



DOVER SCHOOL BOARD – AGENDA

Meeting Type: **Regular Session #8**
 Meeting Location: **McConnell Center, Room 306**
 Meeting Date: **Monday, August 8, 2022**
 Meeting Time: **7:00 p.m.**

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. AGENDA APPROVAL**
- E. CITIZENS' FORUM**
- F. APPROVAL OF MINUTES**
 - 1. Regular Meeting #7, July 11, 2022
- G. CONSENT AGENDA**
 - 1. **Correspondence:** None
 - 2. **Resignations/Retirements:**
 - a. Abby Avery – Grade 1 Teacher – Woodman Park School - Resignation
 - b. Amberle Bennett – Social Worker – Dover Middle School - Resignation
 - c. Greg Brown – Dean of Students – Woodman Park School – Resignation
 - d. Samuel Little – English Teacher – Dover High School - Resignation
 - e. Tereza Monteiro – ESOL Teacher – Dover Middle School - Resignation
 - f. Ashley Mowatt – Grade 5 Teacher – Dover Middle School – Resignation
 - g. Deborah Quintanar – Paraeducator – Dover Middle School - Retirement
 - h. Sara Rodriguez – Nurse – Dover High School - Resignation
 - i. Sarah Tourigny – Chorus Instructor – Dover Middle School - Resignation
 - j. Dawn Wallace – Special Education Teacher – Dover Middle School – Resignation
 - 3. **Leaves of Absence:** None
 - 4. **Job Shares:** None
 - 5. **Nominations:**
 - a. DAA Nominations
 - b. DTU Nominations
 - c. DPA Nomination
 - 6. **Extended Travel (Student Trips):**
 - a. Dover High School Marching Band – Camp Huckins, Freedom NH – August 27-29, 2022
 - 7. **Donations:** (See Public Hearing Notice)
- H. STUDENT REPORT:**
- I. POLICY – CHANGES – PROPOSALS:**
 - 1. BIE – Board Member Indemnification – First Reading
 - 2. EBBB – Accident Reports – First Reading
 - 3. GBCD – Background Investigation and Criminal History Records Check – First Reading
 - 4. GBCD-R – Technical Advisory (concerning "School Employee Background Investigations Including a Criminal History Records Check") – **Withdraw** - First Reading
 - 5. GBEAB – Mandatory Code of Conduct Reporting – All Employees – First Reading
 - 6. GBEB – Staff Conduct – First Reading
 - 7. GCAA – Highly Qualified Teachers – **Withdraw** – First Reading
 - 8. JFA – Residency – First Reading
 - 9. JFABD – Admission of Homeless Students – First Reading
 - 10. JLCD-R – Procedures for Administering Medication to Students – First Reading



DOVER SCHOOL BOARD – AGENDA

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11. JLCD-F1 – Medication Administration Authorization Form – First Reading
12. JLCD-F2 – Epi-Pen Medication Administration Form (Self-Administered) – First Reading
13. JLCD-F3 – Inhaled Medication Administration Form (Self-Administered) – First Reading

J. POLICY ADOPTION:

1. EBBC – Emergency Care and First Aid – **First & Second Reading**
2. JLCD – Administering Medication to Students – **First & Second Reading**

K. RESOLUTIONS: None

L. OLD BUSINESS: None

M. NEW BUSINESS:

1. Public Hearing – The Crowell Family Scholarship for the Trades
2. Memorandum of Understanding – Dover School District and YMCA of Strafford County
3. 2022-2023 Student Handbook Revisions
 - a. Dover High School Student Handbook
 - b. Dover Middle School Student Handbook
4. Capital Improvement Project Requests
5. Condition of Accounts

N. SUBMISSION AND PAYMENT OF BILLS

O. SUPERINTENDENT’S REPORT

P. COMMITTEE REPORTS

Q. SCHOOL BOARD MATTERS OF INTEREST

R. ADJOURNMENT

Citizens, residents of the City of Dover, property owners in the City of Dover, and/or designated representatives of recognized civic organizations or businesses located in the City of Dover and/or residents of sending school districts, are invited to all public meetings and shall be given an opportunity to speak. Time shall be set aside for citizen statements, Citizen’s Forum, at all public meetings, unless a vote to the contrary is taken by the School Board.

Citizens shall identify themselves by name and address for the record; address comments to the presiding officer and the Board as a body and not individual members.

Citizen’s Forum will ensure citizens have the opportunity to speak to all other items on a meeting agenda and/or matters pertaining to the business of the School Board. At workshop meetings and special sessions, Citizens’ Forum will be restricted to items on the meeting agenda. Statements shall be limited to five (5) minutes unless otherwise extended by the chairperson, with the approval of the School Board.

All citizens are permitted to place items on the agenda through written application to the Superintendent at least one week prior to the meeting date. Citizen items will require a formal motion and a second by seated members to bring the item to the floor for debate.

August 4, 2022

To Whom it May Concern,

I am writing this letter to inform you that I, Abigail Avery, resign from my post as classroom teacher at Woodman Park School.

I have spent the past 12 years teaching, learning, and growing with staff, students, and families here in Dover, many of which have become friends. I know I have made a difference in my students' lives, just as they have impacted mine. I appreciate all the support and encouragement provided to me by the administration at Woodman Park. This school became a part of my family, but for personal reasons, it is time for me to move on.

I am grateful for having the opportunity to serve Woodman Park School. Teaching is a challenging job and I have been honored to be surrounded by such passionate, dedicated, and motivated educators. It is my hope that the community and school board will recognize the loyalty and dedication of these educators and treat them with the dignity and respect they deserve.

Thank you,
Abigail Avery

July 18, 2022

Dear DMS and Dover School District Staff,

I write this letter to formally enter my resignation in the role of Social Worker at Dover Middle School. My short time at Dover has been nothing other than a great experience. I have truly enjoyed my time working in the school, with the students and collaboratively with staff. However, due to the uncertainty that comes with this position year to year - not knowing if I have a job, never receiving a contract for the 21-22 school year or consistent communication regarding my contract - coupled with the current financial climate, I have determined that both stable and full time employment is a necessity and have accepted a full time position elsewhere.

It is my sincerest hope that the future social worker at DMS has a heart for the students, as they need more and more support each year. It is also my sincerest hope, and professional recommendation, that Dover will move towards having a full time Social Worker at DMS in the near future. It is no secret that students are needing additional support each year and that students are facing more significant challenges, traumas, and mental health instabilities. The current part time schedule for the Social Worker severely limits the ability to provide adequate support to a broad range of students while also having a presence in the school, connectedness with staff, and an understanding of the day to day occurrences happening in the school.

I wish the Dover Middle School staff and students nothing but the best in the coming school year.

Sincerely,

Amberle Bennett, LSW

July 20, 2022

Bill and Patrick,

Twenty-one years ago, I started teaching and coaching in Dover and have had some amazing experiences, met so many wonderful people, and have been in awe of the dedication of so many to the students and families of our community. It is with many emotions that I resign from my position of Dean of Students at Woodman Park to accept a Principal position at the Gonic School as part of the Rochester School District. I can never begin to thank the many colleagues, families, and students that have made my years in Dover what I consider to be a success. I have been supported by so many and for that I am forever grateful. I want to wish everyone the best and I look forward to continuing my personal and professional relationships with all of those who have meant so much to me for so long.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jay B. B. B.", followed by a long horizontal flourish.

Dr. William Habron
61 Locust St. #409
Dover, NH 03820

August 1, 2022

Dear Dr. Habron,

Please accept this as my resignation from my teaching position in the English Department at Dover High School. I will not be returning for the 2022/2023 school year.

My eighteen years in the district have been rewarding and I will always think fondly of Dover. However, the time has come for me to move on. I appreciate your understanding.

Respectfully,

Samuel Little

July 27, 2022

Dr. William Harbron
Superintendent
Dover School District
61 Locust Street, Suite 409
Dover, NH 03820

Dear Dr. Harbron,

I am writing to you to respectfully request to be released from my contract for the position of ESOL Teacher at Dover Middle School. As you know, the past few years have been especially trying for all educators, and after much careful reflection in light of an ongoing family situation, I have found myself in need of some time away from teaching in order to take care of my family and my health.

It has been a difficult decision to ask for this release. During my years at Dover Middle School, I have thoroughly enjoyed working with my wonderful students and their families. And I have felt fortunate to teach in a community of talented and supportive colleagues and administrators in the DMS community and in the Dover ESOL Department.

I understand that it is a hardship on a school district to have to fill positions at this point in the summer, and I regret the inconvenience I may be causing to Principal Lyndes, yourself, and the administration. If it would be helpful to the Dover School District, I would be willing to return to my position temporarily in order to give the administration enough time to find a suitable replacement.

Please let me know if you need to meet with me. I can be reached by email or by phone. I have emailed a copy of this letter to Principal Lyndes to keep her informed while she is out of the office. I will be traveling from July 30-August 7, but otherwise will be available to you both at your convenience.

Thank you for your consideration.

Sincerely,

Tereza E. Monteiro

July 15, 2022

William Harbron
Superintendent
SAU 11
61 Locust Street
Suite 409
Dover, NH 03820

Dear Dr. Harbron and Principal Lyndes,

Please accept my resignation from my position as a fifth-grade math/science teacher at Dover Middle School. My last day will be July 22, 2022.

My students have given me great pleasure over the years, and the administration has been very supportive in my career and my time at Dover Middle School.

I wish everyone the best. If I can be any assistance to the district during the remainder of my time, please let me know.

Sincerely Yours,

A handwritten signature in blue ink, appearing to read "Ashley Mawat". The signature is fluid and cursive, with a long horizontal stroke at the end.

From: Deborah Quintanar <d.quintanar@dover.k12.nh.us>

Sent: Thursday, August 4, 2022 10:47 AM

To: Kimberly Lyndes <k.lyndes@dover.k12.nh.us>

Cc: Carrie Russell <c.russell@dover.k12.nh.us>

Subject: Resignation

Dear Principal Lyndes,

As a follow up to our meeting this week, I am formally providing you with my resignation. I have decided to retire and stay home to help care for my grandson.

I want to say that these past ten years working at Dover Middle School have been some of the most rewarding years of my life. It has been wonderful working in the special education department and working with Carrie Russell. Carrie has taught me so much and I will carry that knowledge with me in the future.

I have worked with so many wonderful people and made some lasting friendships. I will truly miss everyone.

Sincerely,

Deborah A. Quintanar
Paraeducator

Sara Rodriguez

29 Cedar Creek
Barrington, NH 03825
(603) 479-4330
Fldhcky79@gmail.com

August 1, 2022

Dover School District

Attn: William Harbron
61 Locust Street
Dover, NH 03820

Re: Letter of Resignation

Dear Mr. Harbron, Christine Boston, Peter Driscoll, and Peter Wotton,

Please accept this as formal notice of my resignation from the position of School Nurse at Dover High School.

After careful consideration, I have made the decision to resign from Dover High School. After I received a RIF (Reduction in Force) letter in April I began searching for new jobs. I applied for a school nurse position in Bartlett, NH and by the time I received a letter asking me to disregard the prior letter regarding the RIF, I was already in the interview process. Working for Dover High School has been a wonderful experience that has afforded me many valuable opportunities to learn and grow, and I am very grateful to have been part of this organization.

I wish you and the Dover School District continued growth and success in the future.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Rodriguez', with a stylized flourish at the end.

Sara G. Rodriguez

From: Sarah Tourigny <s.tourigny@dover.k12.nh.us>

Sent: Tuesday, July 26, 2022 9:06 AM

To: William Harbron <w.harbron@dover.k12.nh.us>

Cc: Kimberly Lyndes <k.lyndes@dover.k12.nh.us>; Meredith Vail <m.vail@dover.k12.nh.us>; Lindsay Dube <l.dube@dover.k12.nh.us>

Subject: Resignation

Dear Dr. Harbron,

It is with great sadness that I am writing to tell you of my resignation as the chorus instructor at Dover Middle School. I have thoroughly enjoyed being an educator in this district and did not take this decision lightly. Working with young and aspiring musicians has been my passion for over a decade and it will be hard to walk away from. In the fall, though, I will be getting married and looking to start a family and the income of an educator is not sustainable in this economic climate. Furthermore, the past years have become increasingly harder to balance the classroom with all of the expectations and demanding changes.

I am grateful for having worked in this district as I enjoyed my colleagues and students very much. I hope that music and arts continue to be valued highly, as they are what helps shape emotionally grounded youth. Please let me know if I can be of any assistance during the transition. I can be reached at 207-752-0080 if you have any questions.

Sincerely,
Sarah Tourigny

Sarah Tourigny
Choral Director
Dover Middle School

July 20, 2022

Dover Middle School/SAU 11
Attn: Christine Boston and Abbigail Small
Dover NH. 03820

Re: Letter of Resignation

Dear Dover School District,

Please accept this formal notice of my resignation from the position of case manager at Dover Middle School, effective one week from today, July 27, 2022.

After careful consideration I have made the decision to resign in order to accept a position as a Reading and Writing Specialist in a different district. Working for Dover Middle School has been a wonderful experience that has allowed me opportunities to grow and learn. I am fond of the Dover community and am sad to be leaving it. I am grateful to co-workers and administrators who have helped me along my path.

Sincerely,
Dawn Wallace



DOVER SCHOOL DISTRICT SAU 11

McConnell Center | 61 Locust Street, Suite 409 | Dover, NH 03820-4132
Phone: 603-516-6800 | Fax: 603-516-6809

Empowering all Learners

To: Dover School Board
From: William R. Harbron, Superintendent
Date: August 8, 2022
Re: Woodman Park School Dean

It is with great pleasure that I nominate Roseanna Drysdale for the position of Woodman Park School Dean. Ms. Drysdale's start date will be August 9, 2022, with a salary of \$87,633.76 for the 2022-2023 school year.

Ms. Drysdale has been the Horne Street School music teacher and has served as the Academic Coordinator for K-12 Music from 2016-2018. In addition, she has served as a professional learning community trainer from 2018 to present and an elementary induction facilitator from 2017-2019. Ms. Drysdale holds certifications as a Principal K-12, Curriculum Administrator, and Music K-12.

I believe Ms. Drysdale will bring added value to the Woodman Park School Community. I am excited about Ms. Drysdale joining the Woodman Park leadership team.



DOVER SCHOOL DISTRICT SAU 11

McConnell Center | 61 Locust Street, Suite 409 | Dover, NH 03820-4132
Phone: 603-516-6800 | Fax: 603-516-6809

Empowering all Learners

To: Dover School Board
From: William R. Harbron, Superintendent
Date: August 8, 2022
Re: Nomination of Career Technical Center Director

It is with great pleasure that I nominate Kori Kennedy for the position of the Dover High School Regional Career Technical Center Director for the Dover School District. Ms. Kennedy's start date will be August 9, 2022, with a salary of \$102,100 for the 2022-2023 school year.

Ms. Kennedy has been the Assistant Director of the CTE for the Nashua School District since 2021. Her work experience includes Design & Visual Communications Instructor, Graphic Design/Photography Teacher, Student Activities Director, Owner/Creative Director of Mystic Design Company, Project Manager/Art Director for O'Neil Communications, and Director of Institutional Publications for Syracuse University.

References for Ms. Kennedy were outstanding. The district looks forward to her experience and enthusiasm.

**OFFICE OF THE SUPERINTENDENT
DOVER PUBLIC SCHOOLS
DOVER, NEW HAMPSHIRE**

TO: **DOVER SCHOOL BOARD**

DATE: August 8, 2022

MEMORANDUM: Nomination and Election of Teachers

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2022-2023 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Boulanger, Samantha	Special Ed. Teacher	Dover High School	Mychaela Kelly	TBD	BA, Step 1
Nye, Alyssa	Gr. 4 Teacher	Garrison School	Krysta Arguin	TBD	BA, Step 3
Phillips, Brianne	Occupational Therapist	Garrison School	Beth Day Transfer	TBD	BA, Step 17
Powers, Alison	Special Ed. Teacher	Dover Middle School	Christian Peterson	TBD	BA, Step 2
Searles, Ronda	Occupational Therapist	Dover Middle/High School	Tracey Janelle	TBD	BA, Step 17

**OFFICE OF THE SUPERINTENDENT
DOVER PUBLIC SCHOOLS
DOVER, NEW HAMPSHIRE**

TO: **DOVER SCHOOL BOARD**

DATE: August 8, 2022

MEMORANDUM: Nomination and Election of Paraprofessionals

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2022-2023 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Woodcock, Tonya	Paraprofessional	Dover High School	Bethany Clarke	\$19.56	C2, Step 7

Request for DHS marching band to attend Camp Huckins, Aug. 27-29

Mark Cadman

Associate Executive Director

CCYMCA/ Camp Huckins

17 Camp Huckins Road, Freedom, NH 03836

(O) 603-539-4710 (C) 603-662-2801

(E) mark@camphuckins.org

(W) www.camphuckins.org

Band director: Jim Butka

Other paid coaches at camp: Connor Carville, Mike Mitchell, Jess Uminski, Sydney Seaver.

Parent chaperones: at least 5 on duty.

Hired nurse will be on duty.

Approximately 70-74 students attending.

Educational value is immeasurable. This trip occurs after the band has had 4 full days of marching band camp at school. While at Camp Huckins, the students work cooperatively on learning their field show. They work from early morning hours until evening. The teamwork, bonding and camaraderie that takes place is equally important as the music and drill they learn. The foundation for the student leadership and mutual respect among the students is all established at band camp. Being at the camp and away from normal distractions allows for a very successful and rewarding learning experience.

Travel is provided by First Student.

Dates of the trip are: Saturday, Aug. 27. Depart at 10 AM. Return to DHS on Aug. 29 at approximately 8:30 PM.

Itinerary:

Schedule for Camp Huckins: (details subject to change)

Saturday, 8/27	8:30am	DPMC send-off breakfast	DHS parking lot
	10:00am	Leave for Camp Huckins	DHS parking lot
	11:30am	Arrive Camp Huckins	Freedom, NH
	11:45-12:30	Lunch (*bring bag lunch*)	Camp Huckins
	12:30-5:00pm	On-field rehearsals	Field
	5:30-6:15pm	Dinner/Cook-out	Beach
	6:15-7:00pm	Sectionals	TBD
	7:00-8:00pm	Full rehearsal	Rec Hall
	8:00-9:30pm	Talent Show/Skits	Rec Hall
	10:00pm	Lights Out	Cabins
Sunday, 8/28	6:00am	Reveille	Tennis Courts
	6:30am	Flag ceremony/Basics	Tennis Courts
	8:00am	Breakfast	Dining Hall
	9:00am	Drills	Field
	12:30pm	Lunch	Dining Hall
	1:00-2:30pm	Rec time	Waterfront
	2:30-5:30pm	Drills	Field
	5:30pm	Dinner	Dining Hall
	6:15-7:00pm	Sectionals	TBD

7:00-8:00pm	Full rehearsal	Rec Hall
8:00-10:00pm	Campfire	Fire pit
10:30pm	Lights Out	Cabins

Monday, 8/29

Same schedule as Sunday through Dinner time.

6:00pm+	Pack, clean cabins	Cabins
7:00pm	Board busses	Camp Huckins
8:30pm	Arrive Dover	DHS Parking Lot

Cost per student is approximately \$125. Students that have hardship and cannot afford will be give assistance from the Dover Parents Music Club.

August 1, 2022

Dover School Board members,

This letter is being written in support of the annual Dover High School Marching Band and Color Guard trip to Camp Huckins for band camp. This year the trip will take place from Saturday, August 27th through Monday, August 29th.

The trip includes a combination of paid staff and parent volunteers as chaperones. A nurse provided by the Dover Parents Music Group will be present for 24-hour medical coverage. The accompanying materials outline the three-day program.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Driscoll", written in a cursive style.

Peter Driscoll
Dover High School Principal

**DOVER HIGH SCHOOL
AND
REGIONAL CAREER TECHNICAL CENTER**

FIELD TRIP REQUEST - FY: _____

Date: July 29, 2022

THIS REQUEST MUST REACH THE PRINCIPAL AT LEAST 10 DAYS BEFORE THE DATE OF THE FIELD TRIP. PERMISSION SLIPS MUST BE OBTAINED FROM PARENTS/GUARDIANS BEFORE STUDENTS MAY PARTICIPATE.

Teacher Requesting the Trip: James Butka

Destination of Field Trip: Camp Huckins, a YMCA camp, Freedom, NH

Date of Field Trip: Aug. 27-29 Time of Departure: 10 AM Time of Return: Aug. 29, 8:30 PM

Number of Students: 73 Cost Per Student: \$125

Number of Adults Going: 11 Method of Transportation: First Student bus

LIST ALL CHAPERONES: James Butka, Katy Cox, Connor Carville, Sydney Seaver, Mike Mitchell, a nurse, other approved parents.
Chaperones who are not employees of the district must fill out a Volunteer Service Form two weeks prior to the field trip.

A LIST OF STUDENTS WHO WILL BE ATTENDING MUST BE SENT TO THE ATTENDANCE OFFICE PRIOR TO THE FIELD TRIP.

Are all phases of the trip handicap accessible? Yes ☒ No ☐

Non-participating teachers will be notified two weeks prior to the trip: Yes ☐ No ☐ not applicable

Submit a list of non-participating students to the attendance office one day prior to the trip.

Have provisions been made for students **NOT** going on the trip that are the responsibilities of the teacher(s) attending?
Yes ☐ No ☐ Not applicable

What is the educational purpose of the field trip? Students cooperativley work towards the goal of learning the field show to be performed at competitions and football games. Teamwork and leadership skills are reinforced.

What instructional classroom preparations will be done prior to the field trip? Students will be be given all necessary information on what to bring, expectations, and rules.

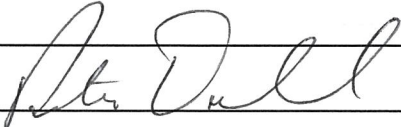
What follow-up classroom activities will take place after the field trip? Self-assessment when students meet in class.

Approval of Appropriate Administrator (AC, CTC Director:) _____

*****PLEASE RETURN THIS FORM TO THE PRINCIPAL'S SECRETARY*****

✓ Trip Approved _____ Trip Disapproved

Reason for Denial: _____

Principal's Signature: 

Date: 8/1/22

DHS Music Department Overnight Medical History and Insurance Form

****THIS FORM MUST BE COMPLETED BY PARENT FOR ANY STUDENT ATTENDING TRIP ****

Student Name: _____ Date of Birth: _____
Home Address: _____ Phone # _____
Parent/Guardian Name: _____ Phone 1# _____ Phone 2# _____
Parent/Guardian Name: _____ Phone 1# _____ Phone 2# _____

EMERGENCY ALTERNATE CONTACTS (List in order desired)

Alternate #1: _____ Relationship: _____ Phone # _____
Alternate #2: _____ Relationship: _____ Phone # _____

MEDICAL INFORMATION (to be completed by parent or guardian)

Provider Name: _____ Phone#: _____

Allergies (please list and describe reaction below):

Food Allergy?: (list and describe reaction) _____ Epi Pen required? _____
Drug Allergy?: (list and describe reaction) _____
Bee Sting Allergy?: (list and describe reaction) _____ Epi Pen required? _____
Seasonal Allergy?: (list and describe reaction) _____
Other Allergy?: (explain) _____
Asthma*?: Medication Needed?: _____

*attach Asthma Action Plan if available

Other Medical Conditions (please circle and describe below):

Diabetes?: TYPE I? TYPE II? Notes: _____
Seizures? Cardiac Concerns? Gastrointestinal? Other?
Explain: _____

DOES YOUR CHILD HAVE ANY ACTIVITY RESTRICTIONS:

Explain: _____

DOES YOUR CHILD HAVE ANY DIETARY RESTRICTIONS:

Explain: _____

Health Insurance Co: _____ Policy#: _____

DOVER HIGH SCHOOL AND ITS CHAPERONES WILL ATTEMPT TO CONTACT THE PARENTS OR GUARDIANS OF ANY SICK OF INJURED CHILD, PRIOR TO SEEKING EMERGENCY TREATMENT. IN THE CASE THAT A PARENT OR GUARDIAN CANNOT BE REACHED, SUCH TREATMENT WILL BE ISSUED BY TRAINED PERSONNEL, AT EITHER A FIRST AID STATION OR A TREATMENT FACILITY. BY SIGNING BELOW, I HEREBY RELEASE DOVER HIGH SCHOOL AND ITS ASSIGNED CHAPERONES OF ANY RESPONSIBILITY IN THE EVENT OF ACCIDENT OR INJURY. PERMISSION IS GRANTED FOR TREATMENT OF THE ABOVE-NAMED PARTICIPANT BY A PHYSICIAN OR HOSPITAL IN THE EVENT OF A MEDICAL OR SURGICAL EMERGENCY.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

~INFORMATION WILL BE HELD HIGHLY CONFIDENTIAL AND SHARED ONLY WITH APPROPRIATE STAFF/VOLUNTEERS TO MAINTAIN SAFETY~

DHS Music Department Overnight Medication Form

Please indicate in the first section of this form, any over-the-counter medication(s) that your student will need or are allowed to have, on this trip. If the student requires prescription medication(s), their medical provider **MUST** fill out the second section of this form.

PLEASE NOTE: STUDENTS WILL NOT RECEIVE ANY OVER-THE-COUNTER MEDICATIONS UNLESS THIS PORTION OF FORM IS COMPLETED AND SIGNED BY A PARENT OR GUARDIAN. *Please cross (X) this section out if **NO** OTC meds are allowed to be administered.*

STUDENT NAME: _____

Over-the-Counter Medications (OTC): Must Be completed by Parent or Guardian

Please **CIRCLE** which of the following medications you give permission for your child to receive, if needed, while on field trip:

Acetaminophen Ibuprofen Antacid Motion Sickness Other _____

Parent's Signature (for OTC Meds): _____ Date: _____

MUST BE completed by Camp Health Provider (camp use only)

MEDICATION/DOSE	Date/Init.	Date/Init.	Date/Init.	Date/Init.	Date/Init.	Date/Init.	Date/Init.	Date/Init.	Date/Init.

