

# HERBERT HENRY DOW HIGH SCHOOL

## 2019-2020 STUDENT HANDBOOK



**3901 N. Saginaw Rd.**

**Midland MI 48640**

**Main Office: (989) 923-5382**

**Fax: (989) 923-5301**

Website: [www.dhs.midlandps.org](http://www.dhs.midlandps.org)

Athletics: [www.dowchargers.com](http://www.dowchargers.com)

Online Payments: [www.schoolpay.com](http://www.schoolpay.com)

Home Access Center: <https://hac.midlandps.org/HomeAccess/>

Staff Directory: <https://www.dhs.midlandps.org/staff>

3901 NORTH SAGINAW RD.

**NORTH**

# H. H. DOW HIGH SCHOOL

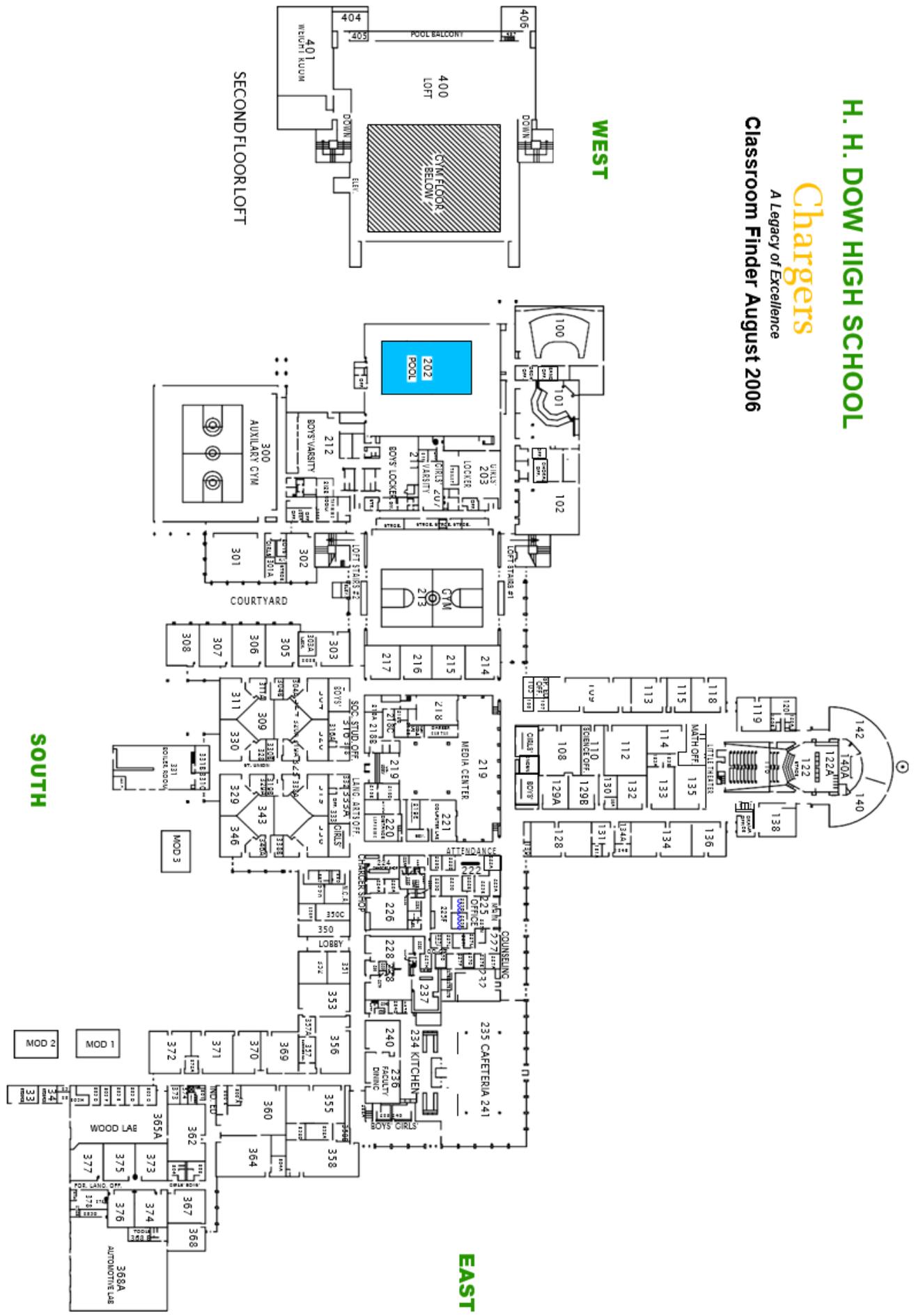
## Chargers

*A Legacy of Excellence*

Classroom Finder August 2006

**WEST**

SECOND FLOOR LOFT



**SOUTH**

**EAST**

NORTH MAIN STREET

## Charger SPIRIT!

Welcome to Herbert Henry Dow High School! At Dow High, our students take our **SPIRIT** seriously. SPIRIT is more than a word to us; it is an attitude that comes through in **all** aspects of Dow High student life. Dow High SPIRIT is present in the classroom, on the field, in the auditorium, and in our halls.

Past students of Dow High School have defined CHARGER SPIRIT, and shared a legacy of commitment to these values for future generations of Chargers. The definition below describes the elements of SPIRIT and the legacy our students strive to achieve every day at Dow High:

### **S is for Strength.**

Our standardized test scores, our winning athletic and extracurricular teams, and our willingness to fundraise and support those in need in our community and school measure our strength

### **P is for Pride.**

We show our pride through good sportsmanship on and off the field, supporting all Chargers and all Charger activities, wearing our colors, standing to sing the fight song and participating in Charger Rallies.

### **I is for Integrity.**

We demonstrate our integrity by following school rules and policies, keeping our word, and fulfilling our commitments, showing up on time and being prepared to learn or play. We do not cheat or plagiarize.

