

# STUDENT/PARENT HANDBOOK



2009-2010

## HERBERT HENRY DOW HIGH SCHOOL

“A Legacy of Excellence”

3901 North Saginaw Road  
Midland, Michigan 48640-2397  
(989) 923-5382  
FAX (989) 923-5301  
Attendance Hotline (989) 923-5377

# **H. H. Dow High School**

## **Administrative Staff**

<b>Ms. Pam Kastl</b>	<b>Principal</b>
<b>Mr. Brian Frankovich</b>	<b>Assistant Principal</b>
<b>Mr. Ben Cronkright</b>	<b>Assistant Principal</b>
<b>Mr. Ted Davis</b>	<b>Assistant Principal</b>

## **Department Heads**

<b>Marilyn Brooks</b>	<b>English/Foreign Language</b>
<b>Johnny Chatman</b>	<b>Mathematics</b>
<b>Ted Davis</b>	<b>Athletics/Physical Education</b>
<b>Michael Federspiel</b>	<b>Social Studies</b>
<b>Carla Koch</b>	<b>Special Education</b>
<b>Brian Frankovich</b>	<b>Art/Music</b>
<b>Rebecca Neher</b>	<b>Counseling</b>
<b>Penny Miller-Nelson</b>	<b>Business/Industrial Education</b>
<b>Randy Schaedig</b>	<b>Science</b>

## TABLE OF CONTENTS

Welcome to H. H. Dow High.....	3
H. H. Dow High Staff.....	4
The School Day .....	8
The Charger Shoppe .....	8
2009-2010 School Calendar .....	10
About H. H. Dow High .....	12
Academic Policies ...	
The Grades You Earn .....	13
Attendance Policy.....	17
Students Rights and Responsibilities .....	21
Counseling.....	27
Student Activities .....	31
Policy Statements .....	33
School Improvement .....	41

August 2009

Dear Dow High Students and Parents:

Welcome to H. H. Dow High School. The 2009-2010 school year promises to be an exciting year of learning for our students. The Dow High staff is committed to providing educational opportunities that support student success. This year Dow High will welcome approximately 1500 students into its halls to continue our legacy of excellence. We are proud of our outstanding student body, excellent facilities and competitive programs. The Dow High teaching staff is a strong group of 89 teachers, and over 25 support staff who are dedicated to helping you make this your best school yet!

This 2009-2010 Student/Parent Handbook is intended to help our families better understand our policies, opportunities, and responsibilities as a Dow High parent. Please read the information carefully and keep it for future reference.

Parents are encouraged to visit Dow High and to become actively involved in our school community of activities. When visiting, please remember to sign in and obtain a visitor name tag in the Main Office. For safety and security awareness it is important that all visitors adhere to this courtesy. This handbook explains many questions you may have, however, it may not anticipate all inquiries. Please feel welcome to call our main office at (989-923-5382) at any time to get answers or to make appointments. We will be happy to work with you.

The school community at H. H. Dow High School support their Mission Statement:

*“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”.*

Together we can all insure that the legacy of excellence at Dow High School continues. We look forward to the new school year and to meeting each of you.

Best regards for a fine school year.

Pamela S. Kastl  
Principal

**A National Blue Ribbon Exemplary School**

## H. H. DOW HIGH SCHOOL STAFF

<u>Name</u>	<u>Subject Area</u>
Arent, Susan .....	Special Education
Blanchard, Connie .....	Foreign Language
Blasy, Richard .....	Science
Bradford, Doug .....	Counseling
Bremmer, Carol .....	Special Education
Briggs, Martha .....	English
Brooks, Marilyn (D.H.) .....	Language Arts/World Language IB Coordinator
Bruski, Nicole .....	Music
Bushey, Amy .....	Social Studies/English
Chambers, Brent .....	Social Studies
Chatman, Johnny .....	(DH) Mathematics
Clark, Casey .....	Social Studies
Colman, Nicole .....	Special Education
Cronkright, Ben .....	Assistant Principal
Davis, Ted .....	Assistant Principal/Health & P.E. DH
DeBoer, Melissa .....	CTE - Business
DeRees, Steve .....	Music
Dodick, Kevin .....	Small Engines
English, Jill .....	Counseling
Ensink, John .....	CTE - Graphics
Erickson, Marie .....	Spanish
Evans, Tom .....	Social Studies
Faust, Kurt .....	Counseling
Ferency, Jim .....	Social Studies
Frankovich, Brian .....	Assistant Principal/Art & Music D.H.
Fredell, Mary .....	Science
Frye, Andrew .....	English
Gehoski, Jason .....	Mathematics
Grant, Gayle .....	English
Grant, Maryanne .....	Art
Grocholski, Emily .....	Social Studies
Hammond, Dave .....	Social Studies
Hawkins-LaGoe, Cathy .....	Special Education
Hayes-Cloyd, Verita .....	Special Education
Heard, Ann .....	English
Hechlik, Sarah .....	English
Hedrick, Lori .....	Special Education
Hess, Jennifer .....	Special Education

## H. H. DOW HIGH SCHOOL STAFF

<u>Name</u>	<u>Subject Area</u>
Hilliard, Kimberly .....	English
Hoerneman, David .....	Science
Jaster, Amy .....	Science
Jozwiak, Andrea.....	Business/Co-op
Keyworth, Della.....	Mathematics
Koch, Carla .....	(D.H.) Special Education
Koski, Lee .....	Science
Kuehl, Judy .....	English
Kuznicki, Luann.....	Science
Last, Steve.....	CTE - CAD/Business
Latty, Carol .....	Phys. Ed.
Lee, Lori .....	Life Management
Lewin, Carol .....	Art
Martin, Karen .....	English
McNamara, Tom .....	Science (Teacher Leader)
McPeak, Vicki.....	Science
Meitler, Lee.....	Special Education
Meitler, Michelle.....	Science
Meyer, Cindy .....	Science
Miller, Jennifer.....	Special Education
Miller-Nelson, Penny .....	(D.H.) Career Technical Education
Moulthrop, Dawn .....	Special Education
Murray, Sean.....	Mathematics
Neher, David.....	Health/Wellness/Phys. Ed.
Neher, Rebecca .....	(D.H.)Counseling
Ostahowski, Suzanne.....	Mathematics
Outinen, Kim.....	Social Studies
Pancost, Sarah.....	English/Social Studies
Pickering, Mark .....	English/CTE - Business
Plaughner, Melinda .....	Special Education
Ransom, Lance.....	CTE – Auto Tech
Reed, Nathan.....	English/Physical Education
Richards, Jeff .....	Social Studies
Roberts, Cyndie.....	Special Education
Rodriguez, Misty.....	Science
Ryden, Linda.....	Orchestra
Salgat, Kerry .....	Mathematics
Schaedig, Randy.....	Science Coordinator
Schwartzkopf, Terry .....	Mathematics
Scott, Andrew.....	Special Education

## H. H. DOW HIGH SCHOOL STAFF

<u>Name</u>	<u>Subject Area</u>
Shahin, Martha .....	Foreign Language
Shahin, Ric .....	Social Studies (Teacher Leader)
Smith, Brian .....	Foreign Language
Snyder, Kathy.....	Social Studies
Sovis, Kristin .....	English
Steele, Patricia.....	Special Education
Stevens, Laurie.....	Media Center
Stimers, Paul .....	Art/English
Stinson, Charles.....	Special Education
St. Louis, Barbara.....	Foreign Language
Theisen, Kyle .....	Science/Mathematics
Turner, Garrett .....	Mathematics
Vincent-Rose, Shirley .....	Music
Watkins, Jason .....	Mathematics
Wazny, Mary.....	Foreign Language
Williams, Marnie.....	Health/Wellness
(D.H. - Department Head)	