PRESCRIPTION MEDICATIONS: Requires the original labeled container from Pharmacy brought on field trip.

*Please cross (X) this section out if **NO** Rx meds are allowed to be administered.*

MUST BE completed by Medical Provider

(Please fill-in first two columns)

MUST BE completed by Camp Health Provider

(camp use only)

MEDICATION/ DOSE/ROUTE	TIMING (PRN, BID, QID, ETC)	Date/Init.	Date/Init.	Date/Init.	Date/Init.	Date/Init.	Date/Init.

CIRCLE AS APPROPRIATE:

Inhaler Self-Carried

Inhaler kept with Adult

Epi Pen Self-Carried

Epi Pen kept with Adult

Provider Signature (for RX meds): _____ Date: _____

Parent's Signature (for RX meds): _____ Date: _____

Dover High School
25 Alumni Drive
Dover, NH 03820

Statement of Agreement

I agree to adhere to the following rules while on the _____
_____ trip with the class:

1. To not consume, purchase, bring with or bring home alcohol or illegal substances.
2. To not purchase body art or piercing services.
3. To not purchase or bring home any type of weapon.

I understand that I am accountable to _____.

I understand that failure to comply with these rules will result in disciplinary action upon returning to Dover High School.

Student's signature

I have read and discussed this agreement with my son/daughter, and I support these rules and regulations.

Parent/guardian's signature

As a chaperone on this trip, I agree to adhere to the same standards of behavior as defined for student participants.

Chaperone's signature

DOVER SCHOOL DISTRICT	POLICY CODE: BIE
DATE OF ADOPTION: OCTOBER 10, 2005	PAGE 1 OF 1

REVISED - FIRST READING

SCHOOL BOARD MEMBER INDEMNIFICATION

~~Because they are members of an agency of government whose powers and duties can be exercised by a decision of the majority of School Board membership only when the School Board is in session, the members of the School Board and its employees and agents act as agents of the district.~~ **The members of the Board and its employees and agents act as agents of the District.** None of these individuals should be placed in a position of personal liability for the performance of the responsibilities vested in them by the voters of the district and the state and federal governments.

~~Therefore,~~ In order to protect the individual members of the School Board, its employees and other agents, and the educational interest of the community, the School Board will purchase, from public school funds, in the absence of governmental immunity or in coordination with governmental immunity, adequate insurance to indemnify School Board members and agents of the district for their official actions in the service of the school district.

~~The School Board will present to the City Council for approval appropriate indemnification resolutions prescribed in RSA 31:104, 105, 106, and 107, and will purchase insurance to protect the district against its potential liability for such indemnification, structuring such insurance to preserve statutory immunities wherever possible.~~

Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who violates the oath of office, or otherwise engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

Policy History:

October 10, 2005

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Related Policies: EBBC, JLC & JLCD

REVISED – FIRST READING

ACCIDENT REPORTS

~~In case of accident, the school nurse, athletic trainer, or appropriate or staff member, in conjunction with the school nurse, will complete an accident form as soon as possible following the accident.~~

~~The procedures for accidents and accident reporting are to be reviewed in September by the Principals, with the staffs of each school.~~

~~All accidents judged to be other than minor require an accident report to be filled out and filed with the Principal for signature within 24 hours of the report. The original accident report is filed in the Superintendent's office and a copy is filed in the health office.~~

~~If the incident is one involving the use of an Automated External Defibrillator (AED), the School Nurse, or staff member in conjunction with the school nurse, shall report all instances of the AED use with the New Hampshire Department of Safety. Incident Report Forms, are available on the New Hampshire Department of Safety web site, www.state.nh.us/safety/ems/.~~

A. General Accident Reporting: An accident report shall be required whenever an accident occurs:

- 1. in a school;**
- 2. on a school playground; or**
- 3. at any school-sponsored activity**

which requires a student or employee to be:

- 1. out of class or absent from school;**
- 2. necessitates the services of a health care provider (physician, advanced registered nurse practitioner, licensed physician's assistant or dentist);**
- 3. requires first aid; or**
- 4. which might reasonably be anticipated to give cause to an insurance or liability claim or case for liability at a later date.**

The school district employee who witnessed or first responded to the accident must fill out an accident form as soon as possible, but in no event more than 24 hours of the accident. The form shall be submitted to the building principal and forwarded to the Superintendent. The building principal, or in the principal's absence the supervisor on duty at the time of the accident, shall assure that an accident form is completed in a timely manner.

B. Insurance Notification: For accidents which might lead to an insurance or liability claim, the Superintendent or Superintendent designee, shall notify the District's liability carrier promptly.

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C. Additional Reporting Required for Accidents Involving Death or Serious Injuries.

1. Within eight (8) hours of any accident involving a death which occurs during the school day, or on school property, the building principal or other supervisor on duty at the time, shall report the death to the Commissioner of the New Hampshire Department of Labor via telephone or email. This initial report shall state as fully as possible the cause of the death and the place where the body of the deceased person was sent.
2. Within twenty-four (24) hours of any accident involving a serious injury which occurs during the school day, or on school property, the building principal or other supervisor on duty at the time, shall report the serious injury to the Commissioner of the New Hampshire Department of Labor via telephone or email. This initial report shall state as fully as possible the cause of the death and the place where the injured person was sent for medical evaluation or treatment. For the purposes of this provision, "serious injury" means an incident that results in amputation, lost or fracture of any body part, head injury or internal injury that necessitates hospitalization.

D. Training: All staff shall receive annual training relative to accident and accident reporting protocols.

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REVISIONS – FIRST READING

BACKGROUND INVESTIGATION AND CRIMINAL HISTORY RECORDS CHECK

To help assure the safety of District students, it is the policy of the Dover School Board that before any person is employed by the School District, or are otherwise placed into positions whereby they have frequent close contact with - or supervision of - students, that the administration conduct proper investigation into such person's background, including, without limitation, a criminal history records check under RSA 189:13-a – 189:13-c.

A. Definitions. As used in this policy:

1. “Applicant” shall mean and include an applicant for employment or any person seeking to serve in any position falling within the term “Covered Person” as defined below, who is selected by the District for further consideration for such position.
2. “Background investigation” means an investigation into the past employment and other background of an Applicant with the intent of determining whether:
 - a. The applicant/covered person is qualified for the position for which they have applied, will/would be assigned, or will/would perform, and
 - b. The applicant has been found guilty of any criminal activity or conduct that would make them ineligible or unsuitable for employment or service in the district.
3. “Conditional offer of employment” means an offer of employment extended to a selected Applicant subject to a successful completed criminal history record check (defined below) which is satisfactory to the SAU or school district.
4. “Contractor” means a private business or agency or an employee or employees of the contractor which contracts with a SAU, school district, or charter school to provide services including but not limited to:
 - a. cafeteria workers,
 - b. school bus drivers,
 - c. custodial personnel,
 - d. any other direct service or services to students of the district or charter school.
5. “Covered Person” shall mean every employee, stipended position (e.g., coach, trainer, drama coach, etc.), candidate, designated volunteer (whether direct or through a volunteer organization), or any other service where the contractor or employees of the contractor provide services directly to students of the District, or any applicant/person seeking to serve in any of those positions. NOTE: Only those volunteers who meet the definition of “Designated Volunteer” below are considered “Covered “Employees”. See Board policy IJOC for additional provisions relating to all volunteers
6. “Criminal History Records Check” or “CHRC” means a criminal history records inquiry under RSA 189:13-a – 13-c, conducted by the New Hampshire State Police through its records and through the Federal Bureau of Investigation.
7. “Designated Volunteer” is any volunteer who:

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- a. Comes in direct contact with students on a predictable basis (e.g., library volunteer, overnight field trip chaperone);
- b. Meets regularly with students (e.g., community mentor, volunteer assistant coach);
- c. Meets with students on a one-on-one basis [without the presence of a teacher or other such professional staff member]; OR
- d. Any other volunteer so designated by the School Board or Superintendent.

The administrative supervisor for the applicable activity or program (e.g., building principal, athletic director), shall have the responsibility of determining whether a volunteer position is a "Designated Volunteer", subject to any additional rules or procedures established by the Superintendent.

8. "Educator Candidate" means a student at an institution of higher education in New Hampshire who has been selected to participate in a K-12 educator preparation program (RSA 189:13-c, I(b)). This definition includes both Educator Candidates who are placed as student teachers in the district, and those who might be in the District for a different purpose (e.g., Methods, etc.).
9. "Section V Offense(s)" are those criminal offenses listed in RSA 189:13-a, V, as that list may be amended by the Legislature from time to time. The current of offenses may be accessed at:

<http://www.gencourt.state.nh.us/rsa/html/XV/189/189-13-a.htm>

"Non-Section V Offenses" are all other crimes offenses, whether felonies or misdemeanors.

10. "Designee" shall mean, a person designated by the Superintendent to receive and inspect results of the Criminal History Records Check. Under RSA 189:13-a, II, the Designee for purposes of CHRC may only be an assistant superintendent, head of human resources, the personnel director, the business administrator or the finance director.

~~A. **Background Investigation.** The Superintendent or designee shall conduct a thorough investigation into the past employment history, and other applicable background, of any person considered for employment with the District. This investigation shall be completed prior to making an offer of employment, approving the contract with an individual contracting directly with the District, or approving the assignment of an employee of a contractor, a student teacher, or designated volunteer to work within the District. All decisions regarding employment and the pre-employment process shall conform to the District's Anti-Discrimination and Equal Opportunity policy, AC. The Superintendent will require a Background Investigation of any Applicant or Covered Person as defined in this policy. The Superintendent may assign the Background Investigation (but not the CHRC) to someone other than Designee, but shall be completed prior to making a final offer of employment, approving the contract with an individual contracting directly with the District, student teacher, or a Designated Volunteer to work or serve within the District. For Covered Persons who are employed by a third-party contractor or assigned as a Designated Volunteer by a volunteer agency, the Superintendent or Designee may waive the Background Investigation and instead rely on suitable assurances from the contracting company or agency regarding a background investigation. The requirement for a Criminal History Records Check under paragraph D, below, however, may not be waived. All decisions regarding~~

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employment and the pre-employment process shall conform to the District's Anti-Discrimination and Equal Opportunity policy, AC.

As part of the application process, each applicant shall be asked whether they have ever been convicted of any crime and whether there are any criminal charges pending against them at the time of application. The applicant will also be directed to report any criminal charges brought against themselves after the application is submitted and until either hired or notified that they will not be hired. **Failure to report will be treated in the same manner as falsification of information under Section C, below.**

~~Record of background investigations (not necessarily source documentation) shall be retained pursuant to the District's Record Retention Schedule EHB-R.~~ **General record of completion of a Background Investigation (but not copies of the results of a CHRC) shall be retained in an employee's personnel file and retained pursuant to the District's Record Retention Schedule EHB-R.**

B. False Information. The falsification or omission of any information on a job application, during the pendency of the application, or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment, withdrawal of any offer of employment, or immediate discharge from employment.

C. "Covered Person" and "Applicant" Defined. ~~Except as otherwise provided in this Policy, the term "Covered Person" shall mean employee, coaches, trainers, designated volunteer, whether direct or through a volunteer organization, including but not limited to cafeteria workers, school bus drivers, custodial personnel, or any other service where the contractor or employees of the contractor provide services directly to students of the District.~~

~~The term "applicant" as used in this policy shall include an applicant for employment or any person seeking to serve in any position falling with the term "covered person" as defined above.~~

D. Criminal History Records Check.

1. General. As part of the District's background check investigation, each covered person/applicant must submit to a criminal history records check ("**CHRC**") through the State of New Hampshire in full compliance with RSA 189:13-a. No covered person/**applicant** shall be employed, extended a conditional offer of employment (as described below), or begin service in the District, until the Superintendent or designee, has initiated the formal State and FBI criminal history records check process and a background investigation **CHRC**.

The applicant shall provide the District with a criminal history records release form as provided by the New Hampshire State Police along with a full set of fingerprints taken according to that statute **by a qualified law enforcement agency according to RSA 189:13-a, II.**

~~The release form generally authorizes the State Police to conduct a criminal history records check through its state and records of the Federal Bureau of Investigation, and to release a report of any misdemeanors and/or felony convictions, as well as any~~

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charges pending disposition for any crimes listed in the then-current paragraph V of RSA 189:13-a (“~~Section V Offenses~~”). Refusal to provide the required criminal history records release form (with fingerprints) and any other required releases to authorize the criminal history records check **CHRC** will result in immediate disqualification of the applicant/covered person and no further consideration will not be considered for the position.

E. Exceptions for Substitute Teachers, Bus Drivers & Bus Monitors. The following exceptions apply only to the State Police/FBI criminal history records check provisions of this policy. The Superintendent shall, nonetheless, require a full background investigation for the excepted employees, and for applicants for school bus drivers or monitors employed directly by the District, the background check shall include a full background check, including a state criminal record release from an applicant for a bus driver or monitor for district positions.

1. ~~Substitute Teachers and Other Non-“Applicant” Educational Staff.~~ Pursuant to RSA 189:13-a, IX(a), substitute teachers and other staff who do not meet the definition of “applicant” above, may initiate a criminal history records check with the Superintendent as described above. The State Police, however, shall issue its report directly to the potential substitute teacher/staff person. The report shall be valid for 30 days from the date of issuance and constitutes satisfactory proof of compliance with RSA 189:13-a.
2. ~~Bus Drivers and Bus Monitors.~~ Pursuant to RSA 189:13-a, VI and RSA 189:13-b, criminal history records checks for bus drivers and bus monitors shall be processed through the New Hampshire Department of Education.

2. Special Provisions for Educator Candidates, Bus Drivers & Bus Monitors and Substitutes.

- a. **Educator Candidate.** Educator Candidates who are placed in the District as a student teacher shall undergo a CHRC prior to beginning in the District. For Educator Candidates in the District under a status other than student teacher (e.g, observation, Methods Course or Practicum student), the Superintendent or Designee will determine whether to require a CHRC using the same parameters included in the Designated Volunteer definition, above.
- b. **Bus Drivers and Bus Monitors.** Pursuant to RSA 189:13-a, VI and RSA 189:13-b, criminal history records checks for bus drivers and bus monitors shall be processed through the New Hampshire Department of Education (“NHED”). Although NHED will conduct the CHRC, the Superintendent or designee shall require a Background Investigation in accordance with paragraph B.

3. Results of Criminal History Records Check. The results of the criminal history records check **CHRC** shall be delivered to the Superintendent or designee who shall be responsible for maintaining their confidentiality. **The Superintendent or Designee shall destroy all results and reports of any CHRC within sixty (60) days of receiving said information.**

As used in this Section F, a “designee” of the Superintendent authorized to receive and inspect results of the criminal history records check, may only be an assistant

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~~superintendent, head of human resources, the personnel director, the business administrator or the finance director.~~

~~If the results of the records check disclose no criminal record, the results and information shall be destroyed immediately following review by the Superintendent or designee. If the results indicate criminal conviction or indicate any charge pending disposition of a Section V Offense, then the Superintendent or designee shall review the information for a hiring decision but shall destroy the records within 60 days of receiving the information.~~

~~Section V Offense. If the results of the record check disclose that the Applicant or Covered Person has either been convicted or is charged pending disposition of a violation or attempted violation of a Section V offense, that person shall not receive an offer or final offer of employment.~~

4. **Pending Charges or Convictions for Section V Offenses. If the results of the CHRC disclose that the Applicant has either been convicted of or is charged pending disposition of a violation or attempted violation of a Section V offense, that person shall not receive an offer or final offer of employment. Additionally, the Superintendent (not the Superintendent's Designee), shall notify NHED through its Investigator or the Chief of the Governance Unit or as otherwise directed by NHED.**

~~Non-Section V Offenses. In addition to disqualification based upon conviction or pending charges for a Section V Offense, the District may deny a final offer of employment or permit service/work in the schools based upon convictions or charges of other misdemeanors or felonies, provided the basis for disqualifying the candidate is job related for the position in question and is consistent with business necessity and the best interests of the students and the District. Such determination will be made by the Superintendent or designee in accordance with the established protocol and on a case-by-case basis. For non-Section V Offenses, which the applicant discloses, or which come to light during the background check, the presumption of innocence shall apply; however, the Superintendent or designee shall consider all reliable information in assessing the applicant's suitability. The Superintendent or designee shall assess whether, in light of the totality of the circumstances, the pending charges or convictions raise reasonable cause to doubt the applicant's suitability for the position.~~

~~If the Superintendent chooses to nominate an applicant who has a history of conviction or pending charges of a crime (non-Section V Offense), then the final hiring decision must be approved by the School Board, who shall be informed generally of that history in non-public session.~~

5. **Non-Section V Offenses and/or Past Charges of Section V Offenses. If the results of a CHRC disclose that the Applicant has been charged (whether pending or previously concluded) with a Non-Section V Offense, or has been previously charged with a Section V Offense which the charge has been disposed of other than by a conviction, the Superintendent or Designee shall take such information into account prior to hiring or assigning such Applicant. In making a determination regarding such an Applicant, the Superintendent or Designee shall consider all reliable information, and assess whether, in light of the totality of the circumstances, the Applicant's suitability for the position sought with student safety being the priority consideration. (Circumstances the Superintendent should consider, include, but are not limited to, nature and date of the charge,**

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information about reduced charges, age at time of charge, relationship of the nature of the charged offense to the duties of the position sought).

If the Superintendent chooses to nominate, appoint or assign an Applicant who has a history of conviction or pending charges of a Non-Section V Offense, or of past concluded charges of Section V Offenses that did not result in a conviction, then the final hiring decision or appointment of another Covered Person must be approved by the School Board. The Superintendent may share to the Board in non-public session general information about the offense/conviction but is prohibited under RSA 189:13-a from sharing the CHRC report.

6. **Fees for Criminal History Records Check.** Any applicant for whom the Board requires a CHRC, or, in the instance of third party contractors/organizations, the Covered Person's employer/organization, shall pay the actual fees and costs associated with the fingerprinting process and/or the submission or processing of the CHRC, unless otherwise determined by the Board.
7. **Additional Criminal Records Checks.** To the extent permitted by law, the Superintendent or Designee may require a CHRC of any Covered Person at any time after hire or appointment to a position within the District.

- E. **Conditional Offer of Employment.** Persons **Applicants** who have been selected for employment may be given a conditional offer of employment, with the final offer subject to the successful completion of the Background check **Investigation and CHRC**, ~~the State Police and FBI criminal history records check,~~ and a determination that there are no disqualifying pending charges or convictions.

Any person **applicant** who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that their employment or approval to work within the District ~~as a contractor or employee of a contractor~~ is entirely conditioned upon the results of a criminal history records check **CHRC** and background check **investigation** being satisfactory to the District.

- F. **Final Offer of Employment.** No applicant shall be extended a final offer of employment or be allowed to serve/**provide services** in the District if such person has charges pending or has been convicted of any Section V Offense; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States; or where such person has been convicted of the same conduct in a foreign country.

An applicant may only be extended a final offer of employment or final approval to work/serve within the District's schools upon the satisfactory completion and results of criminal history records check **CHRC** and background check **investigation**.

- ~~G. **Fees for Criminal History Records Check.** Any applicant for whom the Board requires a criminal history records check, or, in the instance of third party contractors, the applicant's employer, shall pay the actual fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the criminal history records check, unless otherwise determined by the Board.~~

- H. **G. Administrative Protocols/Procedures.** The Superintendent is authorized to establish written protocols for background investigations, which protocols may vary depending on the

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nature of the position(s) (e.g., verification of academic records and achievements for certified professionals, credit checks for personnel with fiscal responsibilities). The written protocols may include additional **specific** disqualifying misdemeanor or felony convictions or charges (**e.g., prostitution, theft, etc.**) in addition to the Section V Offenses.

- I. **H. Contractor and Vendor Provisions.** The Superintendent shall take such steps as are necessary to assure third party agreements which involve covered personnel to include a provision for such personnel to ~~complete criminal history records checks~~ **CHRCs and Background Investigations** as required under this policy. **as well as training and information relative to child sexual abuse prevention as required under RSA 189:13-a, XII.**

I. Training of Superintendent/Designee. The Superintendent or any Designee shall complete such training relative to the reading and interpretation of criminal records as required by NHED.

- J. ~~**Additional Criminal Records Checks.**~~ The Superintendent may require a state criminal history records check of any covered person at any time to the extent permitted by law.

- K. ~~**J. Reports of Post-Employment/Service Section V Offenses Reports of Criminal Offenses Post-Hire or Commencement of Service.**~~ When the District receives a notification of a covered person being charged with or convicted of a Section V Offense or other crime which is evidence of the individual's unsuitability to continue in their role, the Superintendent shall take immediate appropriate action to remove the individual from contact with students. Employees shall be placed on paid administrative leave, if not subject to ~~and immediately discharged~~ **immediate discharge**. The Superintendent will then take appropriate employment or other action, consistent with law and any applicable employment contract or collective bargaining agreement to address the individual's ongoing relationship with the District. If the **covered** person charged/convicted of a Section V Offense is a credential holder as defined in the New Hampshire Code of Conduct for Educators, the Superintendent shall make a report to the **New Hampshire** Department of Education **pursuant to section 510.05 of the Code.**

Policy History

Policy Adoption: November 13, 2017
Policy Revision: November 8, 2021

TECHNICAL ASSISTANCE ADVISORY
PREPARED BY THE DEPARTMENT OF EDUCATION AND THE DEPARTMENT OF
SAFETY

WITHDRAWN

SCHOOL EMPLOYEE BACKGROUND INVESTIGATION,
INCLUDING A CRIMINAL HISTORY RECORDS CHECK

Purpose.

The purpose of this Technical Assistance Advisory is to provide clear and concise requirements for school administrative units (hereinafter, the "SAU"), school districts, or charter schools with respect to a school employee background investigation, including a criminal history records check, for each selected applicant regularly in contact with pupils in the performance of his/her duties.

Definitions. The following definitions shall apply:

- (a) "Background investigation" means an investigation into the past employment and other background of a selected applicant in a SAU, school district, or charter school or an employee or employees of a contractor which contracts with a SAU, school district, or charter school with the intent of determining whether:
 - (1) The applicant is qualified for the position for which he/she has applied, and
 - (2) The applicant has been found guilty of any criminal activity or conduct that would make him/her ineligible for employment.
- (b) "Conditional offer of employment" means an offer of employment extended to a selected applicant subject to a successful completed criminal history record check which is satisfactory to the SAU, school district, or charter school.
- (c) "Contractor" means a private business or agency or an employee or employees of the contractor which contracts with a SAU, school district, or charter school to provide services including but not limited to:
 - (1) cafeteria workers,
 - (2) school bus drivers,
 - (3) custodial personnel,
 - (4) any other direct service or services to students of the district or charter school.
- (d) "Criminal history records check" means a criminal history records inquiry conducted by the New Hampshire State Police through its records and through the Federal Bureau of Investigation (hereinafter, the "FBI").

- (e) "Persons regularly in contact with pupils" means a person or persons who in the performance of his/her duties:
 - (1) Comes in direct contact with pupils on a daily basis for any period of time;
 - (2) Meets regularly, once or twice a week, with students, including but not limited to an art, music, or physical education teacher; or
 - (2) A substitute teacher who comes in direct contact with pupils on a limited basis.
 - (4) Designated volunteers, as defined in policy IJOC are categories of volunteers that designated by the governing bodies of SAU, school districts, or charter schools to have criminal history records checks performed.
- (f) "School employee" means an employee in any position in a SAU, school district, or charter school.
- (g) "Selected applicant" means a person selected for employment who has provided a SAU, school district, or charter school with:
 - (1) A signed notarized criminal history records release form, and
 - (2) A complete set of fingerprints taken by a qualified law enforcement agency or an authorized employee of a SAU, school district, or charter school which have been submitted by a SAU, school district, or charter school to the New Hampshire State Police for a criminal history record check.
- (h) "Subcontractor" means a private business or agency or an employee or employees of a contractor that contracts with a contractor to provide services.

Employee Background Investigation

Each SAU, school district, or charter school, as part of the employment process, shall conduct an employee background investigation for each selected applicant for employment.

SAU's, school districts, or charter schools are not liable in any lawsuit for negligence or deficiencies, if the SAU, school district, or charter school satisfies the requirements of RSA 189:13-a, I

Criminal Records Check.

- (a) For each selected applicant the SAU, school district, or charter school shall submit, with appropriate fees, a notarized criminal history records release form provided by the state police, and a complete set of fingerprints on a FBI Applicant_Fingerprint

Card to the New Hampshire State Police so that the State Police can conduct a criminal history record inquiry through the state repository and through the FBI.