### **R is for Respect.**

We show our respect by treating all students and staff, as we would like to be treated. We do not bully others in person or online. We listen open-mindedly to others points of view; we do not write on or destroy others' property.

### **I is for Intensity.**

We demonstrate our intensity by focusing on our studies, playing to our best ability, and standing together in the face of adversity.

### **T is for Tradition.**

At Dow High we have lots of tradition. The fight song, the Doughboy, the Dow-Midland Game, Homecoming, Prom, Ren Fair, wearing camo on Fridays, painting the rock, and marching the halls in Charger rallies are all part of our tradition.

### **Dow High School Mission**

We are committed to helping learners acquire and use knowledge, communicate effectively, and become responsible and respectful individuals prepared to meet the challenges of the future.

### **Dow High School Vision**

To be the best high school in Michigan.

## DHS School Song

Onward Chargers, on to victory  
Lead us on to fame  
We'll fight for green and gold  
Our colors bright.  
We're out to win this game,  
Go-Fight-Win!

Chargers we will be true to you,  
Faithful 'til our struggle is through.  
Dow High our pride lives long,  
Charging onward to victory strong. Fight!

## The School Day at Dow High School

First Hour	7:40 – 8:35
Second Hour	8:41 – 9:36
Third Hour	9:42 – 10:47
First Lunch	10:53 – 11:23
Fourth Hour	11:28 – 12:23
	-OR-
Fourth Hour	10:53 – 11:48
Second Lunch	11:53 – 12:23
Fifth Hour	12:29 – 1:24
Sixth Hour	1:30 – 2:25
Seventh Hour	2:30 – 3:25

Doors will be opened no earlier than 7 a.m. each morning. We ask that all students with no 7th period class leave the building by 3 p.m., unless they are in a supervised area such as the Media Center, which is open until 4 p.m. Students with a 7th period class are asked to leave the building by 4 p.m. Students will not be permitted to roam the hallways at any time after their school day is finished. They may face disciplinary action if found in unsupervised areas.

