

# HERBERT HENRY DOW HIGH SCHOOL

## 2024-2025 Student Handbook



3901 N. Saginaw Rd.

Midland MI 48640

Main Office: (989) 923-5382

Fax: (989) 923-5301

### Useful Links:

[Website](#)

[Athletics](#)

[ParentVue](#)

[School Pay](#)

***The provisions contained in this student handbook do not constitute a contract, expressed or implied, between students and the school.***

## Chargers

**A Legacy of Excellence**

**WEST**

## SECOND FLOOR

**NORTH**

3901 NORTH SAGINAW RD.

## 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.**

We show strength in our commitment to improve and develop ourselves socially and scholastically, a commitment to push ourselves and develop resilience, and our willingness to support those in need in our school and broader community together as a whole.

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

We show our pride through good sportsmanship and personal conduct as participants and spectators, supporting all Chargers and all Charger activities, wearing our colors, standing to sing the fight song and participating in Charger Rallies. We accept victory with humility and defeat with grace both as individuals and a family.

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

We demonstrate our integrity by following school and classroom expectations and policies, keeping our word, and fulfilling our commitments, showing up on time and being prepared to learn or play. We put in our own best personal effort and do the right thing in all situations.

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

We show our respect by treating everyone in our school, as we would like to be treated. We seek to understand and communicate with one another. We engage with one another in person and online with civility. We listen open-mindedly and with curiosity to one another.

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

We demonstrate our intensity by remaining committed to our personal and academic goals, giving our best efforts, and standing together in the face of adversity.

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

Dow High has many traditions: the fight song, Spirit weeks, the Dow High - Midland High rivalry, Homecoming, Prom, Ren Fair, our fabulous and talented band, and marching the halls for Charger rallies are all part of our tradition.

### **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 Schedule at Dow High School**

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

Doors will open to students at 7:20 a.m. Students are expected to visit their locker and head to their first hour classroom. Students eating breakfast should remain in the cafeteria until finished.

At the end of the school day students may stop at their locker, and then leave out the nearest door in the front of the building. 7<sup>th</sup> hour students will go directly to 7<sup>th</sup> period.

Students without a 7<sup>th</sup> hour should leave the building by 2:35, unless reporting to a supervised activity (with a teacher, with a club, or with a sport). Students with a 7<sup>th</sup> period should exit by 3:35.

## **Dow High School Procedures and Resources**

### **Attendance**

Please refer to Midland Public Schools Common Policies for general attendance policies later in the document.

### **Truancy**

- Students may be considered truant per Midland County Probate at greater than 10 non-medically excused absences within a school year. (Any combination of excused and unexcused absences) Per Midland County Probate, 5 tardies are considered an all-day absence in overall absence totals.
- Medical absences do not count toward the 10-day absence limit for truancy.
- Please note the Attendance policy referencing 10 absence maximum per semester in a class is in regards to earning credit. A student may be considered truant beyond a 10<sup>th</sup> non-medical absence for the school year.

## 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 at 989-923-5390 in advance of your absence to excuse the absence.

- If a student is out for medical reasons, (i.e. dentist, orthodontist, doctor appointment for illness), parents/students are expected to provide Student Service with a physician's note of verification for the hour or day of absence.
- During exam week, Doctor's notes to verify medically excused absences should be submitted to the Student Services Office prior to scheduled exams including the specific dates and hours to be medically excused.
- 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 with specific date ranges
- 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 after the start of the 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. 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 in Student Services
- 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 the 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:

Link Here → [Clubs and Organizations](#)

## Grading Policies and Procedures

The grading scale is the same for all courses, and is automatically set in Synergy. Specific expectations regarding 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 ParentVUE. If you are unable to electronically access grades, please contact the main office

## 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. Sales Management and Merchandising Operations education students operate the Charger Shoppe.

## **Charger Shoppe Hours (student access only)**

### **Hours may vary; traditional times open listed:**

7:15 - 7:35 a.m.  
10:55 -11:23 a.m. (1<sup>st</sup> lunch)  
11:55 - 12:23 p.m. (2<sup>nd</sup> lunch)  
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 1st and 2nd 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. All non-essential items should remain home.