### Office Technical Professionals

Bell, Jean.....	Athletics
Linley, Brenda.....	Registrar
McDonald, Julie .....	Supervisor
Perry, Melissa .....	Counseling
Schmidt, Bonnie.....	Finance

### Paraprofessionals

Bunn, Dawn	Lytikainen, Anna
Comer, Anne	Malkin, Rebecca
Dubay, Rosemary	Phipps, Deb
Gates, Tony	Ponte, Pam
Hamann, Robin	Pool-Finney, Leslie
Helling, Denise	Smith, Marcie
Jines, Vicki	Stevens, Julie
Laetz, Jolene	Szymanski, Cheryl
Latoski, Stacey	Virgil, Dawn

Building Manager  
Chisholm, Tim

Superintendent  
Mr. Carl Ellinger

Board of Education

Ms. Lynn Baker  
Mr. Kenneth Mault  
Ms. Lee Rouse  
Mr. Jerry Wasserman

Ms. Suzii LaCross  
Mr. Rick Ohle  
Mr. Joe Trombka

Midland County Educational Service Agency Staff

Jeanine Dirette  
Jillian Foraker  
Jessica Olson



## **The School Day**

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

## ***“The Charger Shoppe”***

### **School Store Hours**

7:15-7:35 a.m.

10:53-11:23 a.m.

11:53 - 12:23 p.m.

2:25 - 3:00 p.m.

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. Dow High’s famous Otis Spunkmeyer cookies are sold for everyone’s taste bud pleasures. Located in the store is our very own Dow High 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.

## 2009-2010 SCHOOL CALENDAR

### AUGUST

- 7 ACT Registration Deadline for September 12 ACT
- 12-13 Drumline Camp
- 17-20 Band Camp (Including Drumline)
- 27 New student & 9<sup>th</sup> grade orientation – 1-3 pm  
New Teachers Report
- 31 Student schedules available 8-11:30 & 1:30 – 3:00 (10, 11, 12 grades)  
vehicles registered

### SEPTEMBER

- 1 Student schedules available (10, 11, 12 grades), vehicles registered
- 2 Professional Development Day – All Teachers Report
- 3 Records Day
- 4 Vacation Day
- 7 Labor Day
- 8 Classes Begin
- 9 LINK Meeting 7-8:30
- 9 Picture Day
- 9 Registration deadline for Oct. 10 SAT
- 15-29 Magazine Drive
- 18 Magazine Drive Assembly
- 18 Registration deadline for Oct. 24 ACT
- 22 Open House
- 24 College Night 6:30 pm (**Thursday Night**) @ **Northwood University**

### OCTOBER

- 1 Registration deadline for Nov. 7 SAT
- 9 Professional Development – No School
- 14 PLAN (all 10<sup>th</sup> graders)
- 16 End of 1<sup>st</sup> marking period
- 16 Homecoming Game
- 17 PSAT 7:45 am – 11:30 am @ **DHS**
- 17 Homecoming Dance
- 19-23 Spirit Week
- 22 Picture Retakes – am only
- 22 MEAP 9<sup>th</sup> Grade Social Studies Test
- 24 ACT Test @ **MHS**
- 26-29 MEAP 9<sup>th</sup> Grade Social Studies Test – Make Up
- 27 NHS Blood Drive
- 30 Registration deadline for Dec. 5 SAT

### NOVEMBER

- 6 & 7 Camp Outlook
- 6 Last day to drop with a W
- 6 Last day to sign up for Pass/Fail
- 6 Registration deadline for December 12 ACT
- 8 Professional Development – No School
- 12 Parent Teacher Conferences – Evening
- 14 Ren Fair at MCFTA

- 17 ASVAB
- 19, 20 & 21 Fall Play
- 26-27 Thanksgiving Vacation
- 27 End of 2<sup>nd</sup> marking period

DECEMBER

- 4 Senior pictures due
- 5 SAT I & II @ Dow High
- 12 ACT
- 15 Registration deadline for Jan. 23 SAT
- 22 Winter Vacation begins at end of day

JANUARY

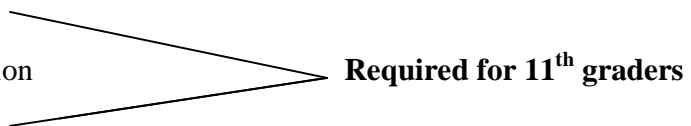
- 4 Classes resume
- 5 Registration deadline for Feb 6 ACT
- 12 Course Recommendation Day
- 14 Freshman Parent Night
- 19 Financial Aid Night at Midland High School 6:30 p.m.
- 20 Sophomore/Junior Parent Night
- 23 SAT
- 25-27 Semester exams
- 27 End of first semester
- 28-29 No school for students

FEBRUARY

- 1 Beginning of 2<sup>nd</sup> semester
- 4 Registration deadline for March 13 SAT
- 6 ACT
- 12 Professional Development – No School
- 23 Senior Parent Night

MARCH

- 5 Registration deadline for April 10 ACT
- 9 **Michigan Merit Exam** – ACT portion
- 10 **Michigan Merit Exam**  
WorkKeys & Michigan Mathematics portion
- 11 **Michigan Merit Exam**  
Michigan Science & Social Studies portions
- 12 End of 4th six-week marking period
- 13 SAT
- 15 Professional Development – No School
- 17 Parent/Teacher Conferences - Evening
- 23 Michigan Merit Exam – ACT portion MAKE UP DAY
- 24 Michigan Merit Exam – WorkKeys & Michigan Math portions MAKE UP DAY
- 25 Michigan Merit Exam – Michigan Science & Social Studies portions MAKE UP DAY
- 25 Registration deadline for May 1 SAT
- 22-26 Spring Fever Week
- 26 Spring Break begins at end of day



## APRIL

- 5 Classes Resume
- 9 Last day to drop with a "W"
- 9 Last day to sign up for pass/fail
- 10 ACT
- 14-17 Spring Play
- 19 Professional Development - No School  
Booster Club Spaghetti Dinner
- 26 NHS Blood Drive
- 29 Registration deadline for June 5 SAT
- 30 End of 5th six-week marking period

## MAY

- 1 SAT @ **DHS**
- 3-14 Advanced Placement (AP) Exams
- 7 Registration deadline for June 12 ACT
- 17 Freshman Honors Program 7:45 am
- 18 Senior Honors Program 7:30 pm
- 19 Sophomore Honors Program 7:45 am
- 20 Junior Honors Program 7:45 am
- 22 Junior/Senior Prom @ Great Hall, Valley Plaza
- 28 Professional Development – No School
- 31 Memorial Day – No School

## JUNE

- 4 Commencement – DHS Gym – 7:00 pm
- 5 SAT I & II
- 8-10 Final Exams
- 10 Last day of school for students
- 12 ACT @ **DHS and MHS**

***\*\*Dates may be subject to change***

**H. H. DOW HIGH SCHOOL**  
**A NATIONAL BLUE RIBBON SCHOOL**

H. H. Dow High School is a comprehensive four-year high school. Its doors were first opened in September 1968, and formal dedication was May 1969.

Only sophomores were in attendance the first year. One grade per year was added and the first class was graduated in June 1971. The freshman class was added in 1997.

The building, containing 270,000 square feet, is located on fifty-five acres of land. The total cost of the facility, including construction costs, site work, cabinetry, furniture, equipment, fees, bond interest and all other costs was \$9,172,303. In 1999, a new 4800 square foot science addition was completed at a cost of \$2,200,000. In 2005, additions were made to the athletic, music, and classroom areas, bringing the total square footage to approximately 300,000. The total cost of the building to date is \$15.2 million. The present annual expenditure per student is estimated at \$9,304 for operating costs alone.