## Dow High School Procedures and Resources

### Attendance

Please refer to Midland Public Schools Common Policies for general attendance policies

### Leaving During the School Day

### **If you have a medical or dental appointment or any other planned absence:**

Your parent or guardian should notify the Student Services Office by telephone in advance of your absence to excuse the absence.

- Doctor's notes to verify medically excused absences must be submitted to the Student Services Office prior to exams including the specific dates and hours to be medically excused.
- If a student is out for medical reasons, (i.e. dentist, orthodontist, doctor appointment for illness), parents/students need to provide Student Service with a physician's note of verification for the hour or day of absence.
- All exceptions to this policy (serious health problems and 504 plans) will be subject to review by the building

principal and/or assistant principal. Extended absences may require medical doctors' notes.

- Medical absences do not count toward the 10-day absence limit
- Co-op students who are ill from school cannot attend their co-op jobs on that day.
- Any questions regarding Advance Notice Absences should be directed to the Student Services Office at (989)-923-5390

#### **If you need to leave during the school day:**

Students are not permitted to leave the premises after starting scheduled classes without permission from the Student Services Office. Permission is granted only with parental consent. We refer to the procedure as "signing out"

- **A student who fails to notify the Student Service Office before being absent from scheduled classes will receive AN UNEXCUSED ABSENCE.**
- Midland Public Schools has an "open lunch" policy for students attending high school. Parents who wish to have their student remain at school for lunch must arrange this through the main office. Students have 30 minutes for lunch each day during which time they may leave the building or eat in the school cafeteria. **ALL STUDENTS ARE EXPECTED TO RETURN TO THEIR NEXT CLASS ON TIME.**
- If you are leaving school at lunch and will not return, you must sign out.
- When a student arrives at school after the school day has started, the student must report to the Student Services Office to sign in.

#### **If you become ill or injured at school:**

- If ill, you must report to main office.
- If injured, report to the teacher in charge and the main office. This includes accidents in the gymnasium, play fields, locker rooms or laboratories.
- You should not leave the building without permission from the main office.
- Your parent(s) or guardian will be contacted and provisions made for you to be excused for the rest of the day.

MIDLAND PUBLIC SCHOOLS DOES NOT CARRY INSURANCE TO COVER ANY MEDICAL EXPENSES OF STUDENTS. These expenses should be covered by the parents' or guardians' personal insurance plan. If you do not have accident insurance, you are encouraged to consider purchasing a voluntary accident insurance policy. For more information, visit [www.midlandps.org](http://www.midlandps.org)

#### **Clubs and Organizations**

Dow High School is proud to have many established clubs and organizations for students to join. Students interested in establishing a club can visit the main office for information. Please use the following link to explore current clubs and organizations:

[https://docs.google.com/spreadsheets/d/1qoPXIOWv22fQ3cws2\\_djb3wKVbQxybNI7Uecy\\_N66C8/edit#gid=0](https://docs.google.com/spreadsheets/d/1qoPXIOWv22fQ3cws2_djb3wKVbQxybNI7Uecy_N66C8/edit#gid=0)

#### **Grading Policies and Procedures**

Teachers establish their own grading scales, which are outlined in their syllabus. Specific expectations regarding their individual classes will also be explained. Students are expected to know and to follow these guidelines and are expected to attend class prepared to learn.

Grades may be adjusted for documented health problems. Occasionally grades of "I" (incomplete) are given for work that has not been completed. Each teacher will determine the amount of time necessary for completing the work. If the work is not made up in a reasonable length of time (usually about two weeks) an "E" will be recorded on the student's records.

A pass/fail option is available to students in certain courses under specific conditions. The decision to use this option must be made by the ninth week of each semester. The decision is binding at that time. Students are limited to one P/F class per semester. The standard to pass is 75%. There may be some drawbacks in the P/F choice. More information is available through the Secondary Course Offering Guide.

A student who accumulates the credits required for graduation and meets all required and elective course requirements before June may request to graduate early. Please consult your counselor. Students who complete the requirements for graduation in January will receive a diploma the following June and may participate in the commencement ceremony.