- (b) No selected applicant may be extended a conditional offer of employment unless the SAU, school district, or charter school has initiated a criminal history records check.
- (c) A criminal history record check shall be prepared in compliance with RSA 189:13-a and with New Hampshire Department of Safety requirements included in this advisory.
- (d) The Department of Safety, Division of State Police shall notify, in writing, to the submitting agency whether the selected applicant does or does not have any convictions under RSA 189:13-a, V or a submitted list of other felonies
 - (1) The SAU, school district, or charter school will immediately destroy a “does not have any convictions” notification received from the state police.
 - (2) The SAU, school district, or charter school has 30 days to destroy a “does have a conviction” notification received from the state police.
 - (3) Under no circumstances shall the criminal history records notification be kept by the school administrative unit, school district, or charter school.
- (e) No selected applicant shall be extended a final offer of employment if such person has been convicted of:
 - (1) RSA 630:1 Capital Murder
 - (2) RSA 630:1-a First Degree Murder
 - (3) RSA 630:1-b Second Degree Murder
 - (4) RSA 630:2 Manslaughter
 - (5) RSA 632-A:2 Aggravated Felonious Sexual Assault
 - (6) RSA 632-A:3 Felonious Sexual Assault
 - (7) RSA 632-A:4 Sexual Assault
 - (8) RSA 633:1 Kidnapping
 - (9) RSA 639:2 Incest
 - (10) RSA 639:3 Endangering Welfare of Child or Incompetent
 - (11) RSA 645:1, I (b) Indecent Exposure and Lewdness
 - (12) RSA 645:2 Prostitution and Related Offenses
 - (13) RSA 649-A:3 Child Pornography
 - (14) RSA 649-B:3 Computer Pornography and Child Exploitation Prevention
 - (15) RSA 649-B:4 Certain Uses of Computer Services Prohibited
 - (16) RSA 650:2 Obscene Matter Offenses

- (f) A SAU, school board, or charter school board of trustees may deny a selected applicant a final offer of employment if such person has been convicted of a felony in addition to (e) above as determined by the SAU, school district, or charter school.

Criminal Records Check Through the Division of State Police, Department of Safety

- (a) The law (RSA 189:13-a) requires that a SAU, school district, or charter school must submit to the State Police a complete set of fingerprints and a notarized release form for each individual covered by the law. The state police must conduct a New Hampshire criminal records check, and will forward the fingerprints to the FBI for a national records' check. The FBI will not conduct that check without a proper set of fingerprints.
- (b) The state police will provide to each SAU, school district or charter school a set of records release forms and fingerprints cards. The records release forms and the fingerprint cards, provided by the state police, will be the only types of forms that will be accepted. However each SAU, school district, or charter school may produce the release form as is necessary.
- (c) The selected applicant will complete the release form, have it notarized and bring the fingerprint card to a person qualified to take fingerprints. Depending on arrangements that have been made by the district, this may be a local law enforcement agency or a trained individual employed by the selected an employed by the SAU, school district, or charter school.

The SAU, school district, or charter school will then forward the release form and the fingerprints to the state police. The submission of the release form and the fingerprints must be accompanied by the proper fees, which cover the cost of both the state and federal records check. Inadequate fees will delay the process.

- (d) The criminal history record check conducted by the FBI will take between 30 to 60 days. The FBI will forward the results to the state police and the state police will send a notification to the hiring agency indicting the presence or absence of a criminal conviction. If there is no criminal history record, the FBI will destroy the fingerprint card once the check has been completed. Similarly, no copy of the fingerprints will be kept by the state police.
- (e) The results of the completed criminal history records checks by the state police will be sent separately from the completed criminal history records checks by the FBI. The average time to receive a notification for a New Hampshire criminal history records check is two weeks.

Criminal History Records Check by the State Police for Persons Who Work for Several School Districts.

- (a) Because criminal history record information must be destroyed by the SAU, school district, or charter school, there is no record information to share with another SAU, school district, or charter school.
- (b) The sole exception will apply to substitute teacher applicants.
- (c) Substitute teachers concurrently applying to multiple SAU's, school districts, or charter schools will submit the proper release forms, fingerprints and fees to only one of the districts.
- (d) Upon request, in person or in writing to the state police, the substitute teacher applicant will receive a copy of their criminal history record notification.
- (e) The substitute teacher applicant will show the state police notification to the other SAU's school districts or charter schools, and this will satisfy the statutory requirements for the criminal history records check.
- (f) This copy of the substitute's criminal history record notification will be valid for 14 days from the date of the notification. After this time period the criminal history records check process must be reinitiated.

Fingerprints.

- (a) The overriding issues with respect to the fingerprints are that they be taken properly on the FBI Applicant Fingerprint Card supplied by the State Police.
- (b) The law allows this to be done by a qualified law enforcement agency or an authorized person employed by the SAU, school district, or charter school.
- (c) If, after two attempts a set of fingerprints is invalid, a SAU, school district, or charter school may, in lieu of fingerprints, accept clearances from every city, town or county where an applicant has lived during the past five years.
- (d) To assure that completed criminal history records checks are returned to the correct SAU's, school districts or charter schools, the SAU, school district, or charter school must place the name, address and identification number in Employer and Address section and the OCA section of the FBI Applicant Fingerprint Card.

Conditional Offer of Employment.

- (a) A SAU, school district, or charter may extend a conditional offer of employment to a selected applicant, with a final offer of employment subject to a successful completed records check including a criminal history records check.
- (b) A selected applicant extended a conditional offer of employment shall be eligible for the same salary and fringe benefits as if he/she were provided a final offer of employment.

- (c) A conditional offer of employment may continue during the time the SAU, school district, or charter school is awaiting receipt of a completed criminal history records notifications.
- (d) In the event that the first set of fingerprints is invalid and a second set of fingerprints is necessary in order to complete the criminal history records check the conditional offer of employment shall remain in effect.
- (e) A conditional offer of employment for a selected applicant shall be valid for no more than on resubmission of fingerprints and the subsequent clearances for the law enforcement agencies in the city, town or county which the applicant has lived for the last five years.

Final Offer of Employment.

- (a) A SAU, school district, or charter school may extend a final offer of employment to a selected applicant, who has a conditional offer of employment, if the selected applicant receives a successfully completed records check including a criminal history records check.
- (b) If a selected applicant is extended a final offer of employment, the individual shall be entitled to membership in the collective bargaining unit subject to the requirements of RSA 273-A and shall immediately be covered by the terms and conditions of the collective bargaining agreement.

Records Retention.

Under no circumstances shall the criminal records be released to the school administrative unit, school district, or charter school. The school administrative unit, school district or charter school shall maintain the confidentiality of all criminal history records information received pursuant to this paragraph. If the criminal history records information indicates no criminal record, the school administrative unit, school district or charter school shall immediately destroy the information received from the Division of the State Police. If the criminal history record information indicates that the applicant has been convicted of a felony or a crime listed in paragraph V, the school administrative unit, school district or charter school shall review the information for a hiring decision, and the division of state police shall notify the department of education of any such convictions. The school administrative unit, school district or charter school shall destroy any criminal history record information that indicates a criminal record within 30 days of receiving such information.

Contractors Or Subcontractor Responsibility.

- (a) An employee background investigation including a criminal history records check shall be conducted by a contractor or subcontractor for each employee in regular contact with pupils in accordance with this advisory.
- (b) The cost of such investigation, including criminal history records checks for employees or selected applicants for employment with such contractors, shall be borne by the contractor or subcontractor.

- (c) The contractor or subcontractor shall submit to the SAU, school district, or charter school, a written verification that a background a criminal history records check has been done for each employee of the contractor or subcontractor who is regularly in contact with pupils.
- (d) In the event that services performed by a SAU, school district, or charter school, are now provided by a contractor, an employee background investigation shall not be required for a school employee who becomes an employee of the contractor.

Unsuccessful Criminal History Records Notification.

If a SAU, school district, or charter school receives a criminal history records notification which states "does have a conviction" for crimes listed in RSA 189:13-a V, or a separate list of felonies submitted by that agency's governing authority for a selected applicant the SAU, school district, or charter school shall immediately, within 24 hours of receipt of such report, excluding Saturday, Sunday, or a holiday, dismiss the selected applicant.

Cost of an Employee Background Investigation, Including Criminal History Records Check. The cost of a background investigation, including history records check or any other relevant records check shall be borne by the selected applicant unless otherwise determined by a SAU, school board, or charter school.

EMPLOYEE INITIATION OF A CRIMINAL RECORDS HISTORY CHECK

(The new employee must initiate the Criminal Records Check at the Superintendent's Office before s/he can be issued a conditional employment contract.)

1. Arrange to have your fingerprints taken by making an appointment with the SAU.
2. The fee is set by the New Hampshire Division of Safety and is to be paid by the employee, not the School District.

Do not send these materials directly to the Division of Safety.

3. Pursuant to RSA 198:13-a, the conditional employment contract entitles you to the same salary and economic benefits as you would otherwise receive under a final offer of employment, except that you are not covered by the terms and conditions of any applicable collective bargaining agreement while conditionally employed.

Completion of Criminal Records History Check

4. The Superintendent's office will send-your Criminal Records Release Authorization form, fingerprints card, and payment to the New Hampshire Department of Safety, Division of State Police, Central Reporting for Criminal Records, 10 Hazen Drive, Concord.
5. The State Police will conduct a New Hampshire Criminal Records Check and will forward your fingerprints to the FBI for a National Criminal Records Check.

The check done by the FBI will take a minimum of 30 days. The FBI will destroy your fingerprint card once the check has completed. No copy of the fingerprint card will be kept by the State Police.

6. The results of the completed Criminal Records Check conducted by the State Police will be sent to the Superintendent and the Department of Education separately from the completed Records Check conducted by the FBI. Your two-part Criminal Records Report shall be kept confidential, and only the Superintendent and the Principal shall have access to it. The Department of Education establishes its own confidentiality procedure. The Criminal Records Report issued by the FBI and the NH Department of Safety becomes the property of the School Administrative Unit, however, you, as an employee, may request and receive one attested copy of these Reports from the Superintendent's Office at no charge.

Final Offer of Employment

The District will automatically convert your conditional employment to a final employment contract if you have not been found guilty of a criminal activity or of any other contract if you have not been found guilty of any Criminal Records Check, then state law requires that you be dismissed from employment within 24 hours of our receipt of the report, excluding Saturday, Sunday or holidays.

Effective January 1, 2009: Dover School District staff employed as teachers, paraprofessionals, substitutes, café workers, facility workers, coaches and secretaries, will be required to pay in advance the sum equivalent of what the State of New Hampshire charges.

See Policy GBCD

DOVER SCHOOL DISTRICT	POLICY CODE: GBEAB
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Related Policies: GBEA, GBEB, GBEBB, JICK & JLF

FIRST READING

MANDATORY CODE OF CONDUCT REPORTING – ALL EMPLOYEES

A. General.

The Code of Conduct for New Hampshire Educators, sections 510.01- 510.05 of the N.H. Department of Education Administrative Rules (the “NH Code of Conduct”) imposes various reporting requirements upon each “Credential Holder” as that term is defined by N.H. Dept. of Ed. Administrative Rule 501.02 (h). The reporting requirements include, among others:

1. reporting any “suspected violation of the code of conduct” (see NH Code of Conduct at Ed 510.05 (a)); and
2. self-reporting within five (5) days any arrest for violations of crimes enumerated in RSA 189:13-a, V (“Section V Offenses”) (see NH Code of Conduct, at Ed 510.01 (b)(2)).

By way of District Policy GBEB, the Board has adopted the provisions of the NH Code of Conduct as employment rules and standards applicable to all employees and consultant/independent contractor, irrespective of whether or not such persons are Credential Holders. Consequently, each District employee designated volunteer, or contracted service provider (collectively referred to in this policy as a “Covered Individual”), is required to report certain acts, incidents and misconduct as provided in this policy.

Reports under this Policy are in addition to other reports as may be mandated by law or other policies (e.g., abuse or neglect of children, required by RSA 169-C:29 and Policy JLF; acts of “theft, destruction, or violence” as defined under RSA 193-D:4, I (a), incidents of “bullying” per Board Policy JICK, and hazing under RSA 671:7).

B. Reports by Covered Individuals of Suspected Misconduct or Violations.

1. Any Covered Individual having reason to suspect that any other district or SAU employee, designated volunteer, or third party consultant/contractor has violated any provision of the NH Code of Conduct, and or District Policy GBEB, whether on or off duty, shall report the same to such Covered Individual’s building principal, or to the Superintendent.

If the person who is the subject of the alleged misconduct/violation is the Superintendent, then the Covered Individual shall report the suspected violation to the Board, who is hereby granted authority to consult with the District’s attorney on the matter.

Additionally, if the Covered Individual is also a Credential Holder, they shall report the Superintendent’s suspected violation/misconduct directly to the N.H. Department of Education. Likewise, if a Credential Holder has made a report to

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the Principal and/or the Superintendent, and believes that the District's reporting procedures as expressed in this Policy have not been followed, the Credential Holder shall so notify the New Hampshire Department of Education directly.

2. Any initial report made relative to A.1 or A.2 above, may be made orally in the first instance, but must be supplemented with a written report as soon as practicable after the initial report, but in no event longer than two business days. Upon request of the Covered Individual, the recipient of the report shall provide a copy of said report to the Covered Individual with a signed "received" annotation, such that the Covered Individual may document their State mandated obligation to report.

C. Self-Reporting of Certain Crimes.

Self-reports of the Section V Offenses as described in A.2 above, shall be made in the same manner as reports under B, above. Because the list of Section V Offences is subject to change by the N.H. Legislature, employees, etc. who are arrested for any reason should promptly review the then statute, which may be found online at:

<http://www.gencourt.state.nh.us/rsa/html/XV/189/189-13-a.htm>

D. Provisions Applicable to Principals.

Upon receiving a report of suspected violation of GBEB or the NH Code of Conduct, or otherwise has knowledge of a violation, the Principal or any other administrator shall immediately report the same to the Superintendent. If the Superintendent is the subject of report, then the Principal's report shall be made in the same manner as described in B.2, above.

E. Superintendent's Report to the Department Regarding Credential Holders.

The Superintendent shall report misconduct by Credential Holders to the N.H. Department of Education in accordance with section 510.05 (c) of the NH Code of Conduct.

F. Procedures.

The Superintendent may establish such administrative procedures, forms, etc. as they may deem necessary or appropriate to implement this policy.

G. Dissemination.

The content or a copy of this policy should be included in every employee/staff member handbook, and/or otherwise provided annually to each employee, designated volunteer, and contracted consultant.

Policy History:

DOVER SCHOOL DISTRICT	POLICY CODE: GBEB
DATE OF ADOPTION:	PAGE 1 OF 1

Related Policies: GBEA, GBEAB & GBEBB

FIRST READING

STAFF CONDUCT

A. General Provisions.

All employees have the responsibility to make themselves familiar with, and abide by, the laws of the State of New Hampshire as they affect their work, all policies and decisions of the Board, and the administrative regulations and directives designed to implement them.

All employees shall be expected to carry out their assigned duties, support and enforce Board policies and administrative regulations, submit required reports, protect District property, oversight of students and contribute to the education and development of the District's students.

Employees are advised that failure to abide by this and other school board policies can lead to disciplinary action, up to and including dismissal, and can result in non-renewal. Any action taken regarding an employee's employment with the District will be consistent with all rules, laws, and collective bargaining agreements, if applicable.

B. Adoption and Incorporation of Standards of Code of Conduct for New Hampshire Educators.

The Board incorporates by reference and adopts as independent standards of conduct relative to employment in the District, the provisions of the New Hampshire Code of Conduct for New Hampshire Educators (Ed 510.01-510.05) (the "NH Code of Conduct"), as the same may be amended by the State from time to time. The District reserves the right to take employment action against any employee based upon the District's interpretation of the provisions of the NH Code of Conduct and the District's independent assessment of whether an employee has violated said provisions. The District's interpretation, assessment and/or action thereon, are independent of any interpretation by the New Hampshire Department of Education ("DOE") with respect to those standards, and irrespective of any investigation by or action taken by the DOE relative to a District employee's conduct.

C. Dissemination.

The content or a copy of this policy should be included in every employee/staff member handbook, and/or otherwise provided annually to each employee, designated volunteer, and contracted party.

Policy History:

DOVER SCHOOL DISTRICT	POLICY CODE: GCAA
DATE OF ADOPTION: SEPTEMBER 11, 2006	PAGE 1 OF 1

WITHDRAW – FIRST READING

HIGHLY QUALIFIED TEACHERS

~~Pursuant to federal law, the School District will strive to ensure that all teachers who teach core academic subjects will satisfy “Highly Qualified Teacher” requirements set forth in the No Child Left Behind Act of 2001 and defined by the State of New Hampshire.~~

~~Core academic subjects are: English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, art, history, and geography.~~

~~Because standards for satisfying Highly Qualified Teacher requirements differ between elementary school and secondary school, the Superintendent and building principals are responsible for:~~

- ~~1. Making sure all teachers who are required to do so meet or exceed Highly Qualified Teacher requirements;~~
- ~~2. Properly documenting necessary paperwork and, if necessary, providing such paperwork to the New Hampshire Department of Education; and~~
- ~~3. Providing notice to parents/guardians whose children are not being instructed by a teacher who satisfies Highly Qualified Teacher requirements, as required by No Child Left Behind.~~

Legal References

Pub. L. 107-110, No Child Left Behind Act of 2001
20 U.S.C. 7801 (23), Definitions, Highly Qualified Teacher
34 C.F.R. 200.55, Qualifications of Teachers

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FIRST READING

RESIDENCY

Residency for the purpose of enrollment in a District school shall be defined by RSA 193:12.

Policy History:

Adopted -

DOVER SCHOOL DISTRICT	POLICY CODE: JFABD
DATE OF ADOPTION: JULY 12, 2010	PAGE 1 OF 7

Related Policies: EEA

REVISED – FIRST READING

Admission of Homeless Students

EDUCATION OF HOMELESS CHILDREN AND UNACCOMPANIED YOUTH

~~To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs, and school nutrition programs.~~

~~Homeless students are defined as (per NCLB definitions) lacking a fixed, regular, and adequate nighttime residence, including:~~

- ~~1. Sharing the housing of other persons due to loss of housing or economic hardship;~~
- ~~2. Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;~~
- ~~3. Living in emergency or transitional shelters;~~
- ~~4. Are abandoned in hospitals;~~
- ~~5. Awaiting foster care placement;~~
- ~~6. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodation for human beings;~~
- ~~7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings;~~
- ~~8. Are migratory children living in conditions described in previous examples.~~

~~The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.~~

~~To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in which attendance area the student is actually living, or other schools.~~

~~If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. Unaccompanied youth will also be enrolled pending resolution of the dispute.~~

~~Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. IF the student does not have immediate access to the immunization records, the student shall be admitted under a personal exemption. Students~~

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~~and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from student's previous school shall be requested from the previous school pursuant to the district policies. Emergency contact information is required at the time of enrollment consistent with district policies.~~

~~Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will make reasonable efforts to coordinate the transportation services necessary for the student.~~

~~The district's liaison for homeless students and their families shall coordinate with local social services agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. The district's liaison will also review and recommend to the district policies that may act as barriers to the enrollment of homeless students.~~

Legal References:

~~NH Code of Administrative Rules, Section Ed 306.04(a)(17), Homeless Students
No Child Left Behind Act, 2002
McKinney-Vento Homeless Assistance Act, 42 USC §11431, et seq.
RSA 193:12, Legal Residence Required~~

RECOMMENDED UPDATES

It is the Board's intent to remove barriers to the identification, enrollment and retention in schools of homeless children and youth. All staff shall take reasonable steps to ensure that homeless students and children are not segregated or stigmatized and that educational decisions are made in the best interests of those students.

A. Homeless Students.

Under the federal McKinney-Vento Homeless Assistance Act ("McKinney-Vento"), and guidance provided by the New Hampshire Department of Education ("NHDOE"), the term "homeless children and youths" means "individuals who lack a fixed, regular and adequate nighttime residence." Under both section 752(2) of McKinney-Vento and the NHDOE guidance*, the term includes children and youth who are:

- 1. sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;**
- 2. living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;**
- 3. living in emergency or transitional shelters;**

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4. abandoned in hospitals;
5. have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
7. are migratory children who qualify as homeless because they are living in circumstances described above.

Additionally, as used in this policy, the terms “unaccompanied youth,” “school of origin,” “enrollment,” and “attendance area school” shall have the same meanings as set forth in the McKinney-Vento Homeless Assistance Act (“McKinney-Vento”) and guidance provided by the New Hampshire Department of Education (“NHDOE”). For purposes of this policy and its accompanying regulation, “homeless students” shall refer to and include “homeless children and youth” and “unaccompanied youth.”

*Note: under RSA 193:12, IV, the definition of “homeless children and youth” also includes children “awaiting foster care placement”, see RSA 193:12, IV (a). That criterion, however, was removed from McKinney-Vento in 2015 as well as NHDOE guidance documents regarding McKinney-Vento. Under both McKinney-Vento, and NHDOE guidance, children who are awaiting foster care may fall within the definition of a homeless student if they meet other criteria as set forth above.

Each homeless student shall have access to and shall be provided education services for which the student is eligible comparable to services provided to other students in the school, including career and technical education programs, gifted education programs, and school nutrition programs. Transportation services for homeless students shall be provided in accordance with applicable law and as generally described below.

B. Enrollment and School Stability.

Enrollment of a homeless student shall be immediate even if the homeless student lacks records routinely required prior to enrollment or has missed application or enrollment deadlines (academic, immunization, etc.). The District shall make arrangements to obtain any necessary records and to have the student receive any necessary immunizations. When feasible, the District shall seek immunization through no- or low-cost health care providers. If an expense is incurred, the District shall seek reimbursement through Medicaid if possible.

If a homeless student becomes permanently housed during the school year, the student shall no longer be considered homeless and may only continue enrollment in the District for the remainder of that school year.

C. Homeless Liaison.

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The Superintendent shall appoint a staff member to serve as the local liaison for homeless students and their families/guardians (the “Homeless Liaison” or the “District Homeless Liaison”). The District shall provide training and other technical assistance to the Homeless Liaison and other appropriate District staff regarding the District’s obligations to homeless students. Duties of the District Homeless Liaison shall be as provided in state and federal law, as well as local policies and procedures. The duties shall include, among others: procedures for identification, enrollment, transportation, dispute resolution for homeless students, as well as direct assistance shall be made in accordance with the accompanying regulation and applicable law.

Among other things, the District Homeless Liaison shall:

- a) assist in requesting the student’s records;
- b) mediate and assist with disputes concerning school enrollment and homelessness determinations;
- c) assist in making transportation arrangements;
- d) ensure that homeless students receive the educational services for which they are eligible or entitled;
- e) coordinate with other Districts, entities, institutions and agencies to help assure that homeless children and youths are identified by school personnel;
- f) ensure that unaccompanied youth and/or parent/guardians of homeless students are informed of the educational and related opportunities available to homeless students;
- g) work to assure that parents/guardians of such students are provided with opportunities to participate in the education of their children (excepting instances when court or other protective orders indicate otherwise);
- h) ensure that unaccompanied youth and/or parent/guardians of homeless students are informed of all transportation services including transportation to the school of origin;
- i) assure that notice is publicly disseminated of the educational rights of homeless children and youths;
- j) coordinate with other Districts and with local social services agencies and other agencies or programs providing services to homeless students as needed;
- k) assist any unaccompanied youth with enrollment, credit accrual, and career and college readiness decisions;
- l) work with the Superintendent or designee to monitor regulations and guidance related to this policy that may be issued by applicable state and federal agencies (e.g., DCYF, NHDOE, and the U.S. Department of Education).

D. Enrollment Determinations for Homeless Students.

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Enrollment determinations shall be based upon the best interests of the homeless student, with the presumption that keeping the homeless student in the school of origin is in the homeless student's best interests, except when doing so is contrary to the request of the parent/guardian, or if applicable, unaccompanied youth.

E. Transportation of Homeless Students.

Under McKinney-Vento, homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the homeless student is located outside of District boundaries but a determination has been made that the student shall remain in the school of origin within the District, or, if a homeless student is located within this District, but a determination had been made that the student shall remain in the school of origin outside of the District, then the two Districts shall agree on a method to apportion cost and responsibility for the student's transportation or share the cost and responsibility equally.

F. Dispute Resolution.

For any decision in the enrollment process of a homeless student, including any determination whether a living situation meets the definition of homeless, if the decision is in conflict with the wishes of the homeless student's parent/guardian, or, if applicable, the unaccompanied youth, the District shall provide a written explanation, in a manner and form understandable to the student's parent/guardian, guardian or unaccompanied youth. District personnel receiving enrollment requests or information pertaining to homeless students should immediately refer those requests to the District Homeless Liaison and Superintendent's office.

In the event of a dispute, the District shall immediately enroll the student in the school in which the parent/guardian or unaccompanied youth seeks to enroll, which enrollment shall continue pending resolution of the dispute. Additionally, while enrollment disputes are pending, students have the right to participate fully in school and receive all services for which they would be eligible, as the definition of enrollment includes "attending classes and participating fully in school activities."

1. Notification of Appeal Process.

If the District seeks to place a homeless child in a school other than the school of origin or the school requested by the parent/guardian, or the District has determined that the living situation does not qualify as homeless ("eligibility decision"), the District shall inform the parent/guardian, or the unaccompanied youth of the right to appeal. The District shall provide the parent/guardian or unaccompanied youth with written notice including:

- a. A succinct explanation of the child's placement/eligibility decision and contact information for the District Homeless Liaison, as well as the NHDOE State Coordinator for Education of Homeless Children and Youth;
- b. Notification of the parent/guardian's right to appeal(s);

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- c. Notification of the right to enroll in the school of choice pending resolution of the dispute;
- d. A description of the dispute resolution process including a petition/appeal form that can be returned to the school to initiate the process and timelines; and
- e. A summary of the McKinney-Vento Act.

While the Superintendent or Homeless Liaison may prepare and make available forms for the process, use of such forms is not required to initiate the appeal process.

2. Appeal to the District Homeless Liaison – Level I.

- a. If the parent/guardian or unaccompanied youth disagrees with the District's placement decision, they may appeal by filing a written request for dispute resolution/appeal ("appeal") with the school, the District Homeless Liaison, or Superintendent. The request for dispute resolution should be submitted within fifteen business days of receiving notification of the District's placement.
- b. If the appeal/request for dispute resolution is submitted to the school or Superintendent, it will be immediately forwarded to the Homeless Liaison.
- c. The District Homeless Liaison must log the complaint including a brief description of the situation and reason for the dispute and the date and time of the appeal was filed. Upon receipt, the District Homeless Liaison will forward a copy of the appeal document to the Superintendent.
- d. Within five business days of the receiving the appeal, the Homeless Liaison must provide the parent/guardian or unaccompanied youth with a written decision and notification of the parent/guardian's right to further appeal, with a copy to the Superintendent. At this time, the Homeless Liaison will also provide to the parent/guardian or unaccompanied youth an "appeals package" consisting of a copy of the written decision, a copy of the original appeal document, and copies of any additional materials provided to the Homeless Liaison by the parent/guardian or unaccompanied youth.