The instructional staff is composed of 89 members, and over 79% have a master's degree or more. The counseling staff includes four guidance counselors. The average academic class size is 30 or less.

The building is open Monday through Friday from 7:00 a.m. to approximately 10:00 p.m. to accommodate day school, night school classes and community activities. A map of the school is available in the Main Office.

In May 2002, the United States Department of Education designated H. H. Dow High School as a National Blue Ribbon Exemplary School. While we are extremely proud of this honor, we remain committed to improving opportunities for all students.

## THE GRADES YOU EARN

Grades are given as letters to indicate achievement.

A	Superior	E	Failing
B	Good	W	Withdrew
C	Average	I	Incomplete
D	Below Average	G	Pass
		H	Fail

Teachers establish their own grading scales which will be explained at the beginning of each semester.

Prior to the end of the ninth week of any semester, a student who withdraws or is removed from a class will receive a final grade of “W.”

Beginning with the tenth week of any semester, a student who withdraws or is removed from a class will receive a grade of “E” or “W” depending on the student’s progress.

The pass/fail option is available in selected classes. If interested, please see your counselor for details.

If you miss several days near the end of a marking period and assignments need to be made up, an “Incomplete” may appear on that report card. When work is made up within a reasonable time allotment, the grade will be changed. Otherwise, an “E” may be recorded.

### Calculating Your Grade Point Average (GPA)

You can calculate your GPA by dividing the total number of honors points received by the total number of calculated credits. Class rank for the classes of 2007 and 2008 is determined by GPA. Beginning with the class of 2009, MPS will transition to the cum laude system

### Honor Points

Midland Public Schools uses a system of weighted grades. Honor points are calculated by multiplying the grade equivalent by the number of credits earned in each class. Successful completion of a one-hour semester class earns five credits. Grade equivalents for classes of average difficulty (.2) are...

A	=	4	B-	=	2.6	D+	=	1.4
A-	=	3.6	C+	=	2.4	D	=	1.0
B+	=	3.4	C	=	2.0	D-	=	.6
B	=	3.0	C-	=	1.6	E	=	0 (no credit)

For accelerated courses, add .6 to each grade equivalent. For honors courses, add 1.0.

In courses of average difficulty (.2 level), an A equals 4.0. In accelerated courses, an A equals 4.6 (+.6). In honors courses, an A equals 5.0 (+1.0).

Your cumulative GPA uses only final semester grades, and these grades are the only ones reported on your official transcript. In order to calculate your cumulative GPA, divide the total number of honor points earned in classes from the ninth grade to the present by the number of credits earned.

Beginning in 1999-2000, middle school students who take high school honors classes will earn credit toward graduation for each course passed. GPA will also be calculated for these courses.

### **Honor Awards**

To be on the All "A" Honor Roll, students must have a **4.0 (A) grade point average** for the semester. To be on the Academic Honor Roll, students must have a **3.0 (B) grade point average** or higher for the semester. Honor Rolls will be computed each semester independent of one another.

At least the final six weeks of school work involved must have been in a Midland district school for a student to be eligible for the Honor Roll.

Only non-weighted "final" grades will be used. All final grades will be of equal weight. Any final grade below a **C- (D or E)** disqualifies a student from the honor roll for the semester.

When grades earned in other districts are of a different type than **A** through **E**, building administrators will interpret the transcripts and, in cases of doubt, the Midland grades will be the determiners.

There are many other honors and awards you may receive such as departmental awards, scholastic honor awards, and participation awards. These are given at specified times throughout the year and at the Honors Programs in May.

### **National Honor Society**

National Honor Society membership is based upon excellence in the areas of scholarship, leadership, service, and character. Those students who have a 3.4 grade point average have fulfilled the scholarship requirement and that criterion receives no further consideration in the selection process. A sophomore, junior, or senior who is eligible scholastically must then complete a personal statement and submit a letter of recommendation. Failure to return these materials by the established deadline eliminates students from further consideration.

Three categories of leadership, service, and character then become the criteria for membership. Leadership is judged by the student's ability to relate well to others, and organize and direct activities. Service is demonstrated by active involvement in extracurricular and out-of-school activities. Character is defined as integrity, positive behavior and cooperation.

The Faculty Selection Council, consisting of five staff members, has the responsibility of

selecting members. The faculty is asked to make comments on candidates; however, the actual selections must be made by the Council. Students are notified by mail as to their acceptance or rejection.

### Report Cards

Report cards are issued at the end of each six-week marking period. This report informs your parents and you of your achievements or need for improvement. At the end of each semester a cumulative grade point average will be calculated and reported. This GPA includes all final semester grades since the first semester of the ninth grade.

### Graduation Requirements

Beginning with the Class of 2011, Midland Public School requires all students to meet the new graduation standards signed into law April 20, 2006 as Public Act 123 and 124. (Graduating classes prior to 2011 are strongly urged to meet these new criteria. Required criteria for the graduating classes prior to 2011 continue to be described in What Next?).

### REQUIRED CREDITS BEGINNING WITH THE CLASS OF 2011 INCLUDE:

4 credits	Mathematics: Students must pass Algebra 1; Geometry; Advanced Algebra; including one class in senior year. An Integrated Math four course (year) sequence is also an option.
4 credits	English Language Arts: students must pass four years.
3 credits	Science: students must pass Biology or Survey of Biology 1 & 2; Physics or Survey of Physics 1 & 2, or Chemistry; and one additional science class.
3 credits	Social Studies: students must pass a semester of Government; a semester of Economics; one year of American History and Geography; one year of World History.
1 credits	Health/Wellness (no waiver available) and Physical Education (Lifelong Fitness). Students must pass one semester of each.
1 credits	Visual, Performing, Applied Arts class: students must pass one year of Art, Music, or Applied Arts. See the complete list of options on Page 3.
6 credits	General Electives
Non-credit requirement	An on-line course or learning experience of 20 clock hours, which can be incorporated into a course.

Graduation Requirements for the Class of 2009-2010 please consult with your counselor or “What Next?”

### Testing Out - Dual Enrollment Policy

Information regarding the Midland Public Schools policy on testing out of classes and dual enrollment in college course work is available from your counselor or building administrators. Testing out “credit” will count toward fulfillment of subject area and course sequence requirements. Dual enrollment in college course work and testing out will count towards graduation requirement credits but will not be included in computing GPA.

### International Baccalaureate Program

Preparation for the International Baccalaureate Diploma Program is provided in World Literature, French, German, Spanish, Math, Physics, Advanced Biology, History of the Americas, World



Topics, Psychology, Visual Arts, Music, Marketing, Business Management and Theory of Knowledge.

### **Continuing Education Credits**

Midland Public School students may select and receive credit for specific Adult Education classes that may not be offered in the regular high school program, particularly vocational classes. Applications for enrollment in Adult Education courses must be made through and approved by the Assistant Principal in the respective high school and the Adult Education Program Director.

### **Transcripts and Records**

Student records are maintained in the Main Office. Individuals may review their records or obtain a copy of their transcript by making a request to the assistant principal in the Main Office, the school Registrar, or their counselor. Transcripts of students transferring to Midland Public Schools 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.

### **Education Rights and Privacy Act**

In compliance with the Family Educational/Rights and Privacy Act of 1974, the Midland Board of Education approved a policy in November, 1974, regarding the student and parent rights with regard to privacy of school records. A copy of this policy is sent home with each student at the time of registration or enrollment. Additional copies are available in the Main Office.

### **Release of Student Information/Photos**

The school does not release directory information. Students who do not wish to have their names or pictures appear in any school publication, news release, or our web site must notify an assistant principal in writing.