Dow High School no longer prints report cards to be mailed. Parents will be notified by email when grades are ready in Home Access. If you are unable to electronically access grades, please contact the main office

#### **Final Exams & Inclement Weather**

In response to inclement weather and other emergencies, Midland Public Schools may be forced to cancel or reschedule final exams. When the district closes due to weather or other types of emergency, teachers will administer regularly scheduled examinations on the next available school day. The schedule for the missed day will run normally to ensure that all classes meet for their required final exams. For example, if a Tuesday exam day were affected, and students and staff return to school on Wednesday, then the missed exams would be held on Wednesday.

#### **School Store - The Charger Shoppe**

The Charger Shoppe is the official H. H. Dow High School store and place for students, parents, alumni, and staff to shop. Items available at the store for purchase include a wide variety of Dow High apparel, snacks, and drinks. Located in the store is our very own Dow High Brand of Members First Credit Union, a convenient banking branch for all of your monetary needs. DECA and marketing education students operate the Charger Shoppe. Stop in the Charger Shoppe for great clothing, delicious food and excellent service.

To shop Charger spirit wear online, please visit our webpage and find Charge Shoppe under the resources tab, or visit the following website:

<https://www.spiritshop.com/school/michigan/midland/midland-dow-hs>

## Charger Shoppe Hours

- 7:15 - 7:35 a.m.
- 10:55 - 11:23 a.m.
- 11:55 - 12:23 p.m.
- 2:30 - 3:00 p.m.

### Visitors

- H. H. Dow High School extends an invitation to interested parents and community members to visit our school.
- Visitations during school hours can be arranged by calling **(989) 923-5382**. **Upon approval** visitors are asked to report to the Student Services secure entrance to sign in and obtain a visitor badge.
- Arrangements for a student visitor must be made in the STUDENT SERVICE OFFICE at least one day prior to the visit. A signature from each teacher, as well as an administrator, is required for the visitor to enter each class.
- No student visitors are allowed during finals weeks for 1<sup>st</sup> and 2<sup>nd</sup> Semester
- High school students from Midland County schools are not eligible to be considered visitors with Dow High School students during the school day.

## Dow High School Atmosphere and Climate

Pride in your school includes responsibility for the care of the property provided for your use in the school. Any and all willful damage to or loss of books, materials or equipment will result in the assessment of a fine. When fines are due, a form is turned in to the Main Office by the teacher. Records will be held until these obligations have been paid.

The school building as well as the land, the parking lot, all books, tools and equipment have been provided by the taxpayers of Midland. Students are expected to treat the entire facility with respect. Students who deliberately damage or destroy school property will be expected to pay for such damage.

Students and parents are expected to respect the law and to behave in a mature responsible manner at all times. Courtesy and respect for others is also expected of all persons at H. H. Dow High. Behavior which in any way disrupts the education of self or others may result in disciplinary measures.

### Backpacks and Purses

Students may bring backpacks to school. Backpacks should be stored in student lockers during the day. They are not allowed in classrooms, the Media Center or the cafeteria unless you have permission from an administrator. All purses carried by students to class should be no larger than an 8.5" x 11" sheet of paper. Any purse larger than 8.5" x 11" should be stored in their locker during the school day.

### Beverage Containers

- Glass containers, paper cups and open containers are NOT allowed in the classroom unless permitted by the teacher
- Water is permitted at all times as long as it is in a clear container.

### Cell Phones/Wireless Communication Devices

Use of Wireless Communication Devices (e.g. cell phones, iPods, portable music systems, and other electronic communication devices) is prohibited unless approved by

classroom teacher or adult supervisor at any other time. Devices will remain out of sight and turned off when students are in class. Students may receive disciplinary action for violations of the district policy regarding WCDs. The school district is not responsible for lost, stolen or damaged communication devices. See board policy po5136 for more specifics regarding Wireless Communication Devices.