3. Appeal to the Superintendent – Level II.

The parent/guardian or unaccompanied youth may appeal the Level I decision to the Superintendent or the Superintendent's designee, using the appeals package provided at Level I.

- a. The Superintendent/designee will arrange for a personal conference to be held with the parent/guardian or unaccompanied youth within five business days of receiving the Level I appeals package. (Upon

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the request of the parent/guardian or unaccompanied youth, this conference may be held telephonically).

- b. Within five business days of the conference with the parent/guardian or unaccompanied youth, the Superintendent/designee will provide that individual with a written decision with supporting evidence and notification of their right to appeal to the NHDOE.
- c. The Superintendent/designee shall provide a copy of the Superintendent's decision to the District's Homeless Liaison, as well as the NHDOE State Coordinator for Education of Homeless Children and Youth.

G. Records.

The District shall maintain copies of all written decisions, appeals and notifications concerning eligibility or enrollment requests made under this policy for the same period as it does for Title I records.

Policy History:

Adopted July 12, 2010

DOVER SCHOOL DISTRICT	POLICY CODE: JLCD-R
DATE OF ADOPTION:	PAGE 1 OF 3

Related Policies: EHB, JLCD & EBBC

Related Forms: JLCD-F1, JLCD-F2 & JLCD-F3

FIRST READING

PROCEDURES FOR ADMINISTERING MEDICATION TO STUDENTS

These administrative procedures are intended to implement School Board policy JLCD "Administering Medication to Students". Pursuant to that policy, any medication, whether prescription or over-the-counter ("OTC") administered to or taken by students during the school day or school activities shall comply with School Board policy JLCD and these procedures.

A. Written Authorizations.

1. Prescription medications. In order for prescription medications to be given at the school, the following shall occur:

a. The school nurse shall ensure that a written statement containing the following be on file in the student's health record:

- i. The student's name;**
- ii. The name and signature of the licensed prescriber and contact numbers;**
- iii. The name, route and dosage of medication;**
- iv. Specific recommendations for administration;**
- v. The frequency and time of medication administration or assistance;**
- vi. Any special side effects, contraindications, and adverse reactions to be observed;**
- vii. The date of the order; and**
- viii. A diagnosis, if not a violation of confidentiality;**

b. The school nurse shall ensure that there is written authorization by the parent/guardian that contains:

- i. The parent/guardian's printed name and signature;**
- ii. A list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent/guardian or student that such medication be documented; and**
- iii. Approval to have the school nurse administer the medication, the student to possess and self-administer and/or the principal or his designee assist the student with taking the medication; and**

c. The school nurse shall ensure the authorization or other accessible documentation contains:

- i. The parent/guardian's home and emergency phone number(s); and**

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- ii. Persons to be notified in case of a medication emergency in addition to the parent/guardian and licensed prescriber.

2. Non-Prescription / Over-the-Counter Medications. Non-prescription and OTC medications shall be administered only with the written authorization of the parent/guardian. The authorization shall contain the same information, with the same access, as is required relative to prescription medications in paragraphs A.1.b & c, above.

To the extent consistent with the N.H. Nurse Practice Act, RSA 326-B and applicable state regulations, the school nurse may accept verbal authorization from a parent/guardian or licensed healthcare provider, to be followed with written confirmation per Board policy JLCD.

B. Delivery of Medication to School

1. A parent/guardian or a parent/guardian-designated, responsible adult shall deliver all medication to be administered by school personnel to the school nurse or other responsible person designated by the school nurse as follows:
2. The prescription medication shall be in a pharmacy or manufacturer labeled container;
3. The school nurse or other responsible person receiving the prescription medication shall document the quantity of the prescription medication delivered; and
4. The medication may be delivered by other adult(s), provided, that the nurse is notified in advance by the parent/guardian of the delivery and the quantity of prescription medication being delivered to school is specified.

C. Storage of Medication.

1. All medications shall be stored in their original pharmacy or manufacturer labeled containers, and in such manner as to render them safe and prevent loss of efficacy. A single dose of medication may be transferred from this container to a newly labeled container for the purposes of field trips or school sponsored activities.
2. All medication to be administered by the school nurse shall be kept in a securely-locked cabinet which is kept locked except when opened to obtain medications. Medications requiring refrigeration shall be stored in a locked box in a refrigerator maintained at temperatures of 38 degrees to 42 degrees. Emergency medications may be secured in other locations readily accessible only to those with authorization.
3. No more than a 30-school day supply of the prescription for a student shall be stored at the school.
4. Consistent with N.H. Administrative Rule Ed. 311.02(k), each school nurse shall also develop and implement building specific protocols regarding receipt and safe storage of prescription medications.

D. Documentation & Communications Regarding Administration of Medication.

DOVER SCHOOL DISTRICT	POLICY CODE: JLCD-R
DATE OF ADOPTION:	PAGE 3 OF 3

1. The school nurse (or, in the school nurse's absence, the Principal/designee) will document the following information regarding medication taken by each student:
 - a. Name of medication taken/administered;
 - b. Dose and route of administration;
 - c. Date and time of administration;
 - d. Signature, initials, or electronic signature/verification of adults present; and
 - e. Other noteworthy comments or information relating to significant observations relating to prescriptions, a medication's adverse reactions, beneficial effects, etc.
2. If student refuses to take or spills medication, or medication is lost or has run out, such shall be recorded.
3. Each school nurse shall develop and maintain a paper or electronic system to document the information required in paragraphs D.1 & 2. Such system shall allow for secure communication of the information recorded in items D.1 & 2 to the child's parent/guardian and/or licensed prescriber.
4. The recording system shall allow additions, but must assure that the original information cannot be deleted. Any changes must be signed by the school nurse, principal or designee in conformance with Board policy DGA "Authorized Signatures".
5. The system shall assure retention of records in accordance with paragraph E of these procedures.

E. Student Health Records

Physicians' written orders and the written authorization of parents/guardians should be filed with the student's cumulative health record. An appropriate summary completed at least once every school year for each medication prescribed and taken should become part of the student's health record.

Student health records shall be retained in accordance with Board policy EHB and the District's Data/Records Retention Schedule, EHB-R, or any superseding statutes or regulations. Health records concerning students who receive special education services shall be retained according to the provisions of the Data/Records Retention Schedule pertaining to special education.

Record shall be available to representatives from the State Division of Public Health and/or State Department of Education to the extent consistent with the Family Education Rights and Privacy Act ("FERPA").

Policy History:

DOVER SCHOOL DISTRICT	POLICY CODE: JLCD-F1
DATE OF ADOPTION:	PAGE 1 OF 2

Related Policies: JLCD

Related Forms: JLCD-R, JLCD-F2 & JLCD-F3

FIRST READING

MEDICATION ADMINISTRATION AUTHORIZATION FORM

Student's Name _____ DOB _____

School _____

Grade _____

Teacher/Advisor _____

Name of Medication _____

TO BE COMPLETED BY HEALTH CARE PROVIDER:

Diagnosis/Condition _____

Dose, Route other Administration Instructions _____

Frequency & Time(s) to be given at school _____

Dates to be given _____ 20 /20 school year or _____

Optional:

If an AM dose is given at home and is omitted, a dose of _____ mg may be given at school after omission is verified by a parent/guardian. School dose may then be given _____ hours later.

Special Side Effects, Adverse Reactions or Contraindications _____

Additional information _____

Licensed _____ Prescriber _____ Practice _____ Name _____

Licensed Prescriber Name (Print) _____ Date _____

Licensed Prescriber Signature _____ Date _____

Licensed Prescriber Telephone Number _____

DOVER SCHOOL DISTRICT	POLICY CODE: JLCD-F1
DATE OF ADOPTION:	PAGE 2 OF 2

PARENT/GUARDIAN AUTHORIZATION

PLEASE LIST ALL MEDICATION THE CHILD IS TAKING AT HOME (Prescription and over the counter medications) if not a violation of confidentiality.

1. _____
2. _____
3. _____
4. _____

I hereby authorize the designated staff person or school nurse to administer the above medication as directed. In consideration for this service, I further agree that I will not hold liable, and will otherwise save harmless, the District and/or any department or employee thereof for death or injury resulting from administration or assistance in the administration of the medication described above. I understand that (a) not more than one month of prescribed medicine may be stored in school, (b) medication will be delivered directly to the School Nurse, Principal or designated staff member by the parent or guardian, if possible, and (c) the medication will be delivered in a container properly labeled with the student's name, the physician's name, the date of original prescription, name and strength of medication and directions for taking by the student.

Printed Name of parent/guardian _____

Signature of parent/guardian _____ **Date** _____

☐ <u>Yes</u> ☐ <u>No</u>	<u>I give my permission for release/exchange of pertinent information by telephone, mail or electronic exchange including fax or e-mail between the school nurse and the physician's office regarding the above medication.</u>
☐ <u>Yes</u> ☐ <u>No</u>	<u>I give my permission for other school personnel to be notified of the medication and any adverse effects.</u>

Signature of parent/guardian _____ **Date** _____

DOVER SCHOOL DISTRICT	POLICY CODE: JLCD-F2
DATE OF ADOPTION:	PAGE 1 OF 2

Related Policies: JLCD Related

Forms: JLCD-R, JLCD-F1 & JLCD-F3

FIRST READING

EPI-PEN MEDICATION ADMINISTRATION FORM **(SELF-ADMINISTERED)**

Student's Name _____ DOB _____

School _____ Grade _____

Teacher/Advisor _____

Parent/Guardian Name: _____ Emergency _____
Tel# _____

Diagnosis/Condition: _____

Please list any other medical conditions requiring medication, if not a violation of confidentiality or if not contrary to the request of parents/guardian to keep confidential:

Name of
Medication: _____

DOSE to be given at school and ROUTE:

FREQUENCY and TIME (s) to be given at School:

Should a second dose be given? Y ☐ N ☐ If so, when

Specific recommendations for administration:

Contraindications, Adverse Reactions and/or Side-effects of this medication:

Severe adverse reactions that may occur to another pupil for whom the epinephrine is not prescribed, should such a pupil receive a dose of the medication:

Dates to be given at school OR if all year put school year date:

DOVER SCHOOL DISTRICT	POLICY CODE: JLCD-F2
DATE OF ADOPTION:	PAGE 2 OF 2

PLEASE LIST ALL MEDICATION THE CHILD IS TAKING AT HOME (Prescription and over the counter medications) if not a violation of confidentiality:

1. _____
2. _____
3. _____
4. _____

It is my professional opinion that _____ has the knowledge and skills to safely possess and use an Epi-Pen in school and should be allowed to carry and use that medication by themselves without supervision.

Licensed Prescriber Name (Print) _____ Date _____

Licensed Prescriber Signature _____ Date _____

Business Telephone: _____

Emergency Telephone: _____

PARENT/GUARDIAN AUTHORIZATION

☐ <u>Yes</u> ☐ <u>No</u>	<u>I give my permission for release/exchange of pertinent information between the school nurse and the licensed prescriber's office by telephone, mail or electronic exchange regarding all of the above medical/ medication information concerning my child.</u>
☐ <u>Yes</u> ☐ <u>No</u>	<u>I give my permission for other school personnel to be notified of the medication and any adverse effects.</u>

Signature of parent/guardian _____ Date _____

My child has been instructed in the proper way to use his/her medications and should be allowed to carry and use that medication by himself/herself without supervision and I give my child permission to do so.

Signature of parent/guardian _____ Date _____

DOVER SCHOOL DISTRICT	POLICY CODE: JLCD-F3
DATE OF ADOPTION:	PAGE 1 OF 2

Related Policies: JLCD

Related Forms: JLCD-R, JLCD-F1, JLCD-F2

FIRST READING

INHALED MEDICATION ADMINISTRATION FORM **(SELF ADMINISTERED)**

Student's Name _____ **DOB** _____

School _____ **Grade** _____

Teacher/Advisor _____

Printed Name of parent/guardian _____

Emergency Tel# _____

Name of Medication _____

Please list all medications student is taking at home (Prescription and Over-the-Counter medications):

1. _____

2. _____

3. _____

4. _____

To be completed by health care provider:

Diagnosis/Condition: _____

Asthma Triggers: _____

Please list any other medical conditions requiring medication, if not a violation of confidentiality or if not contrary to the request of parents/guardians to keep confidential: _____

DOSE to be given at school and ROUTE: _____

FREQUENCY and TIME (s) to be given at School: _____

Specific recommendations for administration: _____

DOVER SCHOOL DISTRICT	POLICY CODE: JLCD-F3
DATE OF ADOPTION:	PAGE 2 OF 2

Special side effects, contraindications and adverse reactions of this medication to be observed for:

Dates to be given at school _____ or _____ 20 ____ -20 ____ school year

It is my professional opinion that _____ has the knowledge and skills to safely possess and use an inhaler in school and should be allowed to carry and use that medication by himself/herself without supervision.

Licensed Prescriber Practice Name _____

Licensed Prescriber Name (Print) _____ **Date** _____

Licensed Prescriber Signature _____ **Date** _____

Licensed Prescriber Telephone Number _____

PARENT/GUARDIAN AUTHORIZATION

☐ <u>Yes</u> ☐ <u>No</u>	<u>I give my permission for release/exchange of pertinent information between the school nurse and the lic. Prescriber's office by telephone, mail or electronic exchange regarding all of the above medical/ medication information concerning my child.</u>
☐ <u>Yes</u> ☐ <u>No</u>	<u>I give my permission for other school personnel to be notified of the medication and any adverse effects.</u>

Signature of parent/guardian _____ **Date** _____

My child has been instructed in the proper way to use his/her medications and should be allowed to carry and use that medication by himself/herself without supervision and I give my child permission to do so.

Signature of parent/guardian _____ **Date** _____

Parent will provide backup inhaler to be kept in Health Office: YES ☐ NO ☐

Parent initials _____

DOVER SCHOOL DISTRICT	POLICY CODE: EBBC
DATE OF ADOPTION: 5/12/14	PAGE 1 OF 3

Related policies: EBBB, JLC & JLCD

REVISED – FIRST READING

EMERGENCY CARE AND FIRST AID

~~Each principal is charged with providing for the immediate care of ill or injured persons within his/her area of control. A school nurse or individual designated by the principal will administer emergency aid. In the event of a severe injury and a parent/guardian or designee cannot be reached, the school nurse or person in charge acting in loco parentis should determine the proper course of action and the necessary steps. The instructions of the parent or guardian as listed on the emergency form shall be followed.~~

~~In each school procedures for the handling of such emergencies will be established and made known to the staff. Each school and school vehicle will be equipped with appropriate first aid equipment. Emergency phone numbers, including fire, police, rescue squad, and poison center, shall be posted prominently in the school office.~~

~~Students who are too ill to remain in class should report to the nurse or other designated area. The nurse will decide whether the student will remain in school, be referred for emergency medical treatment, or be sent home. No student will be released to home until the parent, guardian, or designee has been contacted. The nurse shall keep a log of students receiving first aid and emergency care.~~

~~Transportation of pupils home or to a source of medical attention is the responsibility of the parent or guardian. If the parent or his/her designee is unavailable, the school nurse or principal may access emergency medical services for transport to an appropriate medical facility.~~

~~School personnel have responsibilities in connection with accidents occurring in school and at school sponsored events, which may be classified as follows:~~

- ~~1. Administering first aid~~
- ~~2. Summoning medical assistance~~
- ~~3. Notifying administration~~
- ~~4. Notifying parents~~
- ~~5. Filing accident reports~~

~~All personnel will understand the proper steps to be taken in the event of an accident. Teachers should also have knowledge of the physical condition of students so that they may be prepared to meet any emergency, which may arise.~~

~~All employees are expected to be knowledgeable about first aid and to know where first aid supplies are kept in their work areas. The school nurse will provide such training.~~

~~The school nurse and specially trained staff members shall stand ready to assist in treatment of accident victims. The school nurse has the authority to administer oxygen to the case of a medical emergency without prior notification of a parent/guardian.~~

~~Registered Nurses or Licensed Practical Nurses who are employed or contracted by public school systems may possess and administer epinephrine for the emergency treatment of anaphylaxis (RSA 318:42). This applies to treating students who have never been previously~~

DOVER SCHOOL DISTRICT	POLICY CODE: EBBC
DATE OF ADOPTION: 5/12/14	PAGE 2 OF 3

~~diagnosed with anaphylaxis. Possessing epinephrine actually means that a school nurse can go to a pharmacy and obtain this drug without a specific doctor's order. Bringing a copy of the legislation as well as written permission from the school or principal is required. School nurses who train staff to administer epinephrine are assuming some responsibility for the administration, should that staff member choose to administer this drug.~~

~~Regardless of the seriousness of the accident, the nurse must submit an accident report so that the administrators are informed and a basis is established for the proper processing of insurance claims.~~

~~The District does not provide student accident insurance, but makes it possible for parents to subscribe to student accident insurance at low rates. This program is offered each year during September and enrollment is on-going.~~

Statutory Reference:

RSA 200:40, Emergency Care

RSA 200:40-a, Administration of Oxygen by School Nurse

NH Code of Administrative Rules Section Ed. 306.12(b), School Health Services

All School personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents; and (5) filing accident/injury reports.

School personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency.

The Superintendent will ensure that at least one other person on staff, aside from the school nurse, has current first aid and cardiopulmonary certification (CPR). If the school nurse or licensed practical nurse is not available, the person(s) who have current first aid and CPR certification is authorized to administer first aid and CPR as needed.

The school will obtain at the start of each school year emergency contact information of parents/ guardians for each student and staff member.

The school physician, school nurse, or specially trained staff members shall assist in the treatment of injuries or emergency situations. Such individuals have the authority to administer oxygen in case of a medical emergency, if available and if appropriate. This authorization extends to administering oxygen to students without prior notification to parents/guardians.

The school nurse or other designated personnel may administer other medications to students in emergency situations, provided such personnel has all training as is required by law. Such medication may also be administered in emergency situations if a student's medical action plan has been filed and updated with the school district to the extent required by law.

Consistent with state law, the school nurse may maintain a supply of asthma related rescue medication and the emergency medication epinephrine. The school physician, if any, the school nurse, or specially trained staff members may also administer epinephrine to any student in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine without prior notification to

DOVER SCHOOL DISTRICT	POLICY CODE: EBBC
DATE OF ADOPTION: 5/12/14	PAGE 3 OF 3

parents/guardians. The school nurse or other designated personnel may administer or make available to self-administer a bronchodilator, spacer, or nebulizer to a student who has been diagnosed with asthma for use in emergency or other situations as determined by the school nurse.

The district will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required under Board policy JLCD, or applicable laws or regulations.

Accident reports must be prepared and filed consistent with Board policy EBBB.

The District makes it possible for parents/guardians to subscribe to student accident insurance at low rates. This program is offered each year during September. The District does not provide student accident insurance.

Records related to the emergency administration of any medication under this policy shall be made and maintained by the school nurse as provided in Board policy JLCD and District procedures JLCD-R. The school nurse will follow other first aid reporting protocols, as may be determined by other Board policy or administrative directive.

Naloxone/Narcan and Opioid Antagonists:

The Board authorizes the District to obtain, store and administer naloxone/Narcan and/or other opioid antagonists for emergency use in schools.

The school nurse or other properly trained staff member may administer such medication in emergency situations. Opioid antagonists will be available during the regularly scheduled school day. They may be available at other times at the discretion of the Superintendent.

The Superintendent is authorized to procure such medication on behalf of the District.

All such medication will be clearly marked and stored in a secure space in the school nurse's office or other appropriate location. The school nurse is responsible for storing the medication consistent with the manufacturer's instructions and Board policy JLCD and District procedures JLCD-R.

Local law enforcement and emergency medical service personnel will be notified if such medication is administered by the District.

Policy History:

DOVER SCHOOL DISTRICT	POLICY CODE: JLCD
DATE OF ADOPTION: MAY 8, 2006	PAGE 1 OF 6

Related Policies: EHB, JLC & EBBC

Related Forms: JLCD-R, JLCD-F1, JLCD-F2 & JLCD-F3

REVISED - FIRST READING

ADMINISTERING MEDICATION TO STUDENTS

A. General Provisions for Administration of Medication ~~Policies and regulations in the matter of medication in schools:~~

- ~~1. For the purpose of clarification, the School Nurse may administer medicinal preparations. Further, a designee of the Principal may assist* the student in taking prescribed medications only.~~
- ~~2. In the absence of the School Nurse, a designee of the Principal may assist* the student in taking prescribed medication.~~

This policy shall extend to any school-sponsored activity, event, or program.

Medication is to be administered by a school nurse, as defined in RSA 200:29 ("the school nurse"). The school nurse may delegate the administration of medication to others only as permitted under the New Hampshire Nurse Practice Act, and N.H. Code of Administrative Regulations Nur 404. If no such person is available, the building principal or the principal's designee is permitted to assist students in taking required medications by:

- i. making such medications available to the student as needed;
- ii. observing the student as they either take or do not take their medication; and
- iii. recording whether the student did or did not take their medication.

~~B. Physician's orders for medicinal preparation for use by the student shall specify in writing the duration of the order, name of the drug, dosage, and route of administration. Physician's orders shall be renewed each school year if long term (or more often if a change in medication) dosage or time schedule is indicated.~~

- ~~1. Upon receiving a written request from the parent or physician relative to a particular student's need for medication during school hours, the School Nurse should contact the parent and family physician and give due consideration to whether the student should remain at home, or whether the medication can be taken at home before and after school is in session.~~

Whenever possible, medications, should not be taken during the school day. Upon receiving a request from the parent/guardian, or physician relative to a particular student's need for medication during school hours, the school nurse may contact the parent, or guardian to discuss whether the student should remain at home, or whether the medication should be taken before, during, and/or after school. The nurse may also inquire about any other medical conditions requiring medications and any special side effects, contraindications, and adverse reactions to be observed.

DOVER SCHOOL DISTRICT	POLICY CODE: JLCD
DATE OF ADOPTION: MAY 8, 2006	PAGE 2 OF 6

1. **Prescription Medication will only be administered in school only after receiving and filing in the student's health record the following:**
 - a. **A written statement from the licensed prescriber conforming to the requirements of N.H. Department of Education Rule 311.02 (i)(1) (included in District procedures JLCD-R).**
 - b. **A written authorization from the parent/guardian as provided in N.H. Department of Education Rule 311.02 (i)(2) & (3) (included in District procedures JLCD-R).**
- ~~2. In those instances when medication must be taken during the school day, arrangements will be developed to accomplish this. The prescribing physician will be responsible for the medical care of the student, but assistance in his assessment of the student's health/condition/program will be given upon reasonable request in the form of reasonable reports designed by the physician from the classroom teacher and/or School Nurse on the appearance, behavior and classroom achievement of the student.~~
- ~~3. The School Nurse should obtain additional information regarding medication, such as side effects of the drug, results of possible refusal of child to take medication, etc.~~
 - ~~a. The medication should be delivered directly to the School Nurse, Principal, or teacher by the parent or guardian (if possible).~~
 - ~~b. The prescription medication must be delivered in an original prescription bottle properly labeled with the student's name, the physician's name, the date of original prescription, name and strength of medication, and directions for taking by the student.~~
 - ~~c. Over the Counter medication must be brought in the original bottle.~~
2. **Over-the-Counter Medication may be administered to a student with previous written authorization from the parent/guardian. The school nurse may, however, require a licensed prescriber's order, or further information/direction from a licensed health care provider (i.e., physician, advanced registered nurse practitioner, licensed physician's assistant or dentist), before administering an OTC medication to a student. The authorization shall contain the same information, with the same access, as is required relative to prescription medications.**

To the extent consistent with New Hampshire's Nurse Practices Act, RSA 326-B, the school nurse may at their discretion accept verbal instructions from a licensed health care provider relative to administration of a prescription medication, and verbal instructions from a parent/guardian with respect to an OTC medication. In both instances, the verbal instructions shall be followed by written statements as provided above.

B. Emergency Administration of Medication.

DOVER SCHOOL DISTRICT	POLICY CODE: JLCD
DATE OF ADOPTION: MAY 8, 2006	PAGE 3 OF 6

The school nurse or other properly designated personnel may administer other medications to students in emergency situations provided such personnel has all training as is required by law and is consistent with the provisions of Board policy EBBC.

C. Field Trips and School Sponsored Activities

A single dose of medication may be transferred by the school nurse from the original container to a newly labeled container for the purposes of field trips or school sponsored activities. For trips or activities necessitating more than one dose, special arrangements for administering medication must be approved by the school nurse or, in the school nurse's absence, the Principal.

D. Other Uses/Administration Prohibited.

No person shall share or otherwise administer any prescription or over-the counter medication with any student except as provided in this policy. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

~~* Clarification — having the required medication available to the student as needed, and observing the student as he takes, or does not take his own medication.~~

~~C. MEDICATION: storage, return to parents, etc.~~

E. Delivery, Storage and Disposal of Medication.

Medications provided by the student's parent/guardian may only be delivered to the school nurse or principal/principal's designee. All such medication should be delivered in its original container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record file.

The school nurse may maintain a supply of asthma related rescue medication and the emergency medication epinephrine.

