the course providers. Students will still have to take local district approved course end exams that are aligned to the HSCEs in order to obtain credit; just as they do in traditional courses. This option will be well suited to students interested in semester or full year credit recovery, credit/course acceleration, added potential variety of course offerings and students that would like to access courses strictly from home or another off site locations. Students will be required to meet face to face with local teachers periodically but will be monitored daily online as they complete work, quizzes and exams.

Option #2: The second option is primarily intended for credit recovery. Students participating in this option will be able to participate in online modular based learning programs that will allow for credit recovery. This option will be very helpful for students that need partial credit to successfully complete Michigan Merit Curriculum (MMC) required courses in order to graduate “on track” with their classmates. As with option one, students will take district approved course end exams in order to receive credit.

Option #3: Option three will allow students to obtain credit through very specific, off site project based learning opportunities. The sites will be approved and the experience will be aligned with HSCEs by a panel of community site representatives, local educators, counselors and principals. The site selection process will be dependent on community based sites willing to participate, alignment potential with HSCEs and student interest. Students will need to work closely with their local districts to obtain approval for a waiver under this option.

Forms for the seat time waiver can be found on the EUPISD website. Four steps will need to be completed by the student, parent and counselor.

Full Time Equivalence (FTE)

A student enrolled in the DeTour Arts and Technology Academy for grades 7 – 12 will be considered a full time student if they are enrolled in 5 on-line courses for semester paced classes or 4 on-line courses for trimester paced classes.

Graduation Requirements

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

- Pass courses and/or course-end exams for all of the courses outlined in the Michigan Merit Curriculum (16 credits currently and 18 credits for classes graduating after 2016),
- Maintain a full time equivalence of one for each semester enrolled in the DeTour Arts and Technology Academy, and
- Have been enrolled in some form of education program for not less than four years during their high school career.

Students will be awarded .5 credits for each course taken during each semester/trimester.

The following grade scale will be used to calculate Grade Point Averages (GPA):

A 93 and above	4.0	C 73 – 76	2.0
A- 90 – 92	3.7	C- 70 – 72	1.7
B+ 87 – 89	3.3	D+ 67 – 69	1.3
B 83 – 86	3.0	D 63 – 66	1.0
B- 80 – 82	2.7	D- 60 – 62	0.7
C+ 77 – 79	2.3	E 59 and below	0.0

Athletics

DeTour Arts and Technology Academy students will be allowed to participate in high school athletics through a co-operative with DeTour Area Schools. Eligibility will be based on DeTour Area Schools eligibility qualifications.