### Chromebooks, Class Textbooks and Instructional Materials

Textbooks, Chromebooks and instructional materials are issued to you by the teacher or district in each class at the beginning of the school year. These items are purchased by the taxpayers and loaned, without fee, to you. You are responsible for the particular items given to you, each book being marked with a number. In case of abuse or abnormal wear and tear, you will be assessed a fine to help replace the book at an earlier than normal date. You must pay for all lost books. If the item is returned, and has not yet been replaced, you may receive a partial refund depending on condition of the item.

Items are paid for at a price determined by the original cost. **BE SURE TO CHECK THE CONDITION OF YOUR ITEMS WHEN THEY ARE ISSUED.**

Chromebook issuance and use requires students to have a signed Acceptable Use Policy and Student Device User Agreement on file. Links to each are found under the MPS Technology Page under forms here:

<https://sites.google.com/midlandps.org/mpstech/students>

### Doors, Hallways and Safety

- Please do not open doors for others; All persons wishing to enter the building during the school day must use the main entrance Student Services entrance
- Please your door security badge with you if you are exiting the building at lunch; It can be used to re-enter the building at doors with security badge readers during lunch
- Please keep doors closed; do not prop open
- A student who enters the hall for any reason during class hours must have an authorized "pass" from a staff member. When in the halls consider fellow students by observing the following courtesies:
- Walk, do not run
- Keep to the right when possible
- Show common courtesies (do not obstruct others, excuse yourself)
- Avoid tardiness by going directly to the next class
- Avoid yelling, loud talking, and locker slamming, as classes are in session during lunch hours
- Please dispose of trash and recycling appropriately
- Misuse of pass privileges may result in restriction of passes by individual teachers and/or administration
- Certain hallways are closed at lunch due to classes in session. Plan ahead! Please gather all necessary materials you may need to use during lunch.

### Dress

Please refer to Midland Public Schools Common Policies - Student Code of Conduct

### Driving and Vehicle Registration

Driving your car to school is a privilege. Any car you drive to school must be registered in order to park on school property. **There will be a charge of \$50 to register a vehicle and obtain a permit. Once a permit is purchased, a parking spot will be assigned. Failure to use the assigned parking spot may result in disciplinary action.** The sticker permits must be adhered to the lower left rear window (driver's side). The sticker must be visible. Vehicles not registered or parked in a non-assigned spot will be ticketed and may be towed or booted. Any attempt to remove the boot may result in disciplinary action.

**Students who fail to purchase a permit will result in a hold being placed on the student's account until the permit has been paid in full. Students caught driving without a permit may be disciplined.** Bus loading areas have been marked. Provisions have been made for student, faculty and visitor parking. Students should park in designated student areas at all times. There is heavy traffic in and around the building each day. Please observe SAFE driving practices. Here are some reminders:

- Observe all stop signs and warnings when entering and exiting the parking lot.
- Park between yellow lines only, not on the lines.
- Fire lanes and yellow curbs indicate "No Parking".
- Blue lines, blue curbs and signs indicate "Handicap Parking" only.
- Park only your assigned parking spot. DO NOT park in spaces/lots reserved for staff or visitors.
- Observe the 5 mph speed limit at all times when in the parking lots. There is heavy traffic in and around the building each day.
- All vehicles must be locked every day. Midland Public Schools is not responsible for stolen property.
- Driving your car to school is a privilege which can be revoked.
- Proper respect shall be given to the Security Guard at all times.
- A student who operates a vehicle upon school property is considered to have given consent to a search of the vehicle with cause by school officials or police officers. Search may include the passenger compartment, engine compartment, trunk and all containers, locked or unlocked in or on the vehicle. A parent or guardian who grants permission for his/her student to operate a vehicle on school property is also considered to have given such consent to search of the vehicle.\
- Trash should be disposed of in the proper receptacles.
- If a student drives on school property when driving privileges have been suspended, the student may lose driving privileges for the remainder of the semester.
- Suspension of driving privileges for moving violations at one school applies at all other schools.