- ~~1. All prescribed medication shall be stored in a designated and secure place. The Principal or his designated representative shall be responsible for the key or combination of a locked cabinet.~~
- ~~-~~
- ~~2. Not more than one month's supply of a prescribed medication shall be stored in a school.~~
- ~~-~~
- ~~a. Internal medication shall not be stored in schools unless currently prescribed for an individual student.~~
- ~~-~~

DOVER SCHOOL DISTRICT	POLICY CODE: JLCD
DATE OF ADOPTION: MAY 8, 2006	PAGE 4 OF 6

~~_____ b. Unused medication shall be picked up by parent or guardian within ten days, or disposal by the School Nurse will be carried out and such recorded.~~

~~-~~

~~3. Medication used on an "as needed" basis may be stored in school for the current school year.~~

F. Administration and Self-Administration of Epinephrine Auto-Injectors and Inhalers.

Students may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use their auto-injector, they shall immediately report to the nearest supervising adult. The school nurse or building principal may maintain at least one epinephrine auto-injector, provided by the student, in the nurse's office or other suitable location. Additionally, students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. Such authorization must include the same information required under A.1 of this policy.

Other emergency medications, such as insulin, may be carried and self-administered by the student only with prior approval by the school nurse and written statements from a licensed health care provider and a parent/guardian and in the same manner as described in A.1 of this Policy, and subject to other conditions as the school nurse may require.

D. Guidelines for recording:

~~-~~

~~_____ A plan for recording prescribed medication taken by each student including date, time, and quantity _____ and initials of person assisting the student _____ must be set up.~~

~~-~~

~~1. A separate sheet for each student's medication (Individual Medication Record — see attached) will be kept in a notebook in the health office.~~

~~_____~~

~~_____ 2. If student refuses to take or spills medication, or medication is lost or has run out, such shall be recorded.~~

~~-~~

~~_____ 3. Recording cannot be altered; if an error occurs, a line is to be drawn through the entry and correct data recorded in line below and signed.~~

~~-~~

~~_____ a. Such a record shall be available to representatives from the State Division of Public Health and/or State Department of Education.~~

~~-~~

~~e. Each record should be kept in a designated place for three years from the date of last transaction (entry) recorded.~~

G. Medication Records.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students. Such records shall be retained as required under Board policy EHB, Data/Records Retention.

E. ~~Student Health Records:~~

- ~~-~~
- ~~Physicians' written orders and the written authorization of parents or guardians should be filed with the student's cumulative health record and kept for three years.~~
- ~~-~~
- ~~An appropriate summary completed at least once every school year for each medication prescribed and taken should become part of the student's health record.~~
- ~~The State law forbids any child for any reason to take medication without written permission of the child's Parent or legal Guardian. Permission slips are available in the Nurse's office.~~

~~Medication should not be taken during school hours if it is possible to achieve the medical regimen at home.~~

~~In the case where medication must be taken during school hours, medication is to be administered by the School Nurse. In the absence of the School Nurse, a designee of the Building Principal may assist the student in taking prescribed medication. In accordance with NH Code of Administrative Rules Section Ed. 311.02(d), any pupil in grades one through eight must be assisted by such persons and the medication, therefore, shall be in the custody of such persons.~~

~~A pupil may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications, if authorized in writing by both the student's physician and parent/legal guardian. In addition to filling out the written authorization form, the parent or guardian must also provide written proof of the diagnosis, and verification that the student has the knowledge and skills to safely possess and use the medication in a school setting.~~

~~Students shall not share any prescription or over the counter medication with another student. Each year, the District shall notify students in writing of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.~~

~~A plan for recording medication administered to students will be established. Student health records will be kept and will conform to Policy GBJ — Health Insurance Portability and Accountability Act (HIPAA).~~

H. Implementation: Procedures and Protocols.

The Superintendent, in consultation with the school nurse(s), shall be responsible for establishing specific procedures necessary and appropriate to control (e.g., delivery, storage, authorization, record-keeping, reporting, etc.) medications in the schools. Such procedures shall be in writing, and coded as JLCD-R. The procedures should be reviewed no less than every two years.

DOVER SCHOOL DISTRICT	POLICY CODE: JLCD
DATE OF ADOPTION: MAY 8, 2006	PAGE 6 OF 6

Additionally, and pursuant to N.H. Administrative Rule Ed. 311.02(k), each school nurse shall also develop and implement building specific protocols regarding receipt and safe storage of prescription medications.

Statutory/Regulatory/Policy Cross References:

~~RSA 200:42, Possession and Use of Epinephrine Auto-Injectors Permitted~~
~~RSA 200:43, Use of Epinephrine Auto-Injector~~
~~RSA 200:44, Availability of Epinephrine Auto-Injector~~
~~RSA 200:45, Pupil Use of Epinephrine Auto-Injectors—Immunity~~
~~RSA 200:46, Possession and Self-Administration of Asthma Inhalers Permitted~~
~~RSA 200:47, Use of Asthma Medications by Pupils—Immunity~~
~~N.H. Code of Administrative Rules—Section Ed. 311.02(d); Medication During School Day~~

Policy History:

Adopted May 8, 2006

PUBLIC NOTICE

Dover School District

This public hearing is for the Dover School Board to:

Accept a donation of \$30,000 from Alan and Cathy Crowell for the establishment of "The Crowell Family Scholarship for the Trades". The \$30,000 will fund the scholarship initially, followed by \$1,000 annually.

Monday, August 8, 2022 at 7:00 p.m. at the McConnell Center, 61 Locust Street, Dover, NH. (Room 306)

Carolyn Mebert, Chair
Dover School Board

BEFORE AND AFTER SCHOOL MOU
DOVER SCHOOL DISTRICT & YMCA of STRAFFORD COUNTY (The Granite YMCA)
Term of MOU 2022/2023 & 2023/2024 School Years

1. **PARTIES/PURPOSE:** For good and valuable consideration hereby acknowledged by both parties, the Dover School District, 61 Locust St. Suite 409, Dover NH 03820, a New Hampshire municipal corporation, (hereinafter "the District" or "Dover School District"), does hereby agree with The Granite Young Men's Christian Association d/b/a YMCA of Strafford County, (hereinafter "YMCA"), to permit the use of school facilities for an After School and Before School program (the "Program") in accordance with the terms and conditions set forth herein in this Memorandum of Understanding ("MOU").
2. **PREMISES:** A licensable space at the following schools, to accommodate children as per New Hampshire State licensing regulations, and storage area at each school to be designated by the District.

Garrison Elementary
Frances G. Hopkins School at Horne Street
Woodman Park Elementary

(hereinafter "premises")
3. **SERVICES:** The District shall provide:

Space for programming is provided at no charge which will include: storage area, custodial services, heating, electric, sewer and water services.

Garrison Elementary: Use of Cafeteria, storage closet, Gym and outdoor space.
Frances G. Hopkins School: Use of Cafeteria, storage closet, Gym and outdoor space.
Woodman Park Elementary: Use of Cafeteria and storage closet.
4. **TERM:** The term of this MOU shall be the school year 2022 - 2023 (excluding summer break) and the school year 2023 - 2024 (excluding summer break). Times of usage will be 6:45 a.m. - 8:15 a.m. and 2:45 p.m. - 6:00 p.m. at Frances G. Hopkins and Garrison schools. 6:45 a.m.-815 a.m. at Woodman Park on regular school days. YMCA will maintain a detailed log of student attendance which shall at all times be open to inspection by the District.
5. **USE OF PREMISES:** YMCA shall use the premises described during the times set forth for a before and after school program and for no other purposes. YMCA further covenants and agrees to use the premises in accordance with and abide by the Dover School District's policies, as may be amended from time to time. YMCA shall not make any modifications and/or structural changes to the premises without prior written approval of the District. The District shall have the right to enter the premises to inspect same.

YMCA shall at all times during this MOU remain in full compliance with State and Federal Codes and any other mandates at the City, State or Federal level that pertain to childcare centers. Without limiting the foregoing, the Program must be qualified and in good standing as a duly licensed childcare provider by the State of New Hampshire.

The YMCA will be responsible for:
 - Hiring, training all before and after school childcare staff.
 - All terms of employment of said persons, including hours, wages, working conditions,

discipline, hiring and discharging, or any other terms of employment or requirements of law, shall be made by The Granite Y: YMCA of Strafford County Executive Director and the District shall have no right or authority over such persons or the terms of such employment.

- Registering and collecting payment from all participants.
- Maintaining attendance forms and child records.
- Marketing of the program.
- Purchasing all supplies and equipment necessary to run the program.

YMCA acknowledges that no use shall be made of the school premises which will be unlawful, improper or offensive, or contrary to any law or any municipal by-law in force in the City of Dover.

6. **SAFETY:** The following items must be provided by YMCA.

- A. A cellular/portable telephone for emergency use will be maintained by YMCA.
- B. YMCA shall have at least two staff persons trained in First Aid and certified in CPR and in responding to blood borne pathogens available at all times.
- C. Monthly drills of emergency procedures will be conducted and supporting documentation of results will be kept on file at the Y for review by the district anytime. All staff will be knowledgeable of evacuation procedures and routes. Coordination with the building staff on these drills is expected.
- D. YMCA will offer daily snacks which meet the nutritional requirements set forth by the Child and Adult Care Food Program (CACFP).
- E. All YMCA personnel shall have, as a precondition to their employment or presence at the leased premises, a satisfactory and clear criminal history records check paid for by YMCA. The District shall have access to YMCA's criminal history records checks and may require YMCA to remove any employee when it determines it is in the best interest of the District provided, however, that no employee of YMCA shall in any way be considered an employee of the District and YMCA alone shall be responsible for the acts, omissions, conduct or control of any and all personnel in its employ.
- F. YMCA personnel shall not in any way compromise the security of any school facility. YMCA personnel shall not, for example, loan non-employees any school building key, passcode, pin, or keycode or other means of entering a secure area. YMCA personnel shall not permit unauthorized individuals to be on school premises.

7. **COMMUNICATION:** It will be the responsibility of both the District and the YMCA of Strafford County to establish mechanisms for effective and mutual communication. Information may be shared by the Dover School District only to the extent permitted by applicable federal, state, and/or local law and the Dover School District policies. The confidentiality, if any, of any information shared by YMCA with the District shall be subject to and solely governed by the provisions of RSA chapter 91-A.
8. **INDEPENDENT CONTRACTOR STATUS:** The parties expressly agree that the relationship between the District and YMCA created by this MOU is that of an independent contractor, and that YMCA is neither an agent, joint venture, partner, nor employee of the District. The YMCA of Strafford County will at all times be solely responsible for providing its own salaries, payroll taxes, withholding, insurance, workers compensation coverage and other benefits of any kind, as required by law, for its own employees.

9. FIRE INSURANCE: YMCA shall not permit any use of the school premises which will make voidable any insurance on the property of which the premises are a part, or on the contents of said property or which shall be contrary to any law or regulation from time to time established by the New England Fire Insurance Rating Association, or any similar body succeeding to its power. YMCA shall on demand reimburse the District all extra insurance premiums caused by YMCA's use of the premises.
10. MAINTENANCE OF PREMISES: YMCA acknowledges that the school premises are now in good order and the glass whole. YMCA shall not permit the premises to be overloaded, damaged, stripped, or defaced, nor suffer any waste, and shall indemnify the District for property or other damage, or at District's election, shall repair any such damage or waste caused by YMCA or its employees, agents, licensees or invitees.
11. FINGERPRINTING: The Granite Y: YMCA of Strafford County shall conduct a Criminal background check of its employees and, upon receipt of those checks, certify to the District that no employee, volunteer or intern of the contractor working with students and parents of the District has been convicted of a violent or serious felony as defined by statute. The Granite Y: YMCA of Strafford County shall not permit any employee, volunteer or intern to have any such contact with a student of the District until such certification has been received by the District. The Granite Y: YMCA of Strafford County shall supply the District with a list of names of those employees, volunteers and interns who are cleared to work with students and parents of the District.
12. GENERAL PROVISIONS:
 - A. All YMCA of Strafford County employees and volunteers are employees or volunteers of YMCA of Strafford County and not employees or volunteers of the District.
 - B. This MOU may be modified only by a written agreement executed by all of the parties hereto, with all the formalities of this MOU.
 - C. This MOU merges and supersedes all prior agreements and understandings of the parties whether written or oral, and the District and YMCA of Strafford County mutually agree that any such prior agreements and understandings are hereby terminated, except for any indemnity obligations of YMCA, which shall endure and survive and which are cumulative.
 - D. This MOU shall be governed, construed and enforced in accordance with the laws of New Hampshire and all actions brought in connection with this MOU shall be maintained only in a state or federal court of competent jurisdiction in New Hampshire.
 - E. The failure of any party to insist upon strict compliance with any of the terms, conditions or covenants contained herein shall not be deemed a waiver of any such terms, conditions or covenants; nor shall any waiver at any one or more times be deemed a waiver at any other time or times.
 - F. If any provisions of this MOU are determined to be unlawful or unenforceable, it shall not invalidate the remainder of the MOU provided the unlawful or unenforceable provision does not affect the essence of this MOU.
13. ASSIGNMENT: YMCA shall not assign any rights or obligations under this agreement without prior written consent of the Dover School District.

14. INDEMNIFICATION AND LIABILITY: To the fullest extent permitted by law, YMCA agrees to defend (with counsel acceptable to the Dover School District), indemnify, and hold harmless the City of Dover and the Dover School District from and against any claims, losses, damages or expense (including reasonable attorneys' fees) arising out of the death, injury or injuries, or damages to any person, or damage or destruction of any property (including but not limited to the premises), in connection with or in relation to the YMCA's use of the premises, in whole or in part, under this MOU to the extent caused by, and/or alleging, the negligent or otherwise tortious acts, errors, or omissions of the YMCA or its officers, directors, employees, agents or independent professional associates, or any of them. This covenant shall survive the termination of this MOU.
15. YMCA'S LIABILITY INSURANCE: At all times this MOU is in effect, YMCA shall maintain with respect to its operations on school's premises commercial general liability insurance (occurrence basis) which includes specific coverage for, and no exclusion for, sexual abuse or molestation in the amount of One Million (\$1,000,000.00) Dollars single combined limit of bodily injury and property damage, per person and per occurrence and at least Two Million (\$2,000,000) Dollars in the aggregate, written by responsible companies qualified to do business in New Hampshire and in good standing therein insuring the City of Dover and the Dover School District as well as YMCA of Strafford County/Granite Y against injury to persons or damage to property. YMCA shall deposit with the Dover School District certificates for such insurance at or prior to the commencement of the term, and thereafter at least thirty (30) days prior to the expiration of any such policies. The City of Dover and Dover School District will be named as an additional insured on the liability policy, which coverage shall apply on a primary and noncontributory basis, and, subject to the dollar amounts specified above, cover the City of Dover and Dover School District with the same scope of coverage provided to the YMCA under the general liability policy without subjecting the City of Dover or Dover School District to any different or additional terms, conditions, limitations or exclusions. All insurance certificates shall provide that such policies shall not be cancelled without thirty (30) days prior written notice to each assured named therein. An insurance certificate shall be supplied to the Dover School District, as well as proof of an endorsement or policy additional insured provisions confirming additional insured status. A condition of the insurance coverage shall be thirty (30) days' notice to the Dover School District prior to cancellation of the policy. The YMCA shall also provide the Dover School District certificates of renewal and, if requested, proof of an endorsement or policy additional insured provisions for any applicable insurance policy no later than ten (10) business days prior to the expiration of said policy.

YMCA shall also provide evidence of Worker's Compensation insurance prior to the commencement of the term.

16. TERMINATION FOR OWNER'S CONVENIENCE. The Dover School District may on sixty (60) days written notice terminate this agreement.
17. NOTICE: Any notice from the Dover School District to YMCA relating to this agreement shall be deemed duly served, if mailed to 35 Industrial Way Rochester NH 03867, registered, or certified mail, return receipt requested, postage prepaid, addressed to YMCA of Strafford County. Any notice from YMCA of Strafford County or the District relating to the agreement shall be deemed duly served, if mailed to the District by registered or certified mail, return receipt requested, postage prepaid, addressed to the Dover School District at 61 Locust St Suite 409, Dover NH 03820.
18. SURRENDER: YMCA shall at the expiration or other termination of this agreement remove all of YMCA's goods and effects from the school premises. YMCA shall deliver to the Dover School District the premises and all keys, locks thereto, and other fixtures connected therewith in the same condition as they were at the

commencement of the term, or as they were put in during the term hereof, reasonable wear and tear and damage by fire or other casualty only accepted. In the event of the YMCA's failure to remove any of YMCA's property from the premises, the District is hereby authorized, without liability to YMCA for loss or damage thereto, and at the sole risk of YMCA, to remove and store any of the property at YMCA's EXPENSE, or to retain same under the Dover School District's control or to sell at public or private sale, without notice, any or all of the property not so removed and to apply the net proceeds of such sale to the payment of any sum due thereunder, or to destroy such property.

IN WITNESS WHEREOF, the Dover School District has caused this MOU to be executed by its School Board and YMCA has caused this MOU to be executed by its president.

Dover School District

By: _____
School Representative

Date: _____

***The Granite Young Men's Christian Association
d/b/a YMCA of Strafford County***

By: _____
YMCA Representative, duly authorized

Date: _____

Proposed Changes to DHS Student-Family Handbook

2022-2023

General Changes

- Updated grammar and wording for clarity and use of gender-neutral pronouns (ie: he/she → they)
- Rearranged some sections for better flow. Wording kept the same, but moved some sections to different sub-sections
- Updated front cover including graphics, pictures, and font style
- Hyperlinked table of contents for easier access in digital format

Specific Changes

Page 7: Respect & Responsibility = Success at DHS (added new behavior matrix chart)

School-wide Expectation	Respect	Responsibility	= SUCCESS
<i>I can demonstrate</i>	Social Commitment	Commitment to Learning	21st Century Expectations
Learning commons & classrooms	Honor personal property Be positive and show tolerance	Arrive on time and ask for permission to leave Ask for help when needed and don't give up	Establish and pursue academic goals Communicate clearly and effectively Work independently and collaborate
Hallway, TSQ, Assemblies & Bathrooms	Express yourself within posted guidelines Be considerate of walls and common spaces	Remain chemical free Contribute to comfortable environment Clean up your own space	Be involved and engaged in the greater community in meaningful ways Make positive contributions to the culture and climate of the school Solve problems creatively

School-wide Expectation	Respect	Responsibility	= SUCCESS
<i>I can demonstrate</i>	Social Commitment	Commitment to Learning	21st Century Expectations
			Demonstrate respect for and acceptance of the diversity
Doors, Parking Lot, and school obligations	Use front doors as primary entrance Use designated doors as exits Follow posted parking procedures	Report spills, vandalism, excessive trash in bathrooms, parking violations Close doors propped open Communicate about obligations and payment	Assumes responsibility for one's own actions

Page 14- Academic Intervention

Removed Language:

Students with grades below a 70% in classes may have study hall and/or flex usage limits to ensure academic success.

Page 14- Make Up Work

2021-2022 Language	2022-2023 Language
MAKE UP WORK When afforded the opportunity to reassess, students must complete relearning activities in the reassessment window to have another opportunity to demonstrate their learning.	REINSTRUCTION AND REASSESSMENT Please refer to the Program of Studies for specific policies.

Page 21- Learning Environment Disruption

2021-2022 Language	2022-2023 Language
A student may not disrupt the learning environment of the school or another student. Depending on the severity of the disruption a warning, detention, or After-School Intervention(s) can be assigned by the appropriate school personnel. A significant	A student may not disrupt the learning environment of the school or another student. Tiered interventions will be used to match the level of disruption which may range from a verbal warning to a school board discipline referral. The administration may decide to remove a student

disruption may result in Out of School Suspension(s) and/or hearing before the Discipline Committee of the Dover School Board. The administration may decide to remove a student from a learning environment or class activity when deemed necessary.	from a learning environment or class activity when deemed necessary.
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Page 22: New language:

School Passes

Students moving about the building between locations during instructional time should have a valid pass. The pass represents a plan between a student and adult to use an area of the facility for a certain amount of time. Students may be asked to show their pass to a school adult to demonstrate that a student is in an authorized area of the school.

DOVER HIGH SCHOOL

25 Alumni Dr
Dover NH, 03820

STUDENT AND FAMILY HANDBOOK

2022-2023

RESPECT & RESPONSIBILITY = SUCCESS AT DHS



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WELCOME

The faculty and staff of Dover High School and Regional Career Technical Center welcome students and families as active participants in the school community. We are excited to have you join us. This handbook contains information about the operation of our school and is meant to reflect the high expectations we hold for all.

The 2021-2022 edition of the student-family handbook reflects the current issues that the Coronavirus pandemic is having on our local community. Certain aspects of our policies and practices have been adapted to meet the health and safety needs of students, staff and family members as we navigate unique challenges. All health and safety measures align with guidance issued by the NH Department of Education.

POLICY STATEMENT

All policies herein are subject to change, and changes may be subsequent to this publication and may not be reflected in this handbook. Every effort has been made to reflect current educational laws. Please view the appropriate link from our district website for a complete view of the policies of the Dover School District.

EQUAL OPPORTUNITY AND SEXUAL HARASSMENT POLICY STATEMENTS

It is the policy of Dover High School not to discriminate in its education programs, activities or employment practices on the basis of race, color, national origin, language, religion, age, sex, economic status or handicap under the provisions of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Education for all Handicapped Children Act of 1975. **Sexual harassment** is a form of unlawful discrimination and is against school district policy. Sexual harassment is described as an unpleasant environment caused by unwelcome verbal or physical conduct of a sexual nature that interferes with an individual's academic performance. **A concern or complaint concerning sexual discrimination should be made to the Director of Pupil Personnel Services, who can be reached at 516-6722.** Any person having inquiries concerning Dover High School's compliance with the regulations implementing these laws may contact the Dover School System (**516-6804**). Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education or the Director, U.S. Department of Education, Office for Civil Rights, Region I, John W. McCormack Post Office and Court House Square Room 222 Boston, Massachusetts 02109.

MISSION STATEMENT, CORE VALUES, BELIEFS AND LEARNING EXPECTATIONS

Mission Statement, Core Values, Beliefs, and 21st Century Learning Expectations

MISSION STATEMENT

Dover High School is committed to the development of lifelong learners who strive to reach their full potential academically, civically, and socially. We will foster collaboration among students, teachers, administration, and the greater community to create a student-centered educational experience in a respectful and safe environment.

CORE VALUES Authenticity Integrity Personal Responsibility Perseverance Resilience Respect Compassion	BELIEFS We believe all students have the right to: A safe and respectful learning environment Individualized educational experiences Inclusive and supportive community Opportunities to pursue personal interests and passions Access to technology, resources and services
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21st CENTURY LEARNING EXPECTATIONS

Critical Thinking

Communication

Creativity

Collaboration

Academic

Establish and pursue goals for personal growth, academic success, and career readiness

Access and critically analyze the source and value of information

Work independently as well as collaboratively to complete authentic learning tasks

Solve problems creatively using both traditional and innovative methods

Communicate clearly and effectively with an understanding of your purpose and audience

Social

Assume responsibility for one's own actions

Demonstrate respect for and acceptance of diversity

Work cooperatively and collaboratively with others

Civic

Make positive contributions to the culture and climate of the school

Be involved and engaged in the greater community in meaningful ways

RESPECT & RESPONSIBILITY = SUCCESS AT DHS

Respect is showing consideration for self and others.

Responsibility is being accountable for your actions, as well as being dependable and following through with duties and obligations.

Success is achieving your desired outcome or goal.

These concepts are important for you to remember throughout your years at Dover High School and beyond. As we connect these concepts to our core values and mission statement, it is important to acknowledge that notions of respect and responsibility include a commitment to inclusion and equity. Our school and community are comprised of many different cultures and perspectives, and we strive to appreciate differences and build on similarities.

School-wide Expectation	Respect	Responsibility	= SUCCESS
<i>I can demonstrate</i>	Social Commitment	Commitment to Learning	21st Century Expectations
Learning commons & classrooms	Honor personal property Be positive and show tolerance	Arrive on time and ask for permission to leave Ask for help when needed and don't give up	Establish and pursue academic goals Communicate clearly and effectively Work independently and collaborate
Hallway, TSQ, Assemblies & Bathrooms	Express yourself within posted guidelines Be considerate of walls and common spaces	Remain chemical free Contribute to comfortable environment Clean up your own space	Be involved and engaged in the greater community in meaningful ways Make positive contributions to the culture and climate of the school Solve problems creatively Demonstrate respect for and acceptance of the diversity
Doors, Parking Lot, and school obligations	Use front doors as primary entrance Use designated doors as exits Follow posted parking procedures	Report spills, vandalism, excessive trash in bathrooms, parking violations Close doors propped open Communicate about obligations and payment	Assumes responsibility for one's own actions

CODE OF CONDUCT

This code of conduct serves as a social contract for members of the DHS community.

1. All members of the DHS community will model respect and compassion at all times.
2. We encourage and welcome all learners to demonstrate growth by persevering through social, emotional and academic challenges
3. The integrity of our learning community depends on members authentically collaborating in the educational process
4. We strive to practice personal responsibility by adhering to the norms, values and expectations of the school

SPORTSMANSHIP/GOOD CONDUCT

Students who attend school events, including sporting events, are expected to conduct themselves in a manner that appropriately represents our school and community. Students whose actions do not appropriately reflect community values will be subject to discipline by an administrator or their designee. All school activities are considered part of the school day and are subject to all school rules and regulations.