### **Beverage Containers**

- Water is permitted in classrooms, in personal water bottles.
- Outside containers (coffee, pop, etc) in class is at the discretion of the teacher.

### **Cell Phones/Wireless Communication Devices**

Student use of cell phones, or other electronic devices (including, but not limited to earbuds, headphones, and smart watches) during the school day is a privilege. Abuse of this privilege will result in consequences beginning with confiscation of device, parent conference, suspension or loss of other privileges.

The use of electronic devices during the school day is PROHIBITED during instructional class time, including in the hallway or non-classroom areas. The respectful, non-disruptive use of electronic devices is permitted in the school cafeteria during lunch period and any other school area except those areas in which would be considered to have a reasonable assurance of privacy such as offices, bathrooms, locker rooms, etc. Students may have electronic devices on their person, however, during the school day, cell phones need to be put away and made undetectable (i.e., silenced without vibration). Violation of the electronic device rules as stated above will result in the confiscation of the device according to the following ladder of disciplinary action:

Offenses accumulate throughout the year, not per teacher or class period.

- First Offense ~ the device will be held in the Administration office until the end of the school day. Students may pick up their phone at the end of the school day. The student will serve a detention during lunch or after school.
  - Second Offense ~ the device will remain in the main office until it is picked up by a guardian. The student will serve 2 detentions during lunch or after school.
  - Third Offense ~ the device will remain in the main office until it is picked up by a guardian. The student is subject to progressive discipline including but not limited to in school suspension.
- \*It should be noted that refusal to surrender a cell phone or other electronic device when directed to do so by a school staff member, teacher or administrator is a violation of our school's Code of Conduct. Insubordinate behavior is punishable by exclusion from school events, and up to suspension.

### **Notes:**

1. Under no circumstance is photographing or video recording allowed anywhere on the school premises.
2. Texting and cell phone use is permitted in halls during passing and during the lunch period in the cafeteria.
3. All cell phone use must be respectful and non-disruptive to students and staff.
4. Phones must remain on silent at all times throughout the school day. Parents / Guardians, please note you can contact your child via their cell phone during the lunch period. In the event of an immediate emergency, please call the school's main office.

## 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 the 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.**

In order to be issued a district-provided Chromebook, students must have a signed Acceptable Use Policy on file, as well as filling out the annual Student Device User Agreement on file. The device agreement is electronic and can be found in [ParentVUE](#).

Insurance on devices is provided by MPS at a nominal cost each school year, and families must opt-in or opt-out when completing the yearly device user agreement. Those opting in must pay for insurance prior to receiving their device.

## Doors, Hallways and Safety

- Students should not open doors for others; all persons wishing to enter the building during the school day must use the Student Services Main Entrance.
- Exterior doors must remain closed. Students letting other students in, or propping doors, may be subject to disciplinary action including suspension. Students needing to retrieve items from a car should check in with Student Services.
- A student who enters the hall for any reason during class hours should have staff permission as well as an authorized "pass" from a staff member. When in the halls consider fellow students by observing the following courtesies:
  - o Please walk in the halls
  - o Show common courtesies (do not obstruct others, excuse yourself)
  - o Avoid yelling, loud talking, and locker slamming, as classes are in session during lunch hours
  - o Please dispose of trash and recycling appropriately
  - o Passes from class are a privilege. Misuse of pass privileges may result in restriction of passes by individual teachers and/or administration
  - o Certain hallways are closed at lunch due to classes in session.

## Dress Expectations

### Students MUST wear:

- A shirt (with fabric in the front, back, and on the sides under the arms)
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts)
- Footwear

### Students MAY wear:

- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
- Tank tops, including spaghetti straps; off the shoulder tops that meet criteria #1. (up to or above the clavicle)
- Hats/Hoods (except for religious articles this rule is subject to individual teacher policy)

### Students CANNOT wear:

- Violent images or language
- Costumes
- Images depicting drugs, alcohol, profanity, pornography, or hate speech - including racist or discriminatory comments, displays, or acts (e.g. the Confederate flag, swastikas, etc.)
- Images that create a hostile or intimidating environment
- Tube tops

In all cases, administration will determine what is appropriate based on the dress code. Students wearing inappropriate clothing may be asked to change, to go home to retrieve more appropriate clothing, or may be subject to disciplinary action.