During any suspension of driving privileges, the student may not drive or allow his/her vehicle to be driven by another student. Police will ticket any vehicle parked in a designated fire lane or handicap spot without authorization from the Secretary of State's Office. Parking violations issued by the police or assistant principals may result in the loss of the privilege to park on school premises. Illegally parked cars may be towed or booted. If you

need to go to your car to retrieve a forgotten item, you must sign out in the Student Services Office before going to your car and sign in upon return.

## Lockers

Lockers are school property and a record of locker assignments is kept. This information may become important in case of illness or emergency. Students who are caught changing lockers without permission may face disciplinary action and possible suspension.

Lockers at Dow High School are shared between two students of the same grade and gender. You will be assigned a locker and a locker partner. Taking care of your locker is your responsibility. Keep it secure by not sharing your combination with others. Always check to be sure your locker is locked after closing the door.

Locker decorating is permitted; however, there are some restrictions.

- Items on locker doors may be subject to administrator approval
- Magnets or magnetic strips are the only approved ways to secure items on your locker door
- Please use good judgment in selecting your decorations
- Inappropriate material or material that causes a disruption may be removed
- Periodic locker inspections may be scheduled during the school year.

Even though your locker is equipped with a combination lock, it is by no means completely secure. Do not keep large sums of money or other valuables in it. Items of value should be checked in to Student Services of the Main Office

If you store items in a locker at school without a combination lock (such as a physical education locker) please consider securing your belongings with a padlock. The school is not responsible for lost, stolen or damaged items left in unsecured lockers.

## Lunch Hour

Lunch hours are determined by a student's fourth hour teacher's lunch hour. Students have 30 minutes for lunch each day during which time they may leave the building or eat in the school cafeteria. Students are expected to clean up after their lunch and get to their next class on time. Students are not allowed to go down closed hallways so classes are not disrupted.

The cafeteria offers a well-balanced, complete lunch to all students and reduced rates to those who qualify. Lunch menus and information regarding lunch accounts may be accessed on the MPS web page at [www.midlandps.org](http://www.midlandps.org).

Incoming freshmen who have two or more E's on their final middle school report cards will need to stay on the high school campus during lunch until they are passing at least five of six classes or six of seven classes at the end of each nine-week marking period.

## Search and Seizure

## Student Code of Conduct

# MIDLAND PUBLIC SCHOOLS COMMON POLICIES

### Student Code of Conduct

The School District must balance the interests of students and the community in a safe and conducive educational environment with its duty to provide educational services to student who engage in misconduct and behaviors that interfere with the safety and the delivery of educational services. Board of Education policies addressing student misconduct and this Student Code of Conduct are intended to strike that balance. However, these documents do not limit the School District's lawful authority. All students and parents are expected to review and be knowledgeable of the information included herein annually.

**Note:** Due Process Rights and disciplinary procedural practices are included in the Student Code of Conduct.

**Link:** [Midland Public Schools Code of Conduct](#)

### Annual Notices

Per statute, the Midland Public Schools must notify stakeholders of applicable state and federal laws. All students and parents are expected to review and be knowledgeable of the information included herein annually.

**Link:** [Midland Public Schools Annual Notifications](#)

### Athletic Handbooks

The Midland Public Schools believes that utilizing the privilege of participation in interscholastic athletics provides an irreplaceable experience in fellowship and teamwork in competitive, publicly exposed circumstances. Competition helps nurture, develop, and test ethical principles and attitude. In athletics one can observe the importance of leadership and the need for the acceptance of authority and responsibility. Morals learned in the athletic arena, whether in victory or defeat, are a critical part of the development of young adults. All students and parents are expected to review and be knowledgeable of the information included herein annually.

**Link:** [Athletic Handbook](#)

### Attendance

#### **High School**

Regular school attendance is essential in promoting responsibility and success in our programs. With this as our goal, we aim to promote a responsible attendance pattern for our young adults. Our policy, therefore, reflects the premise that all absences whether excused or unexcused result in the loss of instructional time. Daily teaching and interaction of students and teachers cannot be duplicated.