### **Transfer Students**

If you are a student transferring from another school system, you must complete a minimum of 60 semester hours in a Midland high school out of the total needed for graduation. If you plan to finish graduation requirements in another school system, and receive a Midland Public Schools diploma, you must be within 30 hours of the total graduation requirement and make prior arrangements with the principal before leaving.

### **Withdrawal or Transfer**

If you intend to withdraw from school or transfer to another school, you must obtain an "Official Check-Out" slip from an administrator in the Student Services Office. Following this procedure will insure that your records will transfer easily and will not need to be held for payment of fines, return of textbooks, etc.

## **Schools of Choice**

The Midland Public Schools has adopted a policy about “Schools of Choice.” Detailed information about this policy is available annually through the school office. If you or your parents have questions, see a member of the administrative staff.

## **Exchange Students**

The Midland Public Schools have an established policy which recognizes the value of students attending foreign schools. The following procedures are used for students participating in foreign exchange programs.

1. We will accept up to 60 hours of credit from a foreign school equated as closely as possible to our length of the school year, school day, and class period. A senior must be within 25 semester hours of graduation by the end of the summer preceding the year abroad. The English, U.S. History, government and economics requirements must be fulfilled in a United States school.
2. The foreign school must send documentation of the exchange student’s classes, grades, and dates of attendance to the Midland Public Schools’ high school principal.
3. The grades a student receives from a foreign school will not be included in the GPA and class rank computation in the Midland Public Schools.
4. The courses and grades received from a foreign school will be listed and the Midland Public Schools’ statement of position regarding their inclusion for credit will be explained on the student’s transcript.
5. A student attending Dow High as a foreign exchange student must complete all the requirements for Midland Public Schools to obtain a diploma and to participate in the graduation ceremony.

## **Visitors**

Arrangements for a student visitor should be made in the STUDENT SERVICES OFFICE at least one day prior to the visit. High school students from Midland County schools are not eligible to be considered visitors with Dow High School students during the school day. All student visitors are asked to report to the student services office.

## **Student Services Office**

If you have questions regarding school policies, attendance concerns, medications, injuries, discipline issues, lost and found, etc., please contact the assistant principals in the Student Services Office.

## **ATTENDANCE POLICY**

Daily teaching and interaction of students with teachers cannot be duplicated. We urge everyone to exercise good judgment when making decisions about school attendance.

## **Attendance Policy**

H. H. Dow High School has 12-day maximum absence policy. Excused and unexcused absences are included in the 12-day maximum, although for any unexcused absence, students may not be allowed to make up school work. They may also be subject to a truancy petition to the Midland County Probate Court, in accordance to the protocols established by the 42<sup>nd</sup> District Court. School excused absences are not counted in the 12-day limit. Students who exceed 12-days and have failed the first two marking periods will be dropped from that class. Students who exceed the 12-days and have passed the first two marking periods are required to take the final exam and earn an 80% or better on the final exam to earn credit for the class (this includes senior students).

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.

Due to the Board policy that requires students to be enrolled in 6 consecutive classes, if a student is dropped from a course for the above mentioned reasons, s/he may also be dropped from surrounding hours to avoid a "hole" in his/her school day. After the last day of the 3<sup>rd</sup> week of the second marking period during any semester, loss of credit in any course resulting from a "drop" as mentioned above will be recorded as "W" on the transcript if the student was passing the class, or an "E" if the student was not passing at the time the attendance policy was violated.

The teacher and/or assistant principal will inform students and parents of accumulating absences. If you have questions concerning the number of absences in a class, please call the attendance office.

## **Attendance Procedure**

1. All absences must be verified within 48 hours (2 days) by the parent or guardian in order to receive an excused absence. The attendance hotline number is 923-5190.
2. It is preferred that you call by noon on the day of the absence to help ensure the absence is excused the same day.

**Failure to have any absences excused within a 48 hour period will result in an unexcused absence.** Unexcused absences are unacceptable and may therefore result in any of the following penalties:

- Detention
- Suspension
- Loss of credit based on individual teacher policy regarding student participation in classroom activities, including tests, projects and daily assignments.
- Loss of credit may result when a student accumulates 4 unexcused absences in any class.
- Truancy petition to the Midland Probate Court

## **Tardy Policy**

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. The tardy count and penalties will be reset each semester.

- Tardy #1 and Tardy #2 – per semester are allowed without a class assignment/classroom penalty.
- Tardy #3 and each additional tardy during a semester will result in the student not being allowed to make up any missed work during the time of absence. With tardy #3 teachers will notify the parents by phone, in a notice sent via U.S. postal mail, or by email of the 3<sup>rd</sup> tardy.
- Tardy #4 and any additional tardies may result in a referral to Student Services for additional discipline, as well as result in not being able to make up any missed work during the time of absence.

## **Absences**

### **If you are absent ...**

1. All absences must be verified **within 24 hours** by your parent or guardian. Verification is preferred by telephone (923-5377) using the “24-Hour Attendance Hotline.”
2. A daily attendance report will be generated by teachers to verify absences.

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

1. Your parent or guardian should notify the Student Services Office by telephone in advance of your absence.
2. These absences will be excused and will be counted as part of the 12-day absence limit.
3. Co-op students who are ill from school cannot attend their co-op jobs on that day.
4. Any questions regarding Advance Notice Absences should be directed to the assistant principals in the Student Services Office.

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

1. 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.”
2. A student who fails to notify the Student Services Office before being absent from scheduled classes will receive AN UNEXCUSED ABSENCE.

3. 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 Student Services 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.**
4. If you are leaving school at lunch and will not return, you must sign out.
5. 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 know you will be absent more than three days...**

1. Have your parent(s) or guardian advise the Student Services Office of the absence.
2. Requests for homework assignments should be directed to the Student Services Office before 10:00 a.m. each day.

**If you do not have verification for an absence, the Student Services Office will issue an UNEXCUSED absence.**

1. Unexcused absences are issued for absences without parent verification or failure to serve disciplinary detention assigned by the administrator.
2. Parents will be notified if a student has unexcused absences.

**If you become ill at school...**

1. You must report to the Student Services Office.
2. You should not leave the building without permission from the assistant principal in the Student Services Office.
3. Your parent(s) or guardian will be contacted and provisions made for you to be excused for the rest of the day.

**If you are injured at school...**

1. You must report immediately to your instructor or the Student Services Office. This includes accidents in the gymnasium, play fields, locker rooms or laboratories.
2. **The Midland schools do not carry insurance to cover any medical expenses of students.**

3. If you do not have accident insurance, you are encouraged to consider purchasing a voluntary accident insurance policy available through our school office at modest cost. To purchase this insurance, a student must sign up within a few days of the start of the school year, or soon after transferring to our school during the school year. An accident policy is available to all students. For further information, contact the Main Office.
4. If your parents are going out of town for a period of time, it is helpful if they advise the Student Services Office of the adult responsible for you in their absence.

## **ADULT STUDENT POLICY**

### **If you are 18 and would like to be responsible for your attendance...**

You must sign an adult waiver with the Student Services Office. This agreement states the following:

1. I must call the Student Services Office (923-5390) before 7:40 a.m. and state the reason for my absence each day I am absent. Calls from parents are not accepted. (Co-op students must call both the Co-op and Student Services Offices.)
2. **Adult students may not use the “Attendance Hotline.”**
3. I must call the Student Services Office if I am going to be late for school.
4. I will “sign out” in the Student Services Office any time I must be absent from class.
5. Notes from my parents or guardian are no longer acceptable.
6. The adult student waiver may be revoked if I receive an attendance contract for excessive absences in any class or classes.
7. Misuse of this procedure may result in revocation by an assistant principal.