Please refer to Midland Public Schools Common Policies - [Student Code of Conduct](#), linked here, for additional information.

## 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 permits may be hung from the rear-view mirror. Vehicles not registered or parked in a non-assigned spot may be "booted," may have a hold placed on their account for \$50, or may possibly be towed.

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.
- A student who operates a vehicle on 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.\
- 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 or longer.
- 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 booted or towed. 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.

Lockers at Dow High School are shared between two students of the same grade.

Taking care of your locker is your responsibility. Keep your locker secure by not sharing your combination with others who are not your assigned locker partner. Always check to be sure your locker is locked after closing the door. Students who are caught changing lockers without permission may face disciplinary action and possible suspension.

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 lockers are 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 or the Main Office.

Requests for locker location changes, or locker partner changes, occur at the end of each school year. Administration reserves the right to deny or amend requests.

If items are 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 out or unsecured.

## Lunch

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. The time to access your locker is immediately after the bell rings to release you for lunch. Hallways will be closed shortly after the bell rings.

The high schools have open campus lunches. Students returning from lunch may enter the Main Office entrance or the Gold Gym entrance. We are unable to supervise high school students when they leave the building. If your student plans to leave for lunch, we encourage you to set clear expectations for your student.

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).

## Search and Seizure

Please refer to [Midland Public Schools Annual Notification](#)

# 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 students 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 Here** → [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 Here** → [Midland Public Schools Annual Notifications](#)

### **Athletics**

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 attitudes. 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 Here** → [Athletic Handbook](#)

### **Attendance**

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.

H.H. Dow High School has a 10-day maximum absence 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. Students may lose the privilege of participating in extracurricular activities if the 10-day attendance policy is violated within a given semester. These include, but are not limited to, dances, special events, club activities, and athletics, until the end of the semester. Students may also lose the privilege to drive to school until the end of the semester as well. The principal or designee may review extenuating circumstances resulting in a loss of privilege(s). The principal's decision is final.

In addition, loss of credit on assignments that are missed due to unexcused absences may occur. Therefore, loss of credit on assignments can result in grade reduction when excessive absences occur.

To report an absence please call (989) 923-5377. 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, #2, and #3 per semester will be handled by the classroom teacher. Tardy #4 and beyond 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.

Absences accumulated near the end of the school year will not carry over to the following school year.

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 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 5713 for additional guidance.

### **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 Here → [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 Here → [Enrollment/School 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.

### **Gender Documentation & Name Change Request**

MPS seeks to support students and parents in the process of changing the students preferred name on documentation that circulates around school and on attendance rosters. The District is required to maintain a mandatory permanent pupil record ("official record") that includes a student's legal name and legal gender. However, as stated above, the District is not required to use a student's legal name and gender on other school records or documents. The District will also change a student's official record to reflect a change in legal name or legal gender upon receipt of documentation that such change has been made pursuant to a court order. MPS is committed to creating a diverse, equitable, and inclusive culture in our schools and maintains a commitment to supporting transgender and gender nonconforming youth. To request a "preferred name change" please contact your building principal. Students over the age of 18 may initiate this process on their own, but parent consent will be required for minors. The building administrator will support a minor student by facilitating the parent meeting and discussion upon request.

## **Sexual Harassment and Sexual Assault Information Guide:**

Pursuant to MCL 380.1508 (Public Act 57 of 2023), the Michigan Department of Education (MDE) has developed age appropriate information materials for students in grades 6-12 titled Sexual Harassment and Sexual Assault Information Guide. For the 2024-2025 school year districts shall disseminate the Sexual Harassment and Sexual Assault Information Guide to students in grades 6-12 in a form and manner determined by the district.

[Learn more with the SHSA Info Guide here](#)

### **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, Karen Justin, 989-923-5016

Title IX and Age Coordinator – Director of Human Resources, Karen Justin, Jeff Jaster, Penny Miller-Nelson, 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.