Midland High School and H.H. Dow High School have a 10-day maximum attendance policy per semester per period. Excused and unexcused absences are included in the 10-day maximum. School excused absences and documented medical absences do not count towards the 10-day maximum. Truancy protocols will be enacted for students found to be in violation of this policy.

To report an absence please call (989) 923-5377 within 48 hours of the missed hour or day. Failure to report an absence within 48 hours will result in an 'Unexcused' designation. The automated Phone-Master system will call home to parents of any absence that has not been excused. If a student is absent for medical reasons (i.e. dentist, orthodontist, doctor appointment for illness), parents must provide the office with a physicians' note of verification for the hour or day of absence in order for it to be recorded as medically excused.

Students will be responsible for all course work due on the day of the school excused absence. This includes turning in any assignments due on the day of the absence. If the school excused absence is for an entire school day, class assignments may need to be turned in the day before the absence. Communication with teachers is the responsibility of the student.

If a student is going to be absent for more than three days, a parent/guardian should contact the Student Services Office at (989) 923-5390 to request homework assignments or contact the teacher directly. In all other situations (including school excused absences), it is the student's responsibility to request the missing assignments and to make arrangements with the teacher for support. Communication with teachers is the responsibility of the student.

Learning to be punctual is important to a student's success in school. Tardiness will be defined as "failure to be in the assigned classroom when the bell rings." Whether the student must be in the assigned seat or not is the decision of the individual teacher. Students will be notified of the teacher's preference at the beginning of each semester. A student is considered tardy from the time the bell rings until five minutes after the class has started. Unexcused absences may be recorded if the student arrives after five minutes. The tardy count and penalties will be reset each semester. Tardies are not excusable.

Tardy#1, tardy#2, and tardy#3 per semester will be handled by the classroom teacher. Tardy #4 and any additional tardies may result in a referral to the main office for additional discipline, as well as result in not being able to make up any missed work during the time of absence. Excessive tardies may result in suspension from school for open defiance. Failure to serve detentions can/may result in a suspension from school.

If a student exceeds 10 absences in one course during a semester, excluding SE and MED, regardless of whether the absences are excused or unexcused, the student must complete the course by taking a final examination, or alternate teacher created assessment. If the student demonstrates mastery of the course content by earning a 70% or higher on the final assessment the student may earn credit for the course. The student's final semester grade in the course will be based on the average of the two marking

period grades (weighted at forty percent each) and the final assessment (weighted at twenty percent). If the student earns less than a 70% on the final examination or assessment, the student will not earn credit in the course.

If you are eighteen and would like to be responsible for your attendance you must sign an adult waiver with the Student Services Office.

### Counseling

Each student is assigned a counselor at the time of enrollment. This counselor should become a significant part of the high school experience. Counselors are able to help with educational and career planning and make referrals for personal counseling. The Counseling Office is open during school hours and appointments may be made at any time. See your counselor when you:

- Need help in planning or adjusting your academic program
- Want information about future career or educational opportunities
- Are experiencing problems in any of your classes
- Would like to review your past record of achievement and/or interpretation of various individual tests you have taken in school
- Are involved in situations that are preventing you from doing your best in school

### Emergency Drills

In accordance with MCL 29.19, Am. 2014, Act 12, Midland Public Schools makes available a listing of all safety drills conducted from July 1, 2014 onwards on its building websites.

### Homebound Services

Students who are homebound or hospitalized due to a serious medical condition may request Homebound Teaching Services. The homebound program is coordinated by the assistant principals. If you desire more information about this service, please call the Student Services Office.