SCHOOL BOARD MEMBERS

Carolyn Mebert	Chairperson	Ward 3
Jessica Rozzo	Vice Chair	Ward 5
Kathleen Morrison	Secretary	At Large
Maggie Fogarty		Ward 1
Robin Trefethen		Ward 2
Micaela Demeter		Ward 4
Michelle Clancy		Ward 6

Dr. William Harbron, Ed.D.
Superintendent of Schools
61 Locust Street, Suite 409
Dover, NH 03820

SCHOOL ADMINISTRATION

Peter Driscoll

Principal of Dover High School

516-6920

p.driscoll@dover.k12.nh.us

Kimberly Stephens

Dean of Students, Grades 9 & 11

516-6910

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Kori Kennedy

Career Technical Center Director

516-6976/6977

k.kennedy@dover.k12.nh.us

Thomas Waldron

Dean of Students, Grades 10 & 12

516-6908

t.waldron@dover.k12.nh.us

Valerie West

Dean of Instruction

516-6974

v.west@dover.k12.nh.us

Linda Madden

Dean of Student Services

516-6908

l.madden@dover.k12.nh.us

Peter Wotton

Athletic Director

516-6950

p.wotton@dover.k12.nh.us

Robin Eich

Bellamy Academy Dean of Students

516-6058

r.eich@dover.k12.nh.us

ACADEMICS

ACADEMIC INTEGRITY

At Dover High School we take pride in our work. Academic integrity is expected of all students. Tests, quizzes, projects and assignments must be representative of our own efforts.

If a student is caught cheating or plagiarizing an assignment, the student will receive an academic consequence for the assignment, which in most cases will mean a grade of zero for the assignment, and the teacher will contact the parent(s) or guardian. Additional disciplinary action may be taken depending on the severity, extent, and occurrence(s) of the cheating or plagiarizing.

Breaches of academic integrity include:

Plagiarism – The use or reproduction of the published or unpublished work of another without acknowledgement through proper citations and may include the copying and submission of an assignment or parts of an assignment written by another student. This includes but is not limited to work produced by another student, an author, or found on the internet. Student work must be written in the student's own words. Guidance in avoiding plagiarism is offered through English classes and is reinforced in other disciplines as well. A student should always consult his/her teacher for concerns around proper rewording, quotations, and citations.

Cheating – The unauthorized use of notes, textbooks, oral, visual, or electronic communication, online translators or other aids during an exam, quiz or related assignment as well as the copying of the work of another student during an exam, quiz, or course assignment. The use of electronic devices to store, copy, and distribute materials students are not supposed to possess is an act of cheating. Giving assistance in this manner is as much cheating as receiving the assistance.

Duplication – The use of the same or closely related paper or report for more than one class without the permission and knowledge of the instructors.

Alteration/Fabrication of Data – The submission of data not obtained by the author and presented as his/her own or the alteration of another student's data, which is then presented as his/her own.

Unauthorized Collaboration – The sharing of quiz/exam questions or answers with another student without the permission of the teacher. This also includes the submission of a lab report authored by a lab partner or partners which was instructed to be an "individual" assignment or any group collaboration on assignments expected to be completed individually.

Participation/Facilitation of acts of academic dishonesty

- Stealing tests, quizzes, or student work
- Alteration of academic records including grades on assignments, tests, progress reports or report cards
- Sabotaging the work of another student
- Distribution of materials for the purpose of cheating
- The offer of a bribe to any student or staff in exchange for special consideration
- The misuse of school, student, or teacher resources including print or electronic library resources.
- The misuse of computer equipment used for assessment purposes
- Sharing information about the content of an assessment with a student who has not yet participated in that assessment
- Any use of electronic devices to distribute class work, homework and examinations for the purpose of cheating

FLEX BLOCK

Flex block is a 30-minute learning block that occurs each day. The flex block provides students opportunities for interpersonal relationships with the same advisor throughout high school as well as extra academic support from subject teachers, re-assessment, and remediation or re-teaching. In addition, flex block is time for enrichment activities and college and career preparation.

ACADEMIC INTERVENTION

Assessment practices will reflect 80% summative and 20% formative weighting for all classes. Summative assessments can include, but are not limited to, tests, papers, presentations, and individual and group projects.

REINSTRUCTION AND REASSESSMENT

Please refer to the Program of Studies for specific policies.

CONCUSSION PROTOCOLS

Parents and students must be mindful that a concussion impacts a student's ability to learn. It shall be the parent's responsibility to notify the school nurse of all non-school related concussions or concussions not reported to school staff, including the athletic trainer. When a sports related concussion occurs, the trainer will notify the nurse of the injury and keep the nurse apprised of the student's progress in getting over the injury.

Upon diagnosis of a concussion by a physician or the school's athletic trainer, the school nurse will notify the student's teachers and school counselor. The notification will contain all concussion protocols from the physician and/or the athletic trainer. Teachers are to notify the school nurse of any academic issues they believe are related to the concussion and the school nurse will pass that information along to the parents. The administration, staff, athletic trainer, and school nurse will work to ensure that the student is provided with the support they need to be successful while the student is still experiencing symptoms and after their return to full academic participation.

Parents are required to provide the school nurse with documentation that outlines the student's status and physician notification of when the student has been cleared. Such clearance does not necessarily mean a student can return to athletic competition as they must also clear all protocols implemented and assessed by the athletic trainer.

TRANSCRIPT PROTOCOLS

Students may request official copies of transcripts from the School Counseling Department. All transcripts for scholarship applications are free. Two copies of official transcripts for college applications are free. There is a two dollar per copy charge for subsequent copies.

GRADUATION PROTOCOLS

Requirements for the diploma include all credit requirements established by the Dover School Board and the State of New Hampshire. Only students earning a Dover High School Diploma will participate in Dover High Commencement Exercises. Students earning the Dover Adult Learning Center Diploma shall participate in the DALC graduation ceremony. Students earning a High School Equivalency Test (HiSet) shall participate in the Dover Adult Learning Center ceremony and / or the ceremony conducted by the educational organization granting the HiSet.

Participation in graduation exercises is a privilege reserved to students who have met the necessary criteria. It is not a right. The Dover High School administration reserves the right to revoke the student privilege of participating in graduation exercises as part of a disciplinary measure. Students owing the school money for lab fees, lost books, sports uniforms/equipment, library materials, vandalism, class dues or other incurred costs will not be allowed to participate in graduation exercises.

NATIONAL HONOR SOCIETY SELECTION PROCESS

1. The NHS member excels in the areas of scholarship, service, leadership, and character. Shortly after 1st semester report cards come out the NHS advisor reviews student academic records to determine those

- persons whose scholarship make them eligible for membership. Students must have a cumulative Grade Point Average of 3.7 at the end of the First Semester of their sophomore year to be considered for induction.
2. Eligible students are notified and informed that for further consideration for selection to the DHS chapter they must complete the Student Eligibility Activity Form, outlining their accomplishments in the areas of Service and Leadership. These forms must be returned to the advisor as part of the application process.
 3. Faculty evaluations are used to supplement the Student Activity Information Forms gathered from each candidate. The faculty evaluations are used to support the strength of a student's candidacy in the areas of service, leadership, and character. Faculty evaluations are based on a 4-point system with four being high and one being low. Ratings of "two" or "one" are to be followed by commentary indicating the circumstances for the below-average ratings. Teacher evaluations take into consideration areas such as behavior, honesty, courtesy, respect for others, classroom involvement, and contribution to the school community. Students must also submit a letter of recommendation from a reference outside of the school that attests to their character.
 4. The Faculty Council is made up of a cross section of the faculty. The Council reviews the information from the Student Activity Form, faculty evaluations, and outside recommendations to determine who is selected for NHS induction.
 5. The members of the Faculty Council vote on the induction decision.

If a student feels he/she has been wrongfully denied admittance to NHS there is an appeal process. The process begins with the advisor who will review relevant information with the student. This review will either help the student understand the Council's decision and provide effective direction for a successful application process the following year; or the student will decide to take the appeal to the next level. The next level involves a review of all relevant information by the school principal who will make the final decision on the application. All appeals must be heard before the induction ceremony.

Continued membership in the National Honor Society is incumbent upon the student remaining true to the standards associated with scholarship, leadership, service and character. A student membership can be revoked for behavioral issues including, but not limited to academic honesty and offenses resulting in suspension.

The World Language Department annually recognizes students with a 90 or above grade for that year for membership in the World Language Honor Society. In addition, the World Language Honor Society awards a red cord to be worn at graduation to students who have earned a 90 or above in all four years of a language sequence culminating in completion of a Level IV- Honors course. The cord is not awarded for obtaining a 90 or above in a Level IV- Honors class if a student has a grade below a 90 in a Level I, II, or III course.

NATIONAL TECHNICAL HONOR SOCIETY SELECTION PROCESS

1. The NTHS member excels in their respective career technical area, leadership, character, and citizenship. Shortly after 1st semester report cards come out the NTHS advisor reviews student academic records to determine those persons who may be eligible for membership.
2. Eligibility criteria at DHS, is a minimum cumulative Grade Point Average of 3.0 and an overall CTC grade average of 87 in their respective career technical program after the 1st semester of their second year in a CTC program. A student must have 10 or fewer unexcused absences for the year. Students must be a senior completing at least their 2nd year in a Career Technical program.
3. Eligible students are notified and informed that for further consideration for selection into the NTHS, they must complete the Candidate Instructor Nomination Form in their career technical area and a Teacher Nomination Form from a Non-CTC Teacher outlining their accomplishments. These forms must be returned to the advisor by the established deadline.
4. Students also need to complete an application letter regarding their activities in and out of school, to include any leadership positions they have held during their High School career. The student will also need to include

what their plans are for the future regarding career and educational goals. This essay must be returned to the advisor in a timely manner.

5. Students are inducted into the NTHS if they meet all of the above criteria.

If a student feels he/she has been wrongfully denied admittance to NTHS there is an appeal process. The process begins with the advisor who will review relevant information with the student. This review will either help the student understand the Council's decision and provide effective direction for a successful application process the following year; or the student will decide to take the appeal to the next level. The next level involves a review of all relevant information by the CTC Director, who will then determine if the student's case warrants a revisit of the student's application.

ATTENDANCE

ATTENDANCE PROCEDURES

All students are required to be in school for the complete school day. (RSA 189:40 and 193:1) If a student will be absent from school, parents or guardians should telephone the Attendance Office (516-6915) on the day of the absence to excuse a student. Written excuses are to be presented *between 7:15 and 7:35 a.m. and within 48 hours* of the student's return to school. The note must contain the reason(s) why the student was absent, and the date(s) of absences being excused. Students who are 18 years of age or older, and are their own legal guardian, may excuse themselves in accordance with all applicable attendance policies.

Students who are absent from school are not allowed to participate in any after school activity without prior written approval by an administrator.

Regular and punctual patterns of attendance will be required of each student enrolled in the Dover School District. These requirements are outlined in Policy Code JH.

Students who are struggling to regularly attend school or engage in learning should communicate with their teachers and support personnel at DHS. Support personnel may include:

- School Counselor
- Advisor
- Dean
- Any trusted adult

TARDY TO SCHOOL

Accurate attendance is an important component of student safety and arriving on time develops personal responsibility. Students who arrive at school late must check with the main office attendant to be admitted to class. Students arriving after first block will be marked as a class cut by the teacher and given due process. Any student who is late five (5) times in a quarter or multiple of five (5) thereafter will be scheduled for an intervention. Only documented tardiness (proof of medical or court appointment) will exempt a student from ASI. Ten (10) or more tardies in a semester may impact eligibility for a campus parking permit.

TARDY TO CLASS

Students are expected to be present at the start of each class. Students who are consistently late for class should expect their teacher to call home to discuss the issue with parent/guardians. Chronic or excessive tardies will initiate the student's school support team to identify challenges and supports to attendance. Progressive interventions will be used to address chronic behavior.

UNEXCUSED ABSENCE FROM CLASS (CUT)

A student who has an unexcused absence from class will be subject to the following actions:

- Assignment of one day of After-School Intervention (ASI).
- Participation in school-sponsored activities may be revoked when ten or more cuts have taken place during a semester.
- Students who are placed in ASI more than five (5) times for cutting class will initiate a parent/administrator conference to determine necessary interventions.

UNEXCUSED ABSENCE FROM SCHOOL (TRUANCY)

Regular attendance for all school days is expected of students (see RSA 193:1 - Compulsory School Attendance). Unauthorized absence from school is considered truancy and will be treated as such (see RSA 189:35-a Truancy). Students between the ages of 6-18 who are absent from school without a proper excuse are considered truant under state law. Habitual Truancy is defined as 10 half days of unexcused absences from class.

excused absence: An absence from class will be considered excused if a parent or guardian report illness or there is documentation of a professional appointment (e.g. doctor, attorney, dentist, court, college tour) which cannot be made outside of school hours. Religious Holidays, a death in the family or other family or individual emergency will be considered excused. **Confirmation (parent phone call or in writing) will be furnished within 1 school day of absence.** Extenuating circumstances may be addressed individually by the building administrator. Whenever possible, pre-approval of an excusal should be sought. All absences without confirmation will be listed as "truant."

truant: Truancy is defined as any unexcused absence from class or school that is not properly excused by one of the reasons listed above.

half day: A half-day absence is defined as a student missing more than two hours of instruction time and fewer than three and one-half hours of instructional time.

- Tardy times will be accumulated and applied toward the half-day truancy count.
- The principal in each building will address truancy issues or appoint an employee annually to track and address truancy issues.

TRUANCY INTERVENTIONS

The following steps will be taken to address truancy, with the acknowledgement that steps may be combined and time frames may be dictated by the severity of the truant behavior:

- The student will meet with Administration/designee to discuss instances of truancy. Parents/guardian will be notified via letter and/or telephone contact.
- Personal contact may be made between the school administration (or designee) and parents/guardians if truancy becomes habit with the student's attendance.
- A home visit may be made by a school official or designee; home visits may include welfare checks by the Dover Police Department.
- School Counseling Department will be notified of truancy.
- Student may meet with their school counselor and/or Interventionist and a regular meeting schedule will be considered.
- After multiple instances of truancy, a face to face meeting with parents/guardian will be requested; a referral to the building level PAT team will be made or if identified with Special Education needs, a progress review meeting will be scheduled; additional summons may be issued; a copy of RSA 193:1 (Duty of Parent; Compulsory Attendance by Pupil) will be provided to parent either in hand or via registered mail; an attendance contract will be established including but not limited a team agreement of at what point a CHINS petition alleging habitual truancy will be filed with the courts.
- A CHINS petition alleging habitual truancy may be filed after 10 half days of truancy if school interventions are not effective in resolving the student's habitual truancy or if the family does not engage in developing a plan.

Legal Reference:

RSA 193:1, Duty of Parent: Compulsory Attendance by Pupil

RSA 193:16, Bylaws as to Nonattendance

RSA 189:34 – Appointment Truant Officer

RSA 189:35-a – Truancy Defined

NH Code of Administrative Rules, Section Ed. 306.18(c)(6), School Half Day

Unexcused absences (truancy) include students who miss an entire day or any part of a day of school without being properly excused. Students who leave school without being properly dismissed will not be excused after the fact, and may be considered truant. All excused absences may be reviewed and may not be accepted without proper documentation. Any absence can be referred to the School Resource Officer. Any student who is truant may be assigned three (3) days of After-School Intervention and may initiate additional interventions. A student that is considered truant may also have their parking privileges revoked.

DISMISSAL

Appointments should be made for non-school hours. If a student must be dismissed during school hours for an appointment, the parent must inform the Attendance Office when the appointment is, what it is for, and how long the student will be gone from school. Participation in extracurricular events after school and on weekends (including, but not limited to: Prom, Senior Banquet, Athletics, and School Performances) will be contingent on full student attendance with dismissals limited to only the proper excusals listed above.

EARLY DISMISSAL/LATE ARRIVAL

Under certain circumstances, eligible seniors may receive permission for early dismissal or late arrival. Students in good academic standing (GPA of 2.0 or better) may apply for this privilege.

Any student with attendance and/or serious discipline (more than ten ASIs or more than five days of suspension) issues may not apply for this privilege. Students granted early dismissal must be off school grounds immediately after Block 3 each day. An early dismissal student who needs to remain in the building after that time must have permission from the appropriate Dean of Students. This privilege may be reviewed with the student at any time if a student is failing a class.

EARLY DISMISSAL AND/OR RETURN TO SCHOOL

All students are required to be at Dover High School for the entire school day unless dismissed properly. Students who are dismissed from school before the end of the regular school day may not return to school unless they have documentation from a professional appointment (i.e. doctor, lawyer, counselor, etc.) which must be presented upon return from the appointment. Students with Early Dismissal status may not return to school until after 2:30 p.m. Students who have a reduced school day and are dismissed prior to the end of the school day are to leave the building directly after their last class. Students who have been authorized for Early Dismissal who fail to sign out appropriately or are found in the building may be subject to revocation of Early Dismissal. Extracurricular activities require students to attend all classes for which they are scheduled that day unless administratively excused.

LEAVING CAMPUS WITHOUT AUTHORIZATION

A student may not leave campus without prior permission from the Career Technical Center or Deans' Office. Students may not leave campus between classes. Once students arrive on campus, they must come directly into the building. Students who leave campus will be considered truant. Parents may not dismiss a student after the student has left school. If a student leaves campus without permission and return to the building, they may be subject to a search upon reentry.

STUDENT WELLNESS

Protecting the health and well-being of all students is of utmost importance to the school district. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

- Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, support systems, and seeking help for themselves and friends. This curricular content will occur in all health classes throughout the school year, not just in response to a suicide, and the encouragement of help-seeking behavior will be promoted at all levels of the school leadership and stakeholders
- Each school or district will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources
- When a student is identified as being at-risk, a preliminary risk assessment will be completed by a trained school staff member who will work with the student and help connect the student to appropriate local resources
- Students will have access to national resources that they can contact for additional support, such as:
 - National Suicide Prevention Lifeline: 988: suicidepreventionlifeline.org
 - The Trevor Lifeline: 1-866-488-7386: thetrevorproject.org/get-help-now
 - [Trevor Lifeline Text/Chat Services, available 24/7 Text "TREVOR" to 678-678](#)
 - Crisis Text Line: Text TALK to 741-741: crisistextline.org

All school personnel and students will be expected to help create a school culture of respect and support, in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they or a friend are feeling suicidal or are in need of help. While confidentiality and privacy are important, students should know that when there is risk of suicide, safety comes first.

For a more detailed review of policy changes, please see the district's full suicide prevention policy [JLDBB](#).

Counselor	Students Last Name
<u>Ms. Carolyn Schwartz, Director</u> (603) 516-6945	A, Ba-Bi, E, N, P, V, Z Class of 2025: A, Ba-Be, P
<u>Ms. Maureen LaGrua</u> (603) 516-6947	G, J, K, R
<u>Mrs. Kyle Cote</u> (603) 516-6980	S, T, U, W Class of 2025: S, T, U, V, W, Z
<u>Mr. Justin Pagnotta</u> (603) 516-6944	D, F, H Class of 2025: D, E, F, H
<u>Ms. Lisa Burrows</u> (603) 516-6948	Bj-Bz, C, I, O, Q Class of 2025: Bf-Bz, C, I, O, Q
<u>Ms. Amy Chase</u> (603) 516-6946	L, M, X, Y Class of 2025: L, M, N, X, Y

STUDENT CONDUCT

SAFETY

The personal safety of each student is of prime importance to the Dover School District. We believe our students should be knowledgeable of and use safe practices in all areas of their learning experiences at Dover High School.

It shall be the policy of this School District that all students will adhere to the applicable safety policies and procedures at all times while attending Dover High School. Each student will also be given safety instructions related to each appropriate academic and career technical education program. Behavior detrimental to the student or others will not be tolerated. Failure by a student to comply with the established safety policies and procedures set for each academic or career technical program may be cause for their removal from the program or further disciplinary action as deemed appropriate.

JICD - Student Conduct, Discipline, & Due Process

DUE PROCESS

All students will be given due process when enforcing all school rules.

Students subject to discipline under RSA 193:13 (Suspension and Expulsion of Pupils) and RSA 193-D (Safe School Zones Act), shall be entitled to all rights provided for under the law.

If a student receives a short-term suspension (ten school days or less), the student shall meet with the superintendent or a district official designated by the superintendent to discuss the charges and the evidence against the student. The superintendent or district official shall inform the student of the possibility of a short-term suspension. The student shall be given an opportunity to present his or her side of the story at this meeting. The student shall also receive a written statement directed to at least one of the student's parents/guardians explaining the disciplinary action taken against the student.

Suspensions are cumulative and will be kept on record throughout the student's career at Dover High School. Smoking, Fighting, Threatening, Hazing, Harassing, Bullying and Drug and Alcohol referral records will be kept on file during the student's entire career at Dover High School. All cases will be referred to the proper authorities.

AREA REGIONAL CAREER TECHNICAL CENTER STUDENTS

Area Regional Career Technical Center students will be referred to the Regional Career Technical Center office for administrative action. All Dover High School rules and regulations pertain to all area Regional Career Technical Center students.

CAMPUS SEARCH

The Administration may conduct searches of students and property on the Dover High School campus, including but not limited to: lockers, digital school accounts, backpacks and clothing. Parents/guardians will be informed of these searches. Searches are conducted in order to ensure the safety of staff and students. The Superintendent or his/her designee may authorize the Dover Police Department to utilize a Police Canine Team to conduct searches of the campus. The search may include, but is not limited to: lockers, common areas, classrooms, bathrooms, bicycles and all vehicles on school property.

DEFIANCE/DISRESPECT/INSUBORDINATION/NONCOMPLIANCE

We believe all people have the right to a safe and respectful learning environment, and the culture of the school is based on how we treat each other. Students are reminded that they need to be respectful to others at all times. Inappropriate or derogatory language used at Dover High School will result in a targeted intervention, which may include suspension. Suspensions are cumulative and will be kept on record throughout the student's career at Dover High School.

LEARNING ENVIRONMENT DISRUPTION

A student may not disrupt the learning environment of the school or another student. Tiered interventions will be used to match the level of disruption which may range from a verbal warning to a school board discipline referral. The administration may decide to remove a student from a learning environment or class activity when deemed necessary.

Skateboards, Frisbees, musical instruments, and athletic equipment must be stored away upon entering the building. Laser devices should not be brought to school unless prior approval has been granted by administration. These and any other objects found to be disruptive to the orderly function of the school will be turned into the Deans' Office and the student may face disciplinary action.

SCHOOL PASSES

Students moving about the building between locations during instructional time should have a valid pass. The pass represents a plan between a student and adult to use an area of the facility for a certain amount of time. Students may be asked to show their pass to a school adult to demonstrate that a student is in an authorized area of the school.

AUTHORIZED AREAS WITH A PASS

Offices, bathrooms, learning commons, academic locker, library, nurse, and the Gourmet's Table with a reservation are areas that students are authorized to visit provided they have a signed pass.

UNAUTHORIZED AREAS WITH A PASS

Loitering on the mezzanine, wooded areas surrounding the school, unscheduled lunch, locker room and unauthorized internet websites are deemed unauthorized areas.

Staff members may refer students for administrative action for being in an unauthorized area within the building. Any suspended student found on school grounds shall be subject to further disciplinary action and is in violation of **RSA193:15**.

COURTYARD

Classroom Usage

Teachers may use Courtyard with their classes. They should follow the protocols below that mirror taking a class outside to other areas of the campus.

1. Let the Attendance Office know where you will be and a cell phone number at which you can be reached.
2. Bring your Emergency Binder in case of an event.
3. Be respectful of classrooms that face the Courtyard in terms of proximity and noise.

Lunch Usage

Students may eat in the lower level as far as the built-in benches and the stairs. The upper level is reserved for classes who wish to use this learning space. Students need to make sure all trash is put into the trash receptacles provided. Students may exit the Courtyard at lunch via any of the following five doors: CY-01, CY-02, CY-03, CY-08, CY-09.

Between Classes

Students may use the Courtyard as a means of travel between classes via any of the following five doors: CY-01, CY-02, CY-03, CY-08, CY-09.

Learning Common

Except during Block 3, the Courtyard tables maybe used as a learning common with an authorized pass from a classroom teacher.

VANDALISM OR THEFT

Any student involved in vandalism or theft of school or personal property will be responsible for restitution, may receive a suspension, and will be reported to the police. Serious or repeated violations may result in an expulsion hearing.

DIGITAL AGE LEARNERS

We live in an age of education where technology is rapidly advancing, and students must learn how to navigate an evolving digital world. Digital Citizenship focuses on empowering learners to be in community with others in online spaces that goes beyond personal responsibility; it's about being active citizens who see possibilities instead of problems and opportunities instead of roadblocks as students curate a positive and effective digital footprint. Being a digital learner means:

- Using technology to make your community better.
- Engaging respectfully online with people who have different beliefs than you.
- Using technology to make your voice heard by public leaders and to shape public policy.
- Determining the validity of online sources of information.

International Society for Technology in Education (ISTE) Student Standards

1. Empowered Learner:
 - a. I use technology to set goals, work towards achieving them and demonstrate my learning.
2. Digital Citizen:
 - a. I understand the rights, responsibilities, risks and opportunities of living, learning and working in an interconnected world.
3. Knowledge Constructor:
 - a. I critically select, evaluate and synthesize digital resources into a collection that reflects my learning and builds my knowledge.
4. Innovative Designer:
 - a. I solve problems by creating new and imaginative solutions using a variety of digital tools.
5. Computational Thinker:

- a. I identify authentic problems, work with data and use a step-by-step process to automate solutions.
- 6. Creative Communicator:
 - a. I communicate effectively and express myself creatively using different tools, styles, formats and digital media.
- 7. Global Collaborator:
 - a. I strive to broaden my perspective, understand others and work effectively in teams using digital tools.

<https://www.iste.org/standards/for-students>

PERSONAL ELECTRONIC DEVICES

Students may possess a cell phone and personal electronic devices but the devices must remain off and out of sight while students are in class, assemblies or other school activities where their use would be a distraction. Dover High School offers an array of technology resources for students to use as part of their educational journey, so there is diminished need to rely on personal electronic devices for educational purposes. All technology resources (hardware, software and network access) are to be used ethically, responsibly and in compliance with student acceptable use policy EHAA-S

- During instructional time a teacher may provide permission for students to use personal electronic devices in their classroom.
- Students may use their devices during transition times and non-instructional time.
- Any use of cell phones or other electronic devices that violates any Board policy/procedure or school policy is strictly prohibited. In addition, accessing, viewing, posting, forwarding or displaying any materials that are defamatory, abusive, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited.
- Videotaping, photographing or audio recording of any individual without their knowledge and consent is prohibited.
- Distributing audio or video recordings of individuals without their express knowledge and consent is prohibited. The recording and or taping of fights or other inappropriate conduct may result in disciplinary action. With consent of parents, students can share information on their phones or provide screenshots to the Administration.

