

## STUDENT RECORDS NOTICE OF RIGHT TO ACCESS AND PRIVACY OF RECORDS

To all Residents of Dickinson-Iron Intermediate School District:

This notice is presented in Compliance with the Family Education Rights and Privacy Act of 1974, Section 99.6, Annual Notification of Rights.

The Act and rules grant the right to consent divulging of records, to see records, and to challenge records to parents of a minor student and to students who are at least 18 years old. But the parents of the student who is 18 or older cannot be allowed access to the records of the student unless the student is a dependent for income tax purposes. Such a parent cannot exercise the right of consent to access by others or challenge the records. In the case of divorced or separated parents of a minor student, the school may rely on the word of either parent unless given proof of a court order of agreement limiting the rights of either parent.

Parents and/or students eligible for disclosure have the right to have the administration hear evidence that any part of the record is inaccurate, misleading or violates a student's privacy or other rights, to have the record changed if the administration agrees with the applicant's evidence and to insert an explanation in the record if the administration disagrees.

When information regarding more than one child appears on any printout, list, or roster, the parent requesting to review has access privilege to only those students under his/her guardianship.

### Designated Directory Information

1. Name, address, telephone number
2. Birth date
3. Participation in school activities
4. Dates of school attendance
5. Honors and awards
6. Bus lists & routes
7. Other information generally associated with school activities, newsletters, yearbooks, programs

Parents wishing not to have any or all of the directory information disclosed must contact the superintendent of their local school district or the Dickinson-Iron Intermediate School District within thirty (30) days of this notice.

High school students and their parents/guardians may prevent disclosure of a student's name, address, and telephone number to military recruiting representatives (who can only use that information to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies) by submitting a signed written request to that effect to the high school principal.

### Procedure for Access

Anyone wishing to review or have access to student records should contact the superintendent of the school system in which the child participates:

Breitung Township Schools 2000 Pyle Drive Kingsford, MI 49802 Phone: 779-2650 Mr. Craig Allen, Supt.	Forest Park School District 801 Forest Parkway Crystal Falls, MI 49920 Phone: 875-6761 Ms. Becky Waters, Supt.
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Iron Mountain Public Schools 217 Izzo-Mariucci Way Iron Mountain, MI 49801 Phone: 779-2600 Mr. Raphael Rittenhouse, Supt.	North Dickinson County Schools W6588 M69 Felch, MI 49831 Phone: 542-9281 Ms. Angel Inglese, Supt.
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Norway-Vulcan Area Schools 300 Section Street Norway, MI 49870 Phone: 563-9552 Mr. Louis Steigerwald, Supt.	West Iron County Public Schools 601 Garfield Iron River, MI 49935 Phone: 265-9218 Mr. Christopher Thomson, Supt.
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Dickinson-Iron ISD  
1074 Pyle Drive  
Kingsford, MI 49802  
Phone: 779-2690  
Mrs. Wendy Warmuth, Supt.

If eligibility requirements are met in accordance with Family Education Rights and Privacy Act, a date will be scheduled convenient for the requesting party and the school system responsible for the records, not to exceed 45 days. Prior to any access, a form will be provided by the superintendent and must be completed and placed in the child's file for future reference.

**It is the operational procedure of the above school districts to forward educational and disciplinary records on request to a school in which a student seeks or intends to enroll.**

In the event that copies are requested, a fee for copies may be charged, not to exceed the cost of reproduction.

If you feel your rights under this law are being violated, you may file a complaint with:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

### EQUAL EDUCATIONAL OPPORTUNITIES

Board of Education Statement of Assurance  
of Compliance with Federal Law

The Dickinson-Iron Intermediate School District and Area Public School Districts' Boards of Education comply with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education. It is the policy of the Boards of Education that no person on the basis of race, color, religion, national origin or ancestry, age, gender, marital status, disability, or arrest record shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education.

The Dickinson-Iron Intermediate School District and Area Public School Districts' Boards of Education seek to provide educational services to all persons with disabilities from birth through age 25. We are making an effort to locate all persons who have not been identified, with special focus on babies and preschoolers residing in the local areas.

If you are aware of any individual who is disabled and meets the age requirements, as stated above, please instruct them to have contact with the Dickinson-Iron Intermediate School District at (906) 779-2690.

Inquiries or complaints may be addressed to the following Coordinators for Title VI, Title IX, Section 504, ADA and the Age Discrimination Act of 1975:

Director of Special Education or  
Director of Technical Education  
Dickinson-Iron ISD  
1074 Pyle Drive  
Kingsford, MI 49802  
(906) 779-2690

Mr. Craig Allen, Superintendent  
Breitung Township School District  
2000 Pyle Drive  
Kingsford, MI 49802  
(906) 779-2650

Ms. Becky Waters, Superintendent  
Forest Park School District  
801 Forest Parkway  
Crystal Falls, MI 49920  
(906)-875-6761

Mr. Raphael Rittenhouse, Superintendent  
Iron Mountain Public Schools  
217 Izzo-Mariucci Way  
Iron Mountain, MI 49801  
(906) 779-2600

Ms. Angel Inglese, Superintendent or  
Superintendent's Secretary  
North Dickinson County School District  
W6588 M69  
Felch, MI 49831  
(906) 542-9281

Mr. Louis Steigerwald, Supt.  
Norway/Vulcan Area Schools  
300 Section Street  
Norway, MI 49870  
(906) 563-9552

Ms. Denise Maloney  
Stambaugh Elementary  
700 Washington Ave.  
Iron River, MI 49935  
(906) 265-6141

Programs offered by:  
Dickinson-Iron Intermediate School District  
Career-Technical Education Center  
in cooperation with local school districts  
2015/2016

### Dickinson County

Auto Body & Collision Repair  
Building Trades  
Graphic Communications  
Marketing & Entrepreneurship

\*Automotive Technology  
Pre-Engineering and Robotics  
\*Health Occupations/Medical Terminology  
\*Welding Technology

\*A+ Certification/Coding for Gaming

**\*State or National Certification Available**

### Iron County

Building Trades      Multi Media      Accounting

### Who Can Enroll:

Enrollment is open to all 10<sup>th</sup> – 12<sup>th</sup> grade students enrolled in a local school district within the Dickinson-Iron ISD.

### How to enroll:

Contact your high school guidance counselor or the Career-Technical Center Principal at the Dickinson-Iron ISD- (906) 779-2694.

### COMPLIANCE WITH FEDERAL LAW

It shall be the policy of the Dickinson-Iron ISD not to discriminate in any educational programs on the basis of religion, race, color, age, national origin, gender or disability. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation. A summary of grievance procedures for non-discrimination for Title VI, IX, Section 504, ADA and the Age Discrimination Act of 1975 are as follows:

a) Organized Intermediate School District employees follow specific guidelines and procedures provided in their contract.

b) Students and other persons not covered under a contract who believe they have a valid basis for grievance, shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, immediate supervisor or school principal, 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, immediate supervisor, or school principal within five (5) business days of receipt of answers to the informal complaint. The coordinator, supervisor, or principal 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, supervisor, or principal may submit a signed statement of appeal to the Superintendent of the Intermediate School District 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 Intermediate School District's 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.

### DRUG FREE SCHOOLS

In accordance with Federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the district will also notify law enforcement officials. Students and their parents should contact their school official or counseling office whenever such help is needed.

### Authorized by:

**Mrs. Wendy Warmuth, Superintendent  
Dickinson-Iron Intermediate School District  
1074 Pyle Drive  
Kingsford, MI 49802**