### **Make-Up Work**

It is the student’s responsibility to contact the teacher for assignments missed and to make arrangements with the teacher for a convenient time for any help needed. Ask your teacher for a definite appointment, acceptable to both of you. A quick approach between classes is never satisfactory. Remember, teachers are willing to help you if you want to be helped.

### **Homebound Teaching**

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.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

Students are expected to respect the law and to behave in a mature responsible manner at all times. Whenever a student behaves in a way which disrupts the education of himself/herself or other students, disciplinary action may be necessary.

On December 9, 1970, the Michigan State Board of Education adopted a resolution which required all local boards of education to develop, adopt and publish a Code of Student Conduct. In accordance with this resolution, the Midland Public Schools appointed a committee in early 1971 consisting of students, parents, teachers, area director of the Midland City Education Association and administrators to develop a code for presentation to the Midland Board of Education. The present code was adopted by the Board of Education on May 22, 1972. Because of the importance and volume of this code, it has been published as a separate pamphlet and is distributed to students at the time of enrollment. Additional copies are available upon request in the Student Services Office.

The MPS Code of Student Conduct which applies to all school sponsored activities and “identifies categories of misconduct, defines the conditions under which students may be suspended or expelled, and specifies the procedural due process safeguards which will be utilized.” Some of the forms of misconduct which could result in suspension are obscenity and indecency, health and hygiene, gang activity, physical and verbal assault, criminal sexual conduct, sexual harassment, technology misuse, demonstration or disturbance, threatening communications, fighting, truancy, forgery, stealing, extortion, drugs, tobacco, alcohol, vandalism, arson, bomb threats, weapons, inappropriate behavior, open defiance, or bullying.

The Midland Public Schools complies with all state and federal legislation regarding the maintenance of a safe environment at school, specifically involving K-12 students who possess guns or other dangerous weapons or commit criminal sexual conduct or arson on school property. A copy of the Crime-Free Schools Policy is included with the Code of Student Conduct, which is distributed to all students on the first day of school.

### **Social Behavior**

Students are expected to conduct themselves properly. Inappropriate displays of affection and/or offensive language are not acceptable. Various disciplinary actions can be taken when students misbehave including assigned detention, closed class, suspension, or removal from the class with loss of credit. The severity of the action will depend on how serious the misbehavior was and on the student’s past behavior.

Suspension means temporary removal from one or more classes, and is determined only by a school administrator. It is a very serious action, and always includes parent/guardian contacts, along with a written notice.

### **Closed Classes and Suspensions**

Students suspended for infractions identified in the Code of Student Conduct will be assigned out-of-school suspensions for the 2009-2010 school year. Absences because of suspensions will not be counted towards the twelve-day absence policy.

Suspended students may not participate in school related activities while suspended from school. For example, an athlete may not return to school to practice or participate in a contest while

suspended, nor would a co-op student be permitted to work.

Students sent to the Student Services Office on a discipline referral by a classroom teacher may be assigned closed classes or detention, which must be attended as assigned. Students must be on time, bring schoolwork, and remain silent. A student failing to appear for an assigned detention will face more serious discipline. Failure to serve detentions in the assigned amount of time may result in the discipline referral being classified as an unexcused absence. Students with transportation problems will be given 24 hours to arrange transportation with their parents. Students who work must make arrangements with their employer. Detention may be assigned before school, after school, or at lunch time.

### **Suggested Guidelines for First Offenses**

This guide is intended as a general reference. All suspensions, however, are determined on an individual, case-by-case basis:

Health and Hygiene	Discretionary
Verbal Assault	2 – 5 days towards a student, 2 – 10 days toward a staff member
Obscenity and Indecency	2 – 5 days towards a student, 2 – 10 days toward a staff member
Threatening Communication	2 – 5 days
Fighting	3 – 5 days
Truancy	Discretionary
Forgery	1 – 3 days
Stealing	2 – 3 days, 2 – 10 days + restitution if severe
Extortion	5 – 10 days
Demonstration/Disturbance	3 days
Tobacco	1 -3 days
Alcohol and/or Drugs (use, possession, sale)	3 – 10 days; more severe for large quantities or sale
Vandalism	3 – 10 days + restitution
Hazing/Bullying	1-5 days
Arson	See HMSW Board Policy and state law
Bomb Threats	See HMSW Board Policy and state law
Weapons	See HMSW Board Policy and state law
Gang Activity	3 – 10 days
Open Defiance	1 – 5 days
Criminal Sexual Conduct	See HMSW Board Policy and state law
Sexual Harassment	1 – 5 days
Technology Misuse (privileges)	1 – 10 days + restitution (and loss of privileges)
Communication Devices	1 – 5 days
Unacceptable Behavior	1 – 10 days

\* This is for *first time offenses*. More days may apply for multiple offenses or due to severity of the incident.



## **School Property**

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.

## **Textbooks**

Textbooks are issued to you by the teacher in each class at the beginning of the school year. These books are purchased by the taxpayers and loaned, without fee, to you. You are responsible for the particular books 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 such books are found, the amount paid will be refunded.

Lost books are paid for at a price determined by the original cost and the age of the book. **BE SURE TO CHECK THE CONDITION OF YOUR BOOK WHEN YOU RECEIVE IT.**

## **Lockers**

**DO NOT CHANGE LOCKERS.** Lockers are school property and a record of locker assignments is kept in the Student Services Office. This information may become important in case of illness or emergency.

You will be assigned a locker at the beginning of the school year to make it more convenient for you to store your personal belongings. 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. Masking tape and magnets are the only approved ways to secure items on your locker door. Please use good judgment in selecting your decorations. Inappropriate material will be removed. Periodic locker inspections will be scheduled during the school year.

Please do your part by keeping your locker CLEAN. One last reminder...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 the Student Services Office.

## **Search and Seizure**

The school retains custody of its lockers, desks, and all other properties assigned to students for storage and other legitimate uses. Lockers, desks and all other school properties are subject to periodic inspections, both announced and unannounced, and without student consent or a search warrant.

Whenever school officials have reasonable suspicion to believe that a search will disclose evidence a student has violated or is violating school rules, a search may be conducted. Any and/or all items which may be used to disrupt or interfere with the safe, healthful and/or orderly conduct of school programs, discovered as a result of such a search, may be seized.

In an effort to keep the schools and district premises free of drugs, school authorities may use specially trained, non-aggressive dogs to sniff out and alert staff to the presence of illegal controlled substances in school lockers and in students' vehicles parked on district premises. Such inspections by school authorities and trained dogs may be announced or unannounced and may be made at any time.

Students, themselves, as well as their purses, book bags, all other such personal property and their vehicles may be searched; and personal items which are potentially dangerous, disruptive, or illegal may be seized.

## **Dress and Personal Grooming**

Hair and clothing should be neat, clean and appropriate. Students are expected to use good judgment and consideration for others in their choice of clothing and grooming. Guidelines for determining "school appropriate attire" include:

- Halter tops, bare backs, or clothing that exposes the midriff open midriffs, string tank tops, or mesh tops are not permitted
- Undergarments should not be visible.
- Clothing referring to sex, alcohol, drugs, tobacco, or gangs are not allowed
- Clothing should not mock, intimidate or demean other individuals or groups.
- Outerwear may not be worn to class
- Shoes must be worn at all times
- Shorts and skirts may not expose the midriff
- Revealing attire is not allowed.
- Neatness and cleanliness are important.

In all cases, the staff will determine what is appropriate. Students wearing inappropriate clothing may be asked to change, to go home to retrieve more appropriate clothing, or may be subject to disciplinary action. The school administration has the authority to request the students' cooperation if inappropriate personal grooming affects the educational climate.