Students who violate these guidelines will be reviewed under school policy, and the appropriate steps necessary to maintain a safe and positive learning environment will be taken. Today's technology allows the widespread dissemination of a variety of means of communication (text, images, video, symbols, etc.) that can create the conditions that meet the parameters of bullying. Unauthorized collection of images and video of other students and/or their use in a manner that disrupts the normal operation of the building, defames or damages the reputation of another student or group of students, or causes an emotive experience for a student or a group of students will be investigated under all relevant policies.

Dover High School will not be responsible for lost, stolen or damaged electronic devices. Students are encouraged to register their devices with the School Resource Officer (SRO) at Dover High School. Furthermore, all evidence of illegal activities involving electronic devices will be referred to the Dover Police Department.

DANGEROUS OBJECTS/EXPLOSIVE DEVICES/FIREARMS

When a student's action is determined to be unsafe toward oneself or others, immediate disciplinary action will be taken.

Any object deemed as dangerous is not allowed. Such objects will be confiscated. Hand tools found outside of Career Technical Center classrooms will be forwarded to the Career Technical Center Director so that safety procedures and program enrollment can be addressed with the student.

The student involved with such an object will face immediate ***administrative review which may result in suspension and a possible expulsion hearing***. A referral will be made to the Dover Police Department. Any student who brings a firearm to school will be immediately suspended pending an expulsion hearing with the School Board. Students expelled for a firearm violation face a mandatory 12-month expulsion from school in accordance with State Law. (**RSA 193:13, III**)

The term “weapons” includes, but is not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns, ammunition etc.) knives, slingshots, metallic knuckles, firecrackers, billies, stilettos, switchblade knives, sword canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons (as defined by RSA 159:24), self-defense weapons (as defined by RSA 159:20) or any other substance, object, or thing which, in the manner used, or threatened to be used, is known to be capable of producing death or bodily injury.

In addition, students who knowingly possess a firearm (as defined by 18 USC 921) in school or on school property, including school buses, without written authorization from the superintendent shall be expelled from school for at least one year (365 days) and also shall be referred to the criminal justice system. Any expulsion shall be subject to review if requested prior to the start of each school year, and any parent or guardian has the right to appeal any such expulsion to the State Board of Education.

The Superintendent may modify the expulsion requirements above, in accordance with applicable law, on a case-by-case basis.

FALSE ALARM/BOMB SCARE/RUMORS/ARSON

If a student deliberately causes a false alarm, bomb scare, tampers with the sprinkler system, commits arson, or creates a malicious rumor concerning the safety of students or the school, the student may be suspended pending an expulsion hearing with the Dover School Board and will be referred to the Dover Police Department.

SMOKING/VAPING

State law and school board policy prohibits smoking/vaping in school buildings and on school grounds at all times by all persons; this includes vaping with electronic cigarettes and vapor pens. Dover High School policy also prohibits the possession of any tobacco or nicotine products. Students who act as lookouts for smokers, are knowingly present, or in possession of a device will be subject to discipline. Any student in violation of the laws concerning tobacco products and/or smoking, including but not limited to e-cigarettes and vapor pens as defined in RSA126- K, Youth Access to and Use of Tobacco Products, may be referred to the Dover Police Department.

Students struggling with nicotine related substance abuse and looking for help will be supported in their efforts to live substance free. An outline of supports and interventions can be found in school board policy JICH- Student Substance Abuse Policy

OTHER VIOLATIONS

Gambling, card playing, littering, hindering a school investigation, electronic tampering (including misuse of the Internet and e-mail), or conduct unbecoming of a Dover High School student will be reported to the administration. Students are required to gain administrative approval to post any notices or posters in school or to pass out any literature. Violations will result in a warning, restoration project, detention, or After-School Intervention(s). Serious or repeated violations may result in suspension or expulsion.

DISPLAYING AFFECTION

Students are expected to respect the professional environment of the school and to maintain the personal boundaries of others. Overt displays of affection such as fondling, “open-mouth” kissing and/or “French” kissing, which may be interpreted by others as undue familiarity and improper decorum in a school setting, are prohibited.

Interventions may include a conversation with a staff member, referral to the Deans’ Office, and parent/guardian contact.

DRESS CODE

STUDENT DRESS CODE – Policy JICA, Adopted August 2020

Dress Code Philosophy

Dover School District’s student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- The District will use body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with images or language that displays pornography, nudity, sexual acts or hate speech.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Dress Code - STUDENT DRESS CODE – Policy JICA, Adopted August 2020

Dover School District expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principle: Certain body parts must be covered for all students, at all times:
 - a. Clothes must be worn in such a way that genitals, buttocks, breasts, and undergarments are fully covered with opaque fabric (not see-through), at all times.
 - b. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.
2. Students **MUST WEAR*** the following, while adhering to the principles of Section 1 above:
 - a. A Shirt (with fabric in the front, back, and on the sides) **AND**;
 - b. Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts) **AND**;
 - c. Shoes.

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoe requirements are permitted (for example, athletic shoes for PE).

3. Students **MAY WEAR** the following, while adhering to the principles of Section 1 above:
 - a. Religious headwear.

- b. Hooded sweatshirts (hood must not be worn).
- c. Fitted pants, including opaque leggings, yoga pants and “skinny jeans”.
- d. Ripped jeans (as long as this is done in a way that does not violate Section 1 above).
- e. Tank tops (as long as this is done in a way that does not violate Section 1 above).
- f. Athletic attire.

4. Students CANNOT WEAR:

- a. Clothing with violent language or images.
- b. Clothing with images or language depicting or suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- c. Clothing with hate speech, profanity, pornography.
- d. Clothing with images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- e. Clothing that reveals undergarments.
- f. Accessories that could be considered dangerous or could be used as a weapon.
- g. Any item that obscures the face or ears (except as a religious observance).
- h. Any shirt that does not cover the torso and/or meet the hem line of the pants, shorts, skirt, etc. being worn.

5. Dress Code Enforcement:

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- a. Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
 - o Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
 - o Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
 - o If necessary, students’ parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- b. No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- c. School staff shall not enforce the school’s dress code more strictly against transgender and gender nonconforming students than other students.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom. Students who feel they have been subject to discriminatory enforcement of the dress code should contact the building administrator.

- d. Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. “Shaming” includes, but is not limited to:
- e. Having a student kneel or bend over to check attire fit;
- f. Measure a student’s straps or skirt length;
- g. Asking students to account for their attire in the presence of others;
- h. Calling out students about perceived dress code violations in the presence of others; in particular, directing students to correct clothing items that may be exposing undergarments (sagging pants or neckline of a shirt);
- i. Calling out students for their religious or cultural attire; and,
- j. Accusing students of “distracting” other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom. Students who feel they have been subject to discriminatory enforcement of the dress code should contact the building administrator.

FIGHTING/THREATENING/HAZING

Hazing, fighting, or threatening others will not be tolerated at Dover High School. Students found to be involved in hazing, fighting, or threatening others may be suspended from school and reported to the proper civil authorities. In order to be readmitted to school, the student must be accompanied by a parent/guardian and meet with an administrator. Participants may be liable for damage to people or property.

A student can be disciplined for off-campus actions, including any offensive language that affects the safety, environment, and learning at school. Students are not allowed to use communication tools to stalk or otherwise harass others.

If a “third party” becomes involved in any manner with a fight in progress, then the individual/group may be subject to disciplinary action.

BUS CONDUCT

School Transportation Policy EEAEC describes appropriate conduct while riding the bus and is made available to students at the beginning of the school year. Poor behavior on the bus will become part of the student’s behavioral record and may be cause for loss of bus privileges and disciplinary action. ***All school rules and expectations apply to the bus stop and bus ride.***

INTERVENTIONS AND SUSPENSIONS

Dover High School maintains the position that effective disciplinary responses address behavior while refraining from interrupting a student's education to the extent possible. Interventions to student misbehavior will incorporate educative and restorative components and utilize progressive disciplinary measures so students may grow in self-discipline. Considerations for graduated discipline interventions will include evaluation of frequency and severity of infraction, with safety being of the utmost concern.

Graduated and age-appropriate system of supports and intervention strategies:

- Parent conferences,
- Counseling,
- Peer mediation,
- Instruction in conflict resolution and anger management,
- Community mental health referral,
- Restitution/community service, and
- Rearranging class schedules.

Graduated and age-appropriate disciplinary consequences:

- Restriction from extra-curricular activities,
- Restricted areas of school building
- Temporary (same day) removal from class or activity,
- Afterschool intervention (ASI)
- Temporary reassignment/in-school suspension
- Out-of-school suspension, and
- Expulsion.

Teacher interventions include but are not limited to,

- Parent/guardian phone call to establish feedback loop
- Student-Teacher conference
- Schedule time during flex-block
- Teacher Detentions
- E-Referral to Administration for review

Referrals can be generated by any faculty or staff member at DHS regarding a concern over student behavior and will generate a response that includes due process and an intervention designed to address the concern. Interventions may include social-emotional support, changes in student programming or disciplinary consequences depending on the situation. The goal of interventions are to address student concerns that balances support and accountability.

Restitution

Handbook violations may result in harm to others, the school, community and/or to personal property. Student behavior that results in harm may be asked to restore or repair the harm if possible. This may include a restitution plan developed between student and administrator, repayment of items damaged or stolen, and/or involvement of

community supports. Significant or repeated behaviors, or behaviors that are unresponsive to the above interventions may yield one of the possible outcomes listed below.

After-School-Intervention (ASI)

After-School Intervention will be served for one hour in a room designated by the administration. Any student who is absent on a scheduled day of A.S.I. will automatically be rescheduled for the first day of return after the absence. All A.S.I. will be scheduled through the Dean's Office. Refusal to serve an ASI may result in additional consequences.

Pupil Assistance Team (PAT)

The PAT team is comprised of the school psychologist, behavior intervention specialist, Dean(s), school counselors, and teachers. The team meets to discuss students with multiple indicators to review their current school performance. The goal of the group is to create interventions that interrupt lagging behaviors until the student can resume self-sufficient behaviors. Referral(s) to the PAT may occur at any time throughout the student's enrollment.

Behavior Contracts

Students with chronic or severe behavior infractions may be placed on a behavior plan to address the specific issues they are working to overcome.

In-school Suspension (ISS)

Students may be assigned to the ISS during the school day based on available space and circumstances. The room is located inside the Dean's Office. Students must follow all classroom rules including cell phone use.

Out of School Suspension (OSS)

The principal or his/her designee may suspend a student from school for up to ten days. During the suspension period, the student is not allowed on school grounds. Parent/guardians are notified of suspensions and the reasons for the action by a phone call and in writing.

IN-SCHOOL SUSPENSIONS (I.S.S) AND OUT-OF-SCHOOL SUSPENSIONS (O.S.S)

Students suspended from school are not allowed to participate in any school activity while on suspension status. **(RSA 193:15)** Students suspended from school who return to school or attend events will have an additional day's suspension added to their time. Students must communicate with teachers for make-up work missed due to suspension.

In-school suspension will run during regular school hours. Students are expected to report to their respected Dean's Office upon to the start of the school day. Students may engage in academic work to be completed while in in-school suspension.

Offenses involving drugs and alcohol, weapons or violence will result in automatic out-of-school suspensions of three days for a first offense, five days for a second offense, and ten days for a third offense. Suspensions in this category require a re-admittance meeting with the parent and student and may result in a behavioral contract.

BEHAVIORAL CONTRACTS

Students with chronic behavior problems may be required to sign a Behavioral Contract in order to attend classes and have full access to all opportunities and events offered by Dover High School. The contract will be based on specific behavioral expectations related to the student's history.

SCHOOL BOARD DISCIPLINE COMMITTEE

The School Board Discipline Committee is comprised of three fixed members of the School Board. The Discipline Committee shall hear and adjudicate all discipline hearings in the Dover School District involving suspension of students for more than ten days or expulsion. The School Board authorizes the superintendent to impose suspensions of longer than ten days, provided that the superintendent was not the person who imposed the original ten day-suspension and provided that the suspension in excess of ten days is not imposed until after the student has been given a hearing before the superintendent. The Discipline Committee does not review appeals of student disciplinary decisions unless a right to appeal is explicitly conferred by policy or by law.

Once a student's file is referred to the Discipline Committee, the Committee shall, as soon as practicable, set a date for a hearing.

Long-term suspensions (in excess of ten days):

1. Upon issuance of a long-term suspension, there shall be a written communication to the student and at least one of the student's parents or guardians, delivered in person or by mail to the pupil's last known address, prior to the hearing, for the charges and explanation of the evidence against the pupil.
2. The student is entitled to a hearing in which school officials shall present evidence in support of the charges and the student or the student's parent/guardian shall have an opportunity to present any defense or reply. The student or parent/guardian shall have the right to examine any witnesses presented by school officials. The student may, together with a parent/guardian, waive the right to a hearing and admit to the charges made by the superintendent.
3. Following the hearing, the Discipline Committee shall issue a written decision which includes the legal and factual basis for the conclusion that the student should be suspended.
4. The Discipline Committee will provide notice to the student with notice that the decision of the School Board may be appealed to the State Board of Education, or, if the hearing is held before the superintendent, an appeal may be made to the School Board within ten days of the superintendent's decision.

Expulsion

1. The Discipline Committee, acting on behalf of the Dover School Board, may expel a student after there has been a formal hearing with the superintendent prior to expulsion.
2. The hearing may be held either before or after the short-term suspension has expired and, pending the disciplinary hearing, may result in expulsion by the Dover School Board.
3. The Discipline Committee will provide written notice to the student and at least one of the student's parents/guardians, delivered in person or by mail to the student's last known address, of the date, time and place for the hearing. The notice shall contain a statement of the charges and the nature of the evidence against the student and the superintendent's recommendation for school board action and a description of the process used by the superintendent to reach his or her recommendation. The notice shall be delivered to the student and at least one of the student's parents/guardians at least five days prior to the hearing.
4. The Discipline Committee shall conduct the hearing in accordance with New Hampshire Administrative Rule Ed. 317.04(g).
5. The Discipline Committee shall issue a written decision stating whether the student is expelled and, if so, the length of the expulsion. If the decision is to expel, the decision must include the legal and factual basis for the decision including the specific statutory reference prohibiting the act for which the student is expelled. The expulsion shall run until the school board later reviews it and restores the student's permission to attend school, and the written decision shall state any action that the student may take to be restored by the Board. The decision shall also state that the student has the right to appeal the decision to the state board of education within twenty calendar days of receipt of the decision from the Board.

ADDITIONAL PROCEDURES

VISITORS

Students are not permitted to bring visitors to school. Prospective students who wish to tour, shadow or visit Dover High School may coordinate plans through the Dean's Office.

FIRE DRILLS AND EMERGENCY SITUATIONS

The signal for a fire drill is a continuous sounding of the alarm. Students and teachers will leave the building by the nearest exit in an orderly manner leaving books and backpacks behind. Directions for leaving the building during a fire drill are clearly posted in each room and area. Students should remain with their class and immediately report to their designated area where attendance will be taken by the teacher. No person is to reenter the building until the all clear is given. Students are expected at all times to follow the directions of school and safety personnel.

LOCKERS

Students may request a locker from the school counseling office. Students are responsible for their own possessions. Any valuables brought to school are subject to a number of risks; therefore, it is recommended that students not bring personal property to school. While school personnel will take all reasonable steps to help students recover lost or stolen personal items, students and parents are reminded that the school district does not ensure student property and that the school is not responsible for any damage, theft, or loss of personal items.

The lockers are school property and remain under control of the school at all times and proper authorities may open lockers if it is believed that the welfare, safety or health of the student body is threatened. Students are responsible for whatever is contained in lockers assigned to them by the school. School authorities may conduct inspections of lockers at any time with or without students being present. The school retains access to student lockers by keeping a master list of combinations and retaining a master key. Students may not use their own locks and any unauthorized locks may be removed without notice and destroyed.

A student who uses a locker that is the property of the school is presumed to have no expectations of privacy in that locker or the locker's content.

The student is responsible for the control, appearance and condition of the locker. Students should not write in or on lockers. Decals and similar materials are not to be placed inside or outside.

FOOD AND BEVERAGES

Students are permitted to have food and beverages except in posted areas. Healthy food and beverage choices are encouraged. Items that impede or are not conducive to a learning environment may be confiscated. Students who leave for appointments are not allowed to bring back outside food or beverages for other students / staff in the building. All deliveries of food / beverages need to be cleared through the Dean's Office and need to be part of a class / organization / special activity. Food and drink are permitted in the classroom at the discretion of the teacher. It is recommended that fluids (if allowed) be limited to water. Any food containing nuts is discouraged because of the many students and staff who have a life-threatening nut allergy.

OBLIGATIONS

All student obligations must be paid in full by the end of each semester to be in good standing. Some student activities may be limited if a student has overdue obligations, such as prom or graduation.

TEXTBOOKS

Textbooks are loaned to students for use during the school year. Books are to be kept clean and handled carefully. Be sure your name and grade are listed in the book label on the cover in case the book is misplaced. All texts will be returned or paid for before or at the time the final examination is taken. Students failing to pay for damaged or lost textbooks, lost library books, or lab fees may be excluded from participating in student events, including graduation ceremonies.

PARKING

No student shall park any motorized vehicle on any school property during the hours that school is in session without an authorized parking sticker that has been issued by Dover High School administration. Steps will be taken to identify unauthorized vehicles, and interventions will be put in place for violation which may include school consequences and towing.

In the event that a student has multiple parking infractions (parking in a lot without an authorized permit for that lot) and the school has imposed tiered interventions to address this behavior, students will be notified in writing that any subsequent infractions will result in their vehicle being towed off campus at the owner's expense.

PARKING STICKER ELIGIBILITY – ATTENDANCE/TARDIES

Students must meet school expectations related to attendance in order to be eligible to receive a parking permit. Excessive tardies, defined as ten or more in either semester, makes a student ineligible. Students may earn the privilege of buying a parking permit back by signing an attendance contract with the appropriate dean. If a student exceeds the attendance limit, he or she will lose their parking privileges. The parking fee will not be refunded. Juniors or seniors who have ten or more tardies in the first or second semester will have their parking privileges suspended and will not have them returned until a contract is signed.

SENIORS: Seniors are eligible to purchase a parking sticker for their last year at Dover High School. A senior who receives 10 or more tardies during the first or second semester of the junior year must sign and successfully

complete an attendance/tardy contract before being able to purchase a parking permit. Students who have 10 tardies in the first or second semester of their senior year will have their parking privileges suspended and will not have them returned until a contract is signed. ***Parking fees will not be refunded.***

JUNIORS: Juniors are eligible to participate in a lottery for the remainder of the parking spots left over from the senior purchase at the start of the year. Students selected may not purchase a parking sticker if they recorded 10 tardies in the first or second semester of their sophomore year. A junior who receives 10 or more tardies during the first or second semester of the sophomore year must sign and successfully complete an attendance/tardy contract before being able to purchase a parking permit. Juniors who accumulate 10 tardies in the first or second semester of their junior year will have their parking privileges suspended and will not have them returned until a contract is signed. ***Parking fees will not be refunded.***

FRESHMEN/SOPHOMORES: Freshmen/Sophomores are not eligible to purchase a parking sticker.

PARKING STICKER ELIGIBILITY – OBLIGATIONS

Parking applications will not be issues if there are outstanding obligations.

BEFORE AND AFTER SCHOOL PROCEDURES

The Dover High School building opens to students at 7:00 am. Once on school grounds, students must not leave during the school day without proper dismissal. Students who do leave without permission shall be considered truant and will be subject to appropriate interventions. After the close of school students are expected to leave the building and grounds, unless under the direct supervision of a teacher or staff member. Students who are receiving assistance from a teacher, involved in a co-curricular activity or serving detention may remain in the building until that activity is complete.

FIELD TRIPS

Field Trips are defined as any activity not held on school grounds. Field trips may be a day activity or an extended overnight activity. Field trips are considered important components of our school curriculum. Student attendance on field trips is a privilege, not a right. All students are to understand that he/she represents Dover High School and they shall abide by school rules and regulations while participating on the field trip.

A field trip advisor may also impose other rules and regulations pertaining to field trips. The school district reserves the right to exclude students for questionable behavior. Students serving suspension are ineligible to participate on field trips.

Students found participating in acts of gross misconduct including, but not limited to, possession/use of drugs, tobacco, or alcohol, vandalism, theft, violence, and/or sexual misconduct will be returned home at the expense of their parents. The district reserves the right to inspect all luggage and carry-on items prior to departure. The district also reserves the right to pursue financial compensation from students/parents for damages that occur on the field trip. Students are to immediately report any misconduct mentioned above as well as acts of bullying, hazing, or harassment to the trip advisor.

RESIDENCY

Residency for the purpose of enrollment in a District school shall be defined by RSA 193:12. No person shall attend school, or send a pupil to the school, in any district of which the pupil is not a legal resident, without the consent of the district or of the school board. Except as otherwise provided in RSA 193:12, the legal residence of a pupil in the case of a minor is where their parents reside. The Board reserves the right to request proof of residency and custody (if applicable) for students new to District and students in District suspected of not having legal residency per state law. Please see Policy JECB-R for complete policy.

It is the responsibility of parents/guardians to notify the Dover High School Main Office or School Counseling Office in the event of a change of student address and to provide proper documentation verifying the new address.

SCHOOL SERVICES

LIBRARY MEDIA CENTER

The library is open from 7:20 a.m. until 2:35 p.m. It is a place for quiet study, reading and research. The library supports instructional and learning activities for educators and students by providing an array of informational resources. A full range of library services is available, including: circulation of paper books, periodical subscriptions

for browsing and research, remote access to information provided by databases in addition to electronic books, instructor reserves, research/reference support, and information via free access to the Internet and interlibrary loan. . Students must sign in and out when using the library to monitor attendance and use of this space.

COMPUTER ACCEPTABLE USE

Dover High School is pleased to offer its students access to the Dover School District's network system, SchoolNET allows students to access the Internet, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. Successful operation of the network requires that all students conduct themselves in a responsible, decent, ethical, and polite manner while using school computers. Each student is ultimately responsible for his or her own actions in accessing SchoolNET. Students should read and understand the SchoolNET Acceptable Use Policy (EHAA), which can be found online at www.dover.k12.nh.us/technology by clicking on Policies and Procedures. In addition, students new to the district should sign and return a Student Acceptable Use Form (EHAA-S) available online at the same location. These documents outline what the school deems proper and improper use of our technology resources. Misuse of any aspect of the network, including school hardware, school software and peripherals will result in disciplinary actions. Students are responsible for the repair cost of any computer hardware damaged during their use.

Internet violations will be kept on file during the student's entire career at Dover High School. All cases will be referred to the proper authorities.

TOWN SQUARE/CAFETERIA

The cafeteria will be open from **7:00-7:34 a.m.** to serve breakfast. It will be open again during designated lunch periods. Students will return all trays, recycle appropriate items, and keep the cafeteria clean. We are proud of our school and we all contribute to keeping it clean at all times.

FREE AND REDUCED LUNCH PROGRAM

Each student may apply for free or reduced lunch at any time during the school year. Students who received free or reduced lunch in Dover, Barrington, and Nottingham during the prior school year may temporarily start receiving free or reduced lunch the first day of school. However, they must submit a new application to continue receiving free/reduced lunch after the new announced date. All other students need to wait until the new applications have been processed. Every student wishing to apply for free or reduced lunch needs to complete a new application each school year in order for the student to continue on this program after the announced date. Once all applications have been processed you will receive a letter regarding your application.

HEALTH SERVICES

The Health Office can be reached directly at (603) 516-6928.

The school nurse is at school each day to serve the needs of the students in case of sudden illness or injury. Immediate first aid will be given with further treatment being the responsibility of parents and/or guardians. Parents or guardians are contacted only if the nature of the illness or injury appears to require further attention. If a parent cannot be contacted, the person designated by the parent on the Emergency Form will be called. It is important for parents to keep this information up to date by notifying the school nurse of any change.

Emergency Forms: Every student must return a completed emergency form. The emergency form is necessary for all dismissals.

Medication Policy: Students are not permitted to carry prescription or non-prescription medication. All medication, including non-prescription medication such as aspirin, must be brought in the original container to the nurse in the Health Office. Parent permission notes are required for non-prescription and prescription medications. Prescription medications also require a written note from the doctor. The nurse will determine, according to the school medication policy, proper administration of all medications. Medication forms are available in the Health Office.

Health Records: NH State law requires that all new students entering Dover High School have documentation of immunizations. Parent/guardian will receive a written notice if the health record is incomplete.

Doctor's Paperwork: If a student goes to the Doctor and has received paperwork regarding illness and immunizations, please have a copy sent to the Health Office for the nurse to review and keep on record. If a student goes to the doctor for a physical, please send a copy to the Health Office for the student's school records.

Dismissal Due to Illness: If a student needs to be dismissed due to reasons of health, they need to come to the Health Office and see the school nurse. All phone calls need to be made by the school nurse in order for the student to be dismissed for health reasons.

SCHOOL COUNSELING SERVICES

A full range of comprehensive school counseling services are available to students in grades 9-12 and their families. Students must make an appointment to see their school counselor. Students may receive advice on selection of courses, have their academic records reviewed, receive career information and acquire information on colleges.