### Injuries at School

All accidents should immediately be reported to the teacher in charge and the main office. This includes accidents in the gymnasium, playing fields, locker rooms or laboratories. **THE MIDLAND SCHOOLS DO NOT CARRY INSURANCE TO COVER ANY MEDICAL EXPENSES OF STUDENTS.** These expenses should be covered by the parents' or guardians' personal insurance plan. If you do not have accident insurance, you are encouraged to consider purchasing a voluntary accident insurance policy. For more information, contact the Main Office

### Medications and Immunizations

Per statute, school staff cannot administer medication, including aspirin, prescription drugs, or over-the-counter medications, unless a permission form is signed by the student's parent or guardian and physician and is presented to the school. All medications need to be supplied by the parent/guardian. Phone call requests to administer medication cannot be honored. Administration of the medication will then be done by a school staff member (*in the presence of another adult*) in compliance with your

physician's instructions. Students should not possess medication unless the office has been made aware of it and the appropriate paperwork is received by the office. "Medication" includes prescription, nonprescription, and/or herbal medications taken by mouth, by inhaler, injection, applied to the eyes or nose, or to the skin. Parents should notify the student's counselor and/or teachers if the student has a health concern or medical problem that should be known to the school staff.

State law requires that students attending Michigan schools have required immunizations. Reference MPS Board Policy #5320 for guidance.

#### **Link:**

<https://go.boarddocs.com/mi/midp/Board.nsf/Public?open&id=policies#>

### Secondary Course Offering Guide

Comprehensive information including (*but not limited to*) 6<sup>th</sup> – 12<sup>th</sup> grade course offerings, graduation requirements, exams/testing, honor roll, honor points, career pathways, can be found in the Midland Public School Secondary Course Offering Guide. This guide is updated annually.

#### **Link:**

<https://www.midlandps.org/secondary-course-offering-guide>

### Schools of Choice

The Midland Public Schools has adopted a policy regarding "Schools of Choice". Students or parents with questions should see a member of the administrative staff or refer to the district website.

**Link:** <https://www.midlandps.org/schools-of-choice>

### Student Information and Posters

All student information and posters or other printed material must be cleared with the principal before being displayed.

### Transcripts/Records

Student records are maintained by staff in the Main Office. Seniors may obtain a copy of their transcript by utilizing the online Parchment Exchange system. Transcripts of students transferring to MPS from other districts will be evaluated based on the MPS curriculum. Weighted grades from other districts will be granted only for similar courses offered by MPS. Accelerated transfer credits will be given accelerated weight only if MPS has the same course that is also accelerated. If not, .2 credit will be issued. Honors credit from another district may receive honors, accelerated, or regular (.2) transfer credit depending on the related course in MPS. Midland Public Schools will not alter an incoming transcript to reflect increased or decreased weight for courses from the transferring school system. Questions regarding transcripts and records should be directed to the Registrar.

### Work Permits

A work permit is required by law for all students under 18 who have a part-time job. Students who need a work permit may apply through the Main Office.

## **STATEMENT OF NONDISCRIMINATION, DESIGNATED COORDINATORS, GRIEVANCE PROCEDURES**

### TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972 TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990 SECTION 504 OF THE REHABILITATION ACT OF 1973 AGE DISCRIMINATION ACT OF 1975

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans With Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Midland Public Schools that no person on the basis of race, color, religion, national origin or ancestry, age, sex, height, weight, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in employment or in any program or activity for which the Board is responsible or for which it receives financial assistance from the United States Department of Education.

#### **Section I—Designated Coordinators**

Any person believing that the Midland Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) Title II of the Americans with Disabilities 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 Coordinators as listed below at the following address:

Midland Public Schools 600 E. Carpenter Street Midland, MI 48640

Section 504 Coordinator – Associate Superintendent, Jeff Jaster, 989-923-5018  
Title II Coordinator and Title VI -Director of Human Resources, Kyle Kowalski, 989-923-5016  
Title IX and Age Coordinator – Director of Human Resources, Kyle Kowalski, 989-923-5016

#### **Section II—Grievance Procedures**

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the appropriate district 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 appropriate district 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 district 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 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 2. 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.

##### **Step 4**

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office of Civil Rights, Department of Education, Washington, D.C. 20202.

The district Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the acts and the regulations on which this notice is based may be found in the office of the district's Civil Rights Coordinator.