Shoes must be worn at all times according to state law.

Dow High School staff may determine if or when students are allowed to wear hats and/or coats in the classroom or a specific setting.

### **Tobacco/Alcohol/Drugs**

Possessing or using tobacco in any form in school or on school property is prohibited.

Possessing, using, distributing or being under the influence of material which is or represented to be a drug, alcohol, or other substance which may produce abnormal behavior is prohibited.

### **Hall Passes/Conduct**

Courtesy and respect for others is expected at H. H. Dow High School. Your conduct in the halls should reflect this attitude. Running is not allowed.

Students in the halls during class hours must have an authorized pass from a teacher. Observance of this rule of safety and courtesy will allow you to proceed through the halls without trouble or embarrassment.

### **School Atmosphere**

**Backpacks -- Students may bring backpacks into the building. Backpacks are not allowed in the halls between classes or in the classrooms, Media Center, etc. All backpacks must be stored in student lockers.**

For safety reasons, glass containers are not permitted on school property. Skateboards and in-line skates are not allowed on campus because of the safety factors and the storage problems associated with them.

H. H. Dow High School maintains an atmosphere conducive to learning. Radios, CD players, tape decks and portable stereo systems, all of which interrupt the instructional environment, are discouraged in the building during the school day. In addition, they have a high theft potential. The school district is not responsible for lost or stolen articles.

### **Electronic Communication Devices**

Use of electronic communication devices is prohibited during the school day. The school day is defined as 7:40 a.m. – 3:25 p.m. Devices will remain out of sight and turned off during the school day. The school district is not responsible for lost, stolen or damaged communication devices.

### **Student Drivers and Car 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 \$50.00 to register a vehicle and obtain a permit. The sticker permits must be adhered to the lower left rear window (driver's side). The sticker must be visible. Vehicles not registered will be ticketed and may be towed or booted. Bus loading areas have been marked. Provisions have been made for student, faculty and public

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.

Police will ticket any vehicle parked in a designated fire land 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 or further disciplinary action. 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 attendance office before going to your car and sign in upon return.

## **Parking and Driving Guidelines**

1. Observe all stop signs and warnings when entering and exiting the parking lot.
2. Park between yellow lines only, not on the lines.
3. Fire lanes and yellow curbs indicate "No Parking."
4. Blue lines, blue curbs and signs indicate "Handicap Parking" only.
5. White lines indicate parking for staff only
6. Do not park in the spaces reserved for staff members and visitors to the building.
7. Observe the 5 m.p.h. speed limit at all times when in the parking lots. There is heavy traffic in and around the building each day.
8. Be sure to lock your car every day. Midland Public Schools cannot be responsible for stolen property.
9. Proper respect shall be given to the security guard at all times.
10. A student who operates a vehicle on school property is considered to have given consent to search the vehicle with cause. 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 the vehicle.
11. Trash should be disposed of in the proper receptacle.
12. 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.
13. Suspension of driving privileges for moving violations at one school applies to all other schools. During any suspension of driving privileges, the student may not drive or allow his/her car to be driven by another student on school property.

## **Emergency Procedures**

### **The building crisis committee reviews our crisis plan procedures each year.**

Fire drills are conducted at random throughout the school year. The warning is a horn-like sound repeated at intervals. At the sound of the horn, walk to the nearest exit at the direction of your teacher, leaving all your materials in the room. You should continue on the sidewalks as far away from the building as possible. Reenter the building when the bell has sounded. Each classroom has posted emergency procedures and designated shelters for severe weather warnings. Please ask your teacher if you have questions. If you have a question whether or not school will be held, please check your local radio or television station.

## **Counseling Center**

Each student is assigned a counselor at the time of enrollment. This should become a significant part of your high school experience. Your counselor is interested in you as a person and a student and can provide information regarding your strengths and weaknesses, educational and vocational planning and personal counseling. The success of the counselor/student relationship depends on your efforts at becoming well acquainted. The Counseling Center 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 schedule.
- you want information about future vocational or educational opportunities.
- you are experiencing problems in any of your classes.
- you would like to review your past record of achievement and/or interpretation of various individual tests you have taken in school.
- you are involved in a situation that prevents you from doing your best in school.

Transcript requests for college applications, scholarships, and various summer program opportunities are made in the counseling center through your counselor or the office professional. There is a \$5 service fee for the first five transcript requests and a \$10 fee for requests of six and more for college applications.

## **Scheduling Procedure**

When the time comes to prepare schedules for the following year, you will be contacted by your counselor. There are approximately 175 different courses offered at H. H. Dow High School. Some are year-long courses and some are one-semester courses. If you are not eligible to take a particular subject, your counselor will assist you in revising your schedule. There may be several reasons for which a course may not be open to you:

1. Prerequisite requirements have not been met.
2. Course may not be offered at your grade level.
3. Class has been closed because of enrollment.

Final schedules are prepared during the summer so that you will have a schedule to follow as soon as you arrive in the fall.

Changing of classes is discouraged except when it is absolutely necessary. Classes may be changed with parent approval after a conference with your counselor and the teacher involved. These changes are to be done within the first ten days of the semester. Changes will be considered when a student will be moving from a larger to a smaller class.

## **Scholarships and Financial Aid**

Information on scholarships for continuing education after high school is made available to students through several means. Student bulletins as well as daily announcements carry this information. The Midland Branch of the AAUW annually prepares the HELPS booklet which contains information on local scholarships. This is available on the Midland Public Schools website at: <http://www.mps.k12.mi.us/documents/HELPS%20Booklet%200809.pdf>

## **Standardized Tests**

Certain standardized tests are routinely administered at H. H. Dow High School. Other individual and group tests are given as required.

**PLAN (Practice ACT)** Taken in tenth grade to experience the college testing program and to acquire feedback in English, math, reading and science reasoning. PLAN helps identify career interests and helps students identify areas of need.

**AP Tests (Advanced Placement)** are given each May to students who wish to receive college credit for their high school course work.

**ASVAB (Armed Services Vocational Aptitude Battery)** is administered each fall to interested students. There is no military obligation involved.

**MEAP TESTING OR MERIT EXAM (MME)** The state-mandated test will be given during the second semester. Students (juniors) will be tested in the areas of Reading, Writing, Science, Mathematics, and Social Studies. The results of this test will be placed on the transcript. Students may retake the test any time the test is given. The test is used to determine eligibility for the \$2500 Michigan Merit Award. .

**PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test)** National Merit Finalists and Commended Student winners are determined by this test. Juniors are encouraged to take this test as an introduction to the college testing program taken later in their junior or senior year.

**SAT I (Scholastic Achievement Test)** College admissions test which measures verbal and math skills. Usually taken in May or June of the junior year.

**SAT II (Scholastic Achievement Test)** Subject matter tests which measure your knowledge or skills in particular subjects and your ability to apply that knowledge. Some colleges require these tests for admission.

**ACT (American College Test)** The ACT is the preferred admissions test for colleges and universities in Michigan. Also, this test is used to qualify for the Michigan Competitive Scholarship program. It is usually taken by juniors in April or June.

Consult your counselor early during your sophomore year regarding any of these tests.

## **After Graduation**

Counselors at H. H. Dow High School make every effort to maintain a close relationship with their students. The counselors' interest in their students does not cease upon graduation and they always welcome an opportunity to assist a former student.

During the year following graduation, the Midland County Educational Service Agency prepares a follow-up study which is used by the H. H. Dow High School staff to gain meaningful, relevant information on the school's alumni.

### **Cooperative Education and Work Experience Options**

Cooperative Education is a supervised on-the-job learning experience for SENIORS. It is provided by Midland Public Schools in conjunction with employers in the community and is a great opportunity to "earn and learn." In many cases, students earn close to \$3000 while earning school credit each semester for their work experience. This Career and Technical Education program requires that all co-op students be placed in a job that aligns with their career pathway. The career pathways include Arts and Communication, Business, Marketing, Management & Technology, Engineering, Manufacturing and Industrial Technology, Health Sciences, Human Services, and Natural Resources and Agriscience. In addition to being enrolled in co-op, students must also take a related state approved Career and Technical Education class concurrent with their job experience. The co-op student's schedule of classes during the senior year is determined through a counseling process that involves the student, counselor, parents, a coordinator of cooperative education and the employer. Each student is expected to attend school for at least half of the day with the remainder of the day scheduled for the co-op experience. Students should be aware that preplanning for the cooperative education program should begin in the sophomore year. Placement at various work sites requires that students have taken certain prerequisite classes that have prepared them for a specific work experience.

### **Work Permits**

All students under 18 who work must have a work permit. These permits are processed through the Main Office.

### **Media Center**

The Media Center is conveniently located in the center of the building and offers a wide variety of services to Dow High students and staff. It currently houses over 12,000 books and over 1000 paperbacks as well as numerous current magazines and newspapers. On-line resources provide information for your more extensive research needs. You will find the relaxed atmosphere of the center makes it a pleasant place to do your studying, researching and reading.

The Media Center computer lab is available for staff and students to use as a class or on a drop-in basis during Media Center hours. Resources and staff are available to help students with Internet searching, creative multi-media projects and the research and preparation for the traditional written report. Students and their parents must sign the District Technology Use Guideline form before computer access and/or Internet use is allowed.

### **Health Services**

Midland City-County Health Department provides the services of a nurse upon request. These services include student counseling, health education, communicable disease screening and

referral services. Appointments may be made through your counselor or one of the assistant principals.

The school social worker is available for consultation with students about personal, family, or school problems. The social worker is trained to be of assistance with serious or complicated problems. Students may make appointments with the social worker through the assistant principals or a counselor. This service is also available to parents who may request appointments.

### **Speech and Language Therapy**

Speech and language therapy is offered in the secondary schools through the Special Services program. A “speech and language impairment” means a communication disorder that adversely affects educational performance, such as a language impairment, articulation impairment, fluency impairment, or voice impairment.

A determination of impairment shall be based upon a comprehensive evaluation by a multidisciplinary evaluation team, which shall include a teacher of students with speech and language impairment under R 340.1796 or a speech and language pathologist qualified under R 340.1792. Referrals generally come from a teacher or a counselor, but a parent may make a referral at any time.

## **STUDENT ACTIVITIES**

### **Assemblies**

Programs are selected for the entertainment and education of the whole student body. In the past, assemblies have honored fall, winter and spring sports teams, clubs and organizations, presented the homecoming court, as well as provided an opportunity to hear various educational speakers.

### **Athletics**

In 2003 the Michigan Interscholastic Athletic Administrators Association and the Michigan High School Athletic Association honored Dow High with the Exemplary Athletic Program Award. This award recognizes schools who excel in providing athletic opportunities for young men and women in Michigan high schools. Dow High has also been awarded the Saginaw Valley Conference’s Richard Leach All Sports Trophy 11 times in boys’ or girls’ sports.

Sports participation is encouraged for all students. Parents and community members are encouraged to attend these events.

Twenty-two competitive varsity, junior varsity, and freshman sports are offered for students. H. H. Dow High is proud of its record in sports which includes the Class A State Football Championship in 1976-77, the Class A State Boys’ Tennis Championship in 1983-84, and the State Girls’ Gymnastics Championship in 1989-90, and many Saginaw Valley League, District, and Regional championships.

Our school is a member of the Michigan High School Athletic Association, thus we agree to



follow their adopted rules and regulations. Each individual high school can require more stringent regulations if it so desires. Listed below are some of the factors that affect eligibility:

1. You must be a student of H. H. Dow High.
2. You must have passed at least 20 hours the previous semester (four subjects).
3. Your cumulative grade for the semester to date must be passing in at least 20 hours (four full-time subjects) on the Thursday preceding the week of competition.
4. There is an age limit on athletic participation. Check with your coach for more information.
5. You cannot accept pay or any gifts or merchandise of any value for participating in any athletic competition from the time you enter high school until you graduate including the summers following the 9th, 10th, and 11th grade years and continue to participate in high school sports. Medals, plaques, or trophies are not to exceed \$25.00 in value.
6. You are eligible only 8 semesters during your high school career (9-12); this includes all semesters officially registered in school, whether you participate in a sport or not.
7. Rules governing eligibility are too numerous to mention here. Your coach and athletic director have a copy of these rules. If there is any doubt, see either the coach or athletic director before endangering your eligibility.
8. Any student who participates in athletics also agrees to adhere to the Midland Public Schools Athletic Training Rules. These rules pertain to the use of alcohol, tobacco and drugs, as well as any socially unacceptable behaviors. These rules apply to the student/athlete year round during their four year career as well as carry over from the middle school. A copy of these rules will be sent to each athlete and also available in the Athletic Office.
9. Before the first practice in any sport, every student must turn in a medical form signed by a physician. This medical form is available in the Athletic Office and local doctors' offices. Every student who is out for a sport should take out insurance if not already covered by some other plan. See your coach about it. Physicals must be dated on or after April 15 of the previous school year to be valid for the current school year.

### **Conduct at Athletic Events**

Whether at H. H. Dow High or at other schools, we have an obligation to show good sportsmanship and citizenship and to promote good relations with our opponents and officials at athletic events. Harassing officials, players, and other fans gives a negative impression of H. H. Dow High School and ourselves as citizens.

The Code of Student Conduct is in effect at all school sponsored events.

### **Social Events**

Many student organizations sponsor school events. The sponsoring group plans the entertainment for your enjoyment. H. H. Dow High School dances are not open to the public. Regular school dances are held from 8:00 - 11:00 p.m. Once you leave the building during the dance, you may not re-enter.

The Code of Student Conduct is in effect during all school sponsored activities.

### **Student Union**

Student government at Dow High School consists of the Student Union and the Student Senate.

The Student Union serves as a student treasury and provides activities for students as well as serving as a liason between the administration and the student body. Some of its responsibilities include coordinating homecoming, assemblies, sponsoring the magazine drive and school dances. They also plan spirit activities which occur during the year, such as Spirit Week and Spring Fever Week.

Membership consists of all class officers and representatives, three representatives at-large, four sports representatives and one member from each club and organization in the school. Officers are chairperson, vice-chairperson, secretary and treasurer who are elected from the Student Union membership in May for the upcoming school year. Officers are required to enroll in the student union leadership class. Class presidents and vice-presidents are eligible to enroll in this class but are not required to do so. Freshman officers are elected in the fall.

Representatives to the Student Senate are elected from each third hour class. The Senate considers issues vital to all students and makes recommendations to the Student Union and the school administration.

Class officers for sophomore, junior and senior classes are elected in the Spring of the previous school year.

Specific information about clubs and organizations, sponsored by the Student Union, can be found in the Directory of Student Activities.

## **POLICY STATEMENTS**

In addition to the policies listed in this section, each student also receives the Midland Public Schools Policy Handbook which includes, among others, the following policies:

- Crime Free Schools Code of Student Conduct
- Technology Use Guidelines Pest Management

## **Right to Review Teacher Qualifications**

Under the new federal education law No Child Left Behind Act of 2001, parents have the right to know the professional qualifications of the classroom teachers who instruct their children. The federal law allows them to ask for specific information about their child's classroom teacher(s). The law also requires MPS to give the information to them in a timely manner if information is requested. Specifically, parents have the right to ask for the following information about each of their child's classroom teachers:

- \* Whether the Michigan Department of Education has licensed the teacher for the grades and subjects he/she teaches.
- \* Whether the Michigan Department of Education has decided that the teacher can teach in a classroom without being licensed under state regulations because of special circumstances.
- \* The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- \* Whether any teachers' paraprofessionals provide services to your child and, if they do, their qualifications.

If any parent would like to receive any of this information, please send a request to the Director of Human Resources, 600 East Carpenter, Midland, MI 48640 or call at 989 923-5020.

## REQUIRED ANNUAL NOTICE OF CTE OPPORTUNITIES

### MIDLAND PUBLIC SCHOOLS Career & Technical Education Offerings

The U. S. Office of Civil Rights Guidelines regarding Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 require all school districts to notify the public annually of career and technical education offerings and to give assurance of nondiscrimination on the basis of race, color, national origin, sex, age, handicap or limited proficiency in English.

The following state-approved career and technical education programs are available to high school students in the Midland Public Schools for the 2009-2010 school year:

Accounting / Finance	Automotive Technology
Building Trades	Business / Computer Technology
Computer Aided Design (CAD)	Cooperative Education
Family and Consumer Science	Marketing & Merchandising
Printing Technology	Welding Technology

Interested students should check the publication *What Next?* or consult with their counselor concerning prerequisites for these programs. All career and technical education programs and other non-CTE occupational programs follow the Board of Education policies of nondiscrimination on the basis of race, color, national origin, sex, age, handicap or limited proficiency in English in all activities and in employment.

For general information about these vocational education programs contact:

Ms. Penny Miller-Nelson  
Chair of Career and Technical Education  
Midland Public Schools  
600 E. Carpenter Street  
Midland, Michigan 48640-5499  
(989) 923-5081

Inquiries concerning equal opportunity on the basis of race, color, national origin, sex, age, handicap or limited proficiency in English should be directed to:

Mr. Gary Verlinde  
Director of Human Resources  
Midland Public Schools  
600 E. Carpenter Street  
Midland, Michigan 48640-5499  
(989) 923-5020

**STATEMENT OF NONDISCRIMINATION, DESIGNATED COORDINATORS,  
GRIEVANCE PROCEDURES FOR  
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964  
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972  
TITLE II OF THE AMERICANS WITH DISABILITY 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 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 Coordinators as listed below at the following address:

Title VI, Title IX, and Section 504 Coordinator - John Blahunka,  
Director of Administrative Services  
Title II Coordinator - Age Coordinator – Gary Verlinde  
Director of Human Resources  
Midland Public Schools  
600 E. Carpenter Street  
Midland, MI 48640  
Telephone: (989) 923-5001

**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 to the complainant within ten (10) business days.

### Step 3

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

### Step 4

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for 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 district Civil Rights Coordinator's office.

## **POLICY ON SEXUAL HARASSMENT**

Midland Public Schools is committed to providing an educational environment which is free of discriminatory intimidation and sexual harassment. Abuse of the dignity of anyone through sexist slurs or through other derogatory or objectionable conduct is offensive behavior which will not be tolerated.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larson Civil Rights Act. It is also contrary to the policy of the school district for any staff or student member, male or female, to sexually harass a student or staff member. Individuals who believe that their rights in this area have been violated should report their concerns to building administrators or to the Director of Human Resources of the Midland Public Schools. All complaints will be handled in a timely and confidential manner.

## **MIDLAND PUBLIC SCHOOLS NOTIFICATION OF RIGHTS UNDER FERPA AND THE DIRECTORY INFORMATION PUBLIC NOTICE**

The Family Educational Rights and Privacy Act (“FERPA”) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

These rights are outlined below:

1. The right to inspect and review the student’s education records within 45 days of the day that Midland Public Schools receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Midland Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Midland Public Schools decides not to amend the record as requested by the parent or eligible student, Midland Public Schools will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Midland Public Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom Midland Public Schools has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Midland Public Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to refuse to permit Midland Public Schools to designate certain personally identifiable information about the student as directory information which is not subject to the above restrictions on disclosure. Midland Public Schools may within its discretion release some or all directory information as it determines is appropriate. Midland Public Schools has designated the following information about a student as directory information:

name, address, telephone listing, e-mail address, date and place of birth, major field of study, year in school, class schedules, class rosters, participation in officially recognized activities and athletics, weight and height of members of athletic teams, photographs, dates of attendance, diplomas received, awards received, and the name of the last previous school attended by the student, and other similar information which would not generally be considered harmful to a student, or an invasion of privacy if disclosed. If a parent or eligible student does not wish to have the student's information designated as directory information and disclosed, the parent or eligible student must request and complete a Request to Prevent Disclosure of Directory Information from the school principal and submit the completed form to the school principal no later than the 15th day of a school year. Please note that a request to block the designation of information as directory information will apply to all categories listed above and to all requests for directory information from within and outside the Midland Public Schools community. This notification will remain in effect until the parent or eligible student informs the school principal in writing to remove the block to designation and disclosure.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Midland Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

### **Communication Protocol for Midland Public Schools**

In order to facilitate questions or concerns by staff, students, parents, and community members, the following protocol is recommended.

1. If a question or concern arises regarding a building **personnel matter**, the contact source for each building is the **building principal**. The building principal will take action or refer the issue to the appropriate level.
2. If a question or concern arises regarding **a classroom issue**, the **teacher** in that classroom is the first contact source. Any initial discussion on an issue should be with the classroom teacher.

If further discussion is needed, the following process should be followed:

**Elementary Buildings:** Contact the building **principal**.

**Middle School Buildings:** Contact an **assistant principal**. If further consideration is needed,



the assistant principal will contact the principal.

**High School Buildings:** Contact the appropriate department head. The department head may refer the issue to an assistant principal. If further consideration is needed the assistant principal will contact the principal.

3. In the event that the issue cannot be resolved at the building level, the building **principal** will contact the **Director of Administrative Services** for further discussion or action. The **Director of Administrative Services** may redirect the issue to another **director** as appropriate for resolution. This may include referral to a **manager** or **coordinator** in conjunction with the director. The **Director of Administrative Services** will also be the contact sources for the **Superintendent of Schools**.
4. If a classroom or building issue from a parent or community member is initiated outside the building level, it should be referred to the **building principal** for resolution or for appropriate referral either within the building or to Central Administration.
5. As a general rule, the **principal is the primary contact source for building issues**, and the **Director of Administrative Services are the primary contact sources for district issues**. Appropriate referrals to other personnel can be made through these sources.

## SCHOOL IMPROVEMENT

*“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”.*

As we launch a new school improvement process, we continue to encourage sustained implementation of many of our previous school improvement initiatives as well as the Board of Education goals including:

- \* Sustained improvement on all areas of the MME test.
- \* Examination of our Career/Technical education program.
- \* Implementation of strategies to address the needs of academically at-risk students.
- \* Continued support for the use of technology.

H. H. Dow High School follows the guidelines set by the State of Michigan as measured by the MiSAS framework.

H. H. Dow High is proud of its accomplishments. We look forward to continued success as we partner with our staff, students, parents and community to address the many challenges in education.

### **School Colors**

The school colors are green and gold as seen on our athletic, band, and other uniforms, as well as in the decor in parts of the building.

### **Newspaper**

Students in the journalism and the advanced journalism classes publish the UPDATE regularly during the school year.

### **Yearbook**

Members of the yearbook class prepare the CHARGER .  
Orders are placed in the fall.

### **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!

**We are proud of our school!**