STUDENTS WITH DISABILITIES

The Dover School District provides a free and appropriate education for all students in accordance with Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act of 1990 and the New Hampshire Rules for the Education of Children with Disabilities. Any student who is suspected or known to have an educational handicap should be referred to the Special Education Building Coordinator. A referral may be made by school personnel, parents/guardians, students themselves, medical personnel or a social service agency. Additional referral information may be obtained through the Special Education Department at Dover High School. Any student referred to Dover school personnel will be afforded all due processes as prescribed by state and federal laws. For complete policy please contact the SAU office.

504 PLANS

For information regarding 504 Plans, contact the DHS School Counseling Department at 516-6940.

ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

The Dover School District provides support for students who have limited English proficiency in accordance with state and federal laws. The law supports students with limited English proficiency with free:

- Evaluations
- Classroom support
- Direct instruction

Parents/guardians and school personnel should refer a student to the Director of Pupil Personnel Services (603) 516-7208 for evaluation, support and services. For complete policy please contact the SAU office.

HOMELESS STUDENTS

The Dover School District provides support for students who are homeless in accordance with the 1987 McKenney-Vento Act. The law gives children and youth in homeless situations the right to:

- Stay in their school even if they move;
- Enroll in a new school without proof of residency, immunizations, school records or other papers;
- Get transportation to school;
- Go to preschool programs;
- Get all the school services they need;
- Have disagreements with school settled quickly and go to the school they choose while disagreements are settled.

Any student who is homeless should be referred to the DHS Homeless Coordinator Evonne Kill-Kish for appropriate support. For complete policy please contact the SAU office.

EMPLOYMENT CERTIFICATES

Students under 16 years of age must obtain an Employment Certificate from the School Counseling Office before they can work. An Employment Certificate is not needed if the student plans to work on a farm, in a person's home doing housework or babysitting, at a golf course as a caddie or doing religious work at a church. To obtain a certificate, the student must go personally to the School Counseling Office with a form (downloadable on the counseling website) from their potential employer to specify the type of work they will be doing.

DRUG AND ALCOHOL POLICIES

TOBACCO, ALCOHOL, AND DRUG FREE ZONES

The school property has been designated a drug free zone. This means that it is unlawful for any person to manufacture, sell, prescribe, administer, dispense, or compound any controlled drug or its analog, within 1000 feet of the school, at any time of the year. Consumption of alcohol, in any form, is prohibited on school property as is the use of any tobacco products.

Drug and alcohol referral records will be kept on file during the student's entire career at Dover High School. All cases will be referred to the proper authorities.

User:

A user is defined as one who is on campus and/or at a school function under the influence of alcohol and/or a controlled substance. It is further defined as one who is on campus and/or at a school function having consumed alcohol, a controlled substance, any substance that impairs, ***or otherwise impaired by over-the-counter medication***. It is up to the appropriate school personnel to determine if the user is under the influence based on the information available, including but not limited to physical characteristics and odors.

Possession and Attempted Possession:

Being in possession is defined as being on campus and/or at a school function in possession of any amount of alcohol and/or controlled drug, drug paraphernalia, any substance that impairs, and/or look-alikes (as defined below). Attempted possession is defined as making efforts to be on campus and/or at a school function in possession of any amount of alcohol and/or controlled drug, drug paraphernalia, and/or look-alikes (as defined below). A student who is a user or in possession or attempted possession will be subject to administrative review and action.

First Offense: The first offense is defined as a student using and/or possessing alcohol or a controlled substance or look-alike* on campus and/or at a school function for the first time in their career at Dover High School. The student will be suspended and taken home by a parent/guardian. After the suspension, the student may return to school after scheduling a parent-student conference with an administrator. The administration will decide the conditions upon which the student may return to school. These conditions may include a contract, in-house and/or outside counseling, and a substance abuse program outside the school. If the student and parents reject the contract, the student will be suspended out-of-school pending a School Board hearing. The parents and student will be notified of said hearing in writing and said hearing shall take place within ten (10) school days.

Students and parents should realize that a first offense of the drug and alcohol policy may be just cause for expulsion from school.

Second Offense: The second offense is defined as a student using and/or possessing alcohol or a controlled substance or look-alike* on campus and/or at a school function for the second time in his/her career at Dover High School. The student will be suspended pending a disciplinary hearing with the Dover School Board. The Dover School Board will hear the case and render its decision. The students and their parents should realize that a ***second offense*** of the drug and alcohol policy may result in an expulsion from school.

SELLING/DISTRIBUTING AND PURCHASING/RECEIVING:

Selling, distributing, purchasing, or receiving alcohol or a controlled substance or look-alikes* on school grounds or at a school-sponsored event will not be tolerated. If in the opinion of the administration a student is in possession of a large quantity of alcohol and/or a controlled substance or look-alikes, it will be considered possession with the intent to sell.

A student who violates the selling/distributing and/or purchasing/receiving policy will be subject to the following administrative actions:

1. The student will be suspended from school and may result in a disciplinary hearing with the Dover School Board.

2. The Dover School Board will hear the case and render its decision; however, the student and their parents should realize that selling, distributing, purchasing or receiving drugs or alcohol may be considered just cause for expulsion from school.

3. Illegal activity will be referred to the Dover Police Department

*Look-alikes are defined as a substance which one represents or attempts to represents as alcohol or a controlled or narcotic drug, whether in using, possessing, or selling said substance. This includes e-cigarettes and vapor pens.

Policy Reference: JICH Student Substance Use Policy

PUPIL SAFETY AND VIOLENCE PREVENTION POLICY

BULLYING AND CYBER BULLYING

I. General Statement of Policy

The School Board believes that students are entitled to learn in a school environment that is safe and secure. Students are expected to conduct themselves with respect for others and in accordance with this policy and other Board policies and school rules governing student conduct. The Board will take reasonable steps to protect all students from the harmful effects of bullying and cyber bullying that occurs at school and/or that interferes with student learning and orderly school operations. Conduct constituting bullying and/or cyber bullying will not be tolerated, and is prohibited.

For the complete policy, please see Board Policy JICK on the District's website.

II. BULLYING AND CYBER BULLYING DEFINED

Definitions

1. "Bullying" means a single significant incident, or a pattern of incidents, involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:
 - a. physically harms a pupil or damages the pupil's property;
 - b. causes emotional distress to a pupil;
 - i. For the purposes of this policy, the term "emotional distress" means distress that materially impairs the student's participation in academic or other school sponsored activities. The term "emotional distress" does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint.
 - c. interferes with a pupil's educational opportunities;
 - d. creates a hostile educational environment; or
 - e. substantially disrupts the orderly operation of the school.

"Bullying" shall include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs if those actions cause one or more of the results in paragraphs(a) through (e) above.

The above-referenced conduct is only considered "bullying" if it:

- a. Occurs on, or is delivered to, school property or a school-sponsored activity or event, on or off school property; or
- b. Occurs off school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

Bullying or cyberbullying of a student on the basis of sex, sexual orientation, race, color, creed, ancestry, national origin, religion, age, marital status, familial status, economic status, pregnancy, physical or mental disability may also constitute illegal discrimination or harassment under federal and/or state laws.

2. "Cyberbullying" means conduct defined in paragraph I of this section that takes place through the use of electronic devices.
3. "Electronic devices" include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
4. "School property" means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
5. "Perpetrator" means a pupil who engages in bullying or cyberbullying.
6. "Victim" means a pupil against whom bullying or cyberbullying has been perpetrated.

III. BULLYING, CYBER BULLYING AND RETALIATION PROHIBITED

It shall be a violation of this policy to engage in, or cause others to engage in, the bullying or cyber bullying of a pupil. It shall be a violation of this policy to engage in retaliation or false accusations against a complainant, witness, or anyone else who in good faith provides information about an act of bullying or cyber bullying. All students are protected by this policy, regardless of their status under the law.

There shall be disciplinary consequences or interventions, or both, for a person who commits an act of bullying or cyber bullying, falsely accuses another of the same as a means of retaliation or reprisal, or otherwise violates this policy. If it is determined, after investigation that a student has engaged in bullying conduct prohibited by this policy, that pupil shall be subject to appropriate disciplinary action, which may include, but not be limited to suspension and expulsion. Any such disciplinary action shall be taken in accord with applicable school board policy and legal requirements.

III. REPORTING AND INVESTIGATION PROCEDURES

Students who are subjected to bullying or cyber bullying, or who observe bullying/cyber bullying by or against other students are strongly encouraged to report it to any school employee, including but not limited to teachers, administrators, counselors, or other staff.

School staff and volunteers are required to report possible incidents of bullying or cyber bullying to the building principal or designee as soon as practicable. Parents and other adults are also encouraged to report any concerns about possible bullying or cyber bullying of students to the building principal or designee.

The reporting procedure and investigative procedure for reports of bullying and/or cyberbullying is set forth in the Board's Student Discrimination, Harassment, and Bullying Complaint Procedure (ACAA-R). The district will make available forms for reporting incidents of bullying and cyber bullying and shall encourage the use of these forms. Such forms shall be available in the administrative and the school counseling offices in each building and from the Superintendent's Office.

VI. TRAINING

The school administration shall provide appropriate training on this policy for school employees, regular school volunteers and any employees of companies contracted to provide services directly to students. The purpose of the training is to prevent bullying/cyber bullying if possible, and to educate staff on how to properly identify, respond to and report incidents of bullying/cyber bullying.

The school administration shall provide age-appropriate education programs for students and parents regarding this policy, bullying/cyber bullying prevention, how to identify, respond to and report bullying/cyber bullying.

VII. ANNUAL REPORT TO THE NEW HAMPSHIRE DEPARTMENT OF EDUCATION

The Superintendent shall prepare and submit an annual report of substantiated bullying/cyber bullying incidents on the form provided by the New Hampshire Department of Education. Such reports shall not contain personally identifiable information regarding students.

VIII. IMMUNITY

By virtue of NH RSA 193-F:7, any employee of the school unit or contract company, regular school volunteer, student or parent/guardian shall be immune from civil liability for good faith conduct arising out of or pertaining to the reporting, investigation, findings, and the development or implementation of any recommended response under this policy.

IX. POLICY DISSEMINATION

This policy shall be posted on the district website and included in student and employee handbooks. It shall also be provided to employees of any company contracted to provide services directly to students. The policy may also be disseminated by other means as determined by the Superintendent.

X. APPEAL

The procedures under RSA 193:13, Ed 317, and District policies establish the due process and appeal rights for students disciplined for acts of bullying.

Appeal rights related to complaints of bullying/cyberbullying are set forth in the Board's Student Discrimination, Harassment, and Bullying Complaint Procedure (ACAA-R).

XI. CAPTURE OF AUDIO & VIDEO RECORDINGS ON SCHOOL BUSES:

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

PARENTAL NOTIFICATION REQUIREMENTS

PARENTS' RIGHT TO KNOW

Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in learning this information, please contact the school administration office at (603) 516-6800. Upon this request, you will receive a detailed explanation of the licensing, education and experience of each of our teachers. You will also receive information regarding the names and qualifications of the paraprofessionals at our school. The parents' right-to-know provision also requires that each Title I school furnish, to each individual parent, information on the level of achievement of the parent's child in each of the state academic assessments required under the law.

SCHOLASTIC APTITUDE TEST (SAT) & NEW HAMPSHIRE STATEWIDE ASSESSMENT SYSTEM (SAS)

Students in grade 11, or those students who have become seniors without having taken these state mandated assessments, will complete assessments in English, mathematics, and science. The SAT and a state mandated science test, currently the NH SAS, will be taken during the spring semester.

SAFETY/DRUG FREE PROGRAM

From time to time throughout the school year, students at Dover High School will be exposed to various types of programming encouraging them to refrain from drugs, alcohol, and tobacco products, as well as refraining from other unsafe behaviors such as sexual activity, violence and improper use of electronic devices and social media. As these programs are offered, parents will be notified of the time and of the content of the material presented. Students and families will be notified two weeks in advance of instruction concerning human sexuality. If a parent objects in writing to a program, their child(ren) will not participate and will be given access to an alternative activity.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Dover High School, with certain exceptions, will obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Dover High School may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. Information on how to notify the school of this desire as well as the desire to prevent your student's information from being shared with military recruiters will be provided at the beginning of the school year. The primary purpose of directory information is to allow Dover High School to include this type of information from your child's education records in certain school publications.

Examples include:

- Playbills, showing a child's role in a drama production
- The yearbook
- Honor roll or other lists of recognition
- Graduation programs
- Sports activity sheets/membership in clubs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks or manufacture class items.

If you do not want Dover High School to disclose directory information from your child's education records without your prior written consent, including to military recruiters, you must notify the school in writing by September 16, 2022. Dover High School, in compliance with Policy JRA, Student Records and Access has designated the following information as directory information:

- Name
- Address
- Telephone listing
- Electronic mail address
- Dates of attendance
- Grade level
- Participation in sports activities and clubs
- Height and weight for sports rosters
- Honors and awards received
- Photographs

PUPIL PRIVACY

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 4-1232h, requires Dover High School to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (protected information surveys):

1. political affiliations or beliefs of the student or student's parent;
2. mental or psychological problems of the student or student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of others with whom respondents have close family relationships;
6. legally recognized privileged relationships, such as with doctors, lawyers, or ministers;
7. religious practices, affiliations, or beliefs of the student or parents; or
8. income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (marketing surveys), and certain physical exams and screenings. A consent form is necessary for any protected information survey that is funded by the United States Department of Education. In these cases, a parent or guardian must sign and return the form to allow their child to participate in the survey. An opt-out notification is

necessary for any protected information survey not funded by the United States Department of Education. In these cases, parents will be informed of the surveys, and if they do not wish to have their child take part, they must contact the Counseling Office at 516-6942.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

If a family becomes homeless and is a family in transition any time during the school year, please notify your child(ren)'s school counselor in order to receive services to help you during this transition. All matters of this concern will always be confidential and will be dealt with sensitively.

According to the McKinney-Vento Homeless Assistance Act, a family or youth is homeless if:

- They are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason
- Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative accommodations
- Living in emergency or transitional shelters
- Abandoned in hospitals
- Awaiting foster care placement
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Unaccompanied youth who are youth not in the physical custody of a parent or guardian

Kimberly Lyndes
Principal
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Dean of Curriculum & Instruction
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TO: Superintendent Harbron and Dover School Board

FROM: Principal Lyndes, Dean Dube and Dean Vail

DATE: August 2, 2022

RE: DMS Student & Family Handbook Changes (Text deleted is crossed out and text added is in bold)

Page 8: Tardiness to School: text deleted and added

TARDINESS TO SCHOOL

The first period bell is sounded at 7:30. Any student not present **in their first period class** by 7:30 A.M. is tardy. ~~Between 7:30 A.M. and 7:33 A.M. students are admitted into homeroom and marked tardy by the homeroom teacher.~~ After 7:30 A.M. all students tardy to school must report to the main office before going to class. A student failing to report to the main office to sign in will be referred to the dean's office. A student who arrives at school after 10:30 A.M. may be considered absent and the truant officer will be notified if proper documentation is not provided.

A student may be excused for being tardy only if **they have** a note with a justifiable reason signed by the office of a professional such as a doctor, dentist, therapist, lawyer, etc. Traffic problems, oversleeping, or car problems are not acceptable excuses. An after-school detention is given after five tardies. Each tardy after the first five will earn the student an additional after school detention. Failure to serve a detention for unexcused tardies will result in an in-school suspension. At the beginning of each new **trimester**, all tardies will be erased allowing students to start each **trimester** with a clean slate. Students who are chronically tardy may be referred to the truant officer.

Page 9: Grading System: text deleted and added

GRADING SYSTEM

Students are graded in each subject according to the following:

SAU 11 School District		
Grading Scale, Grades 5-8		
Level	Code	Performance Descriptor
Exemplary	E	The student independently and consistently demonstrates the ability to accurately analyze, synthesize, and apply essential content, knowledge, and skills in a new content.
Competent	C	The student independently and consistently demonstrates the ability to accurately apply and transfer essential content, knowledge, and skills in a new context.
Partially Competent	PC	With support, the student demonstrates the ability to comprehend and apply essential content, knowledge, and skills.
Not Yet Competent	NYC	The student demonstrates limited ability to recall, reproduce, and apply essential content, knowledge, and skills.
Insufficient Evidence Shown	IES	The student has not yet demonstrated evidence of understanding and application of knowledge and skills.

98-100 — A+
 93-97 — A
 90-92 — A-
 87-89 — B+
 83-86 — B
 80-82 — B-
 77-79 — C+
 73-76 — C
 70-72 — C-
 67-69 — D+
 63-66 — D
 60-62 — D-
 59 below — F

Report cards are issued **each trimester**.

Students who do not meet the following competency levels of: Exemplary (E), Competent (C), and/or Partially Competent (PC) may not be eligible to participate in Dover Middle School clubs or athletic teams.

Incomplete Grade: A student has two weeks to change an incomplete to a standard grade once the term ends. If a student makes up an incomplete grade, a new report card will be issued.

Honor Roll:

Highest Honors: _____ All grades of 93 and above

Honors: _____ All grades of 83 and above

No student will be eligible for either Honor Roll if they receive an “Incomplete”.

Page 9-10: Collecting Evidence of Competency text added

COLLECTING EVIDENCE OF COMPETENCY

Formative Assessment: A formative assessment is an assessment for learning and can be broadly described as a “snapshot” measure that captures a student’s progress through the learning process. It

explains to what extent a student is learning a concept, skill, or knowledge set. Formative assessments are not used for compliance. They are low or no stakes in terms of grading but significantly inform next instructional steps for teachers and learning goals for students. Examples of formative assignments include observations, independent work, and exit slips.

Summative Assessment: A summative assessment is a comprehensive measure of a student's ability to demonstrate the concepts, skills, and knowledge embedded within a course competency. It requires evidence of application or explanation of the skills being assessed. It is an assessment of learning that is heavily weighted in our grading system. Each summative assignment is linked to at least one (or more) of the course-based competencies through the standards attached to the assessment. Thorough assessment of each competency likely requires multiple summative assessments and may involve reassessment. Examples of quality performance-based summative assignments include research projects, performance tasks, presentations, labs, writings, tests, and other similar performance tasks. Summative Assessments provide teachers with evidence that is necessary for determining grades. Students, educators, parents, counselors, and administrators will tenaciously work together to make sure students complete all major summative assignments. The grade for that assignment or the overall course may be recorded as Insufficient Evidence Shown (IES) until the student completes the work. Summative assessments should be completed in school.

Reassessment: Students are encouraged to practice continuous improvement in their learning through reassessment. Students who demonstrate continued effort in their learning are eligible to reassess to demonstrate competency after meeting with the teacher and developing a reassessment plan. A reassessment focuses on an assignment which will demonstrate the student's competency and will be focused on the lagging skills identified in the competency assessment. The teacher records the new grade in the grade book because the new assessment score is a better indicator of their competency knowledge.

- All students must be allowed opportunities for relearning and reassessment.
- Parents/guardians must be informed of any reassessment plan. An email is sufficient.
- Reassessment should focus on collecting evidence of competency and therefore may not require retaking the entire assessment. Relearning required prior to reassessment should target the essential skills missed by the student in the original assessment.
- Reassessment plans may be individualized as needed regarding relearning expectations and timeframe.
- Reassessment plans should be documented in a reassessment contract that includes start and end dates, time and place of reassessment, and evidence of relearning required prior to reassessment. End dates should be within the same grading period.
- The level of support a student needs to complete and fulfill a reassessment plan will vary depending on the student's level of competency and developmental needs.

Page 10: Academic Probation: text deleted

ACADEMIC PROBATION

~~Students are expected to maintain passing grades. Students who fail more than one core subject during any marking period may lose privileges of playing team sports until the next report card is issued.~~

Page 12: Campus Search: text added

CAMPUS SEARCH

The Administration may conduct searches of students and property on the Dover High School campus, including but not limited to: lockers, digital school accounts, backpacks and clothing. Parents/guardians will be informed of these searches. Searches are conducted to ensure the safety of staff and students. The

Superintendent or his/her designee may authorize the Dover Police Department to utilize a Police Canine Team to conduct searches of the campus. The search may include, but is not limited to: lockers, common areas, classrooms, bathrooms, bicycles and all vehicles on school property.

Page 12: Disciplinary Practices/Code of Conduct: text added

DISCIPLINARY PRACTICES/CODE OF CONDUCT

Dover Middle School values a safe and positive school environment and therefore sets high expectations for student behavior. Rules and regulations provide structure and limits, so students may achieve their maximum potential. A positive school environment is the goal of everyone here at DMS. Teachers will handle minor disciplinary offenses within their classrooms/teams through their classroom management strategies. Students who display poor behavior or commit repeat offenses may be referred to the dean for Disciplinary action. Disciplinary actions will be administered in a variety of ways. Persistent or repeated violations of the rules of conduct will result in increasingly serious consequences for the offending student. Disciplinary actions may include, but are not limited to, warnings, detentions, parent conferences, restorative circles, restorative conferences, peer mediation, in-school or out-of- school suspensions, or other creative disciplinary measures designed to improve the behavior of the student. **Disciplinary infractions, accumulation of infractions and/or suspensions may result in loss of eligibility to participate in Dover Middle School clubs or athletic teams.** All students will be treated fairly, equitably and provided with an appropriate amount of due process. Discipline decisions are based on a careful assessment of the circumstances surrounding each incident.

Page 14: Loss of Privileges: text added

LOSS OF PRIVILEGES

A student who is suspended in or out of school loses the privilege of attending special events (dances, special functions, extra-curricular trips, non-academic team activities, etc.) for up to 30 days. Any student who abuses normal school privileges or repeatedly uses poor judgment may also lose privileges for a period of time to be determined by the administration.

Page 14: Vandalism or Theft: text added

VANDALISM OR THEFT

Any student involved in vandalism or theft will be responsible for restitution (returning, paying for, or repairing the object). In addition, the student may be assigned detention, restorative project, supervised work program, or suspension. Police charges may also be made.

Tampering with any security equipment such as the sprinkler system or smoke detectors is considered criminal mischief and the Dover Police Department will be notified.

Page 16: Athletic Policies: text added

ATHLETIC POLICIES

The Dover School District believes individual students will benefit from participation in interscholastic sports activities. The experience of self- discipline required in individual or team sports and the opportunity to learn additional skills increase the value of the school experience and contributes to the emotional, social, and

physical growth of all. The information that follows is meant to inform you of the policies and rules which govern athletics at Dover Middle School. Please understand that individual coaches may have rules that exceed those that are outlined here.

A student /athlete maintains their eligibility when:

1. An athlete fails to have, at least, one physician performed physical examination prior to participation on their first athletic team while at DMS (e.g., 1 physical prior to participation during 5th and 7th grade year).
2. **The athlete meets the competencies level of: Exemplary (E), Competent (C), and/or Partially Competent (PC), for 3 or more classes during a marking period.**
3. The athlete returns all school material on time.
4. The athlete exhibits behavior that is pro-sportsmanship in the judgment of the coach, **administration**, official or athletic director.
5. The athlete refrains from consuming alcohol, using drugs/tobacco products, and does not engage in delinquent behavior.
6. The athlete attends school regularly unless there is a valid excuse by parent which qualifies as an excused absence.
7. The athlete uses district approved transportation to all athletic contests unless there is written consent by parent/guardian and is approved by the athletic director.
8. The athlete obeys rules and regulations set forth by the individual coach.
9. The student-athlete treats other individuals respectfully and does not engage in hazing, bullying, **harassment**, or abusive behavior.
10. The student-athlete should avoid disciplinary infractions; accumulation of infractions may result in loss of eligibility.
11. The student athlete should use social media appropriately at all times.

*If there is a need for an appeal of any disciplinary actions the student/athlete and/or parents should follow the chain of command listed.

1- Coach, 2- Athletic Director, 3- Principal, 4- Superintendent 5- School Board

Page 18: School Owned Technology: text added

SCHOOL OWNED TECHNOLOGY

Students are expected to be respectful of district owned technology. The use of technology is valued and should be used appropriately. Students may not download any unauthorized computer applications including games for any reason. District workstations may not be altered without direct teacher permission. Each school may establish additional guidelines, which will be posted in classrooms. Please refer to the AUP (Acceptable Use Policy) form on page 19. Any vandalism (renaming, trashing, or moving files, illegal copying, etc.) intentional copyright violations or attempted access to unauthorized data will result in disciplinary action, which may include restitution.

Students and parents should be aware that as with any school property or activity, the inappropriate use of the Internet connection would subject the student to disciplinary action. Computers are Dover Middle School property. Students shall have no expectation of privacy in their use. Computers may not be used to convey messages that contain harassment or confidential information. Examples of inappropriate behavior include the accessing, downloading and distributing of inappropriate materials, vandalism, or any other use incompatible with district or individual school policies. Any violation as related to the Internet will result in disciplinary action, including detention, suspension and/or the withholding of Internet access.

Misuse of any aspect of the network, including school hardware, school software and peripherals will result in disciplinary actions. Students are responsible for the repair cost of any computer hardware damaged during their use. Internet violations will be kept on file during the student's entire career at Dover Middle School. All cases will be referred to the proper authorities.

SCHOOL COUNSELING DEPARTMENT

The mission of the Dover Middle School counseling program is to ensure all students will acquire the academic, career and personal/social competencies necessary to become confident participants and contributors in a complex and changing world.

The program encompasses four components:

School Counseling Curriculum: Classroom lessons delivered to all students, grades 5-8. Some examples of topics are bullying prevention/awareness, conflict resolution, healthy relationships, time management and ~~career and college awareness~~ **suicide awareness**.

Individual Student Planning: Consulting with students regarding academic progress, goal setting and transition to high school.

Support Services: Consultation with students, parents, staff and community agencies and organizations to enhance the school counseling program.

Responsive Services: Includes individual and group counseling, student mediations, crisis counseling, and referrals to outside agencies and private mental health professionals.

The middle school years offer many physical and emotional challenges to emerging adolescents. DMS school counselors are available to support all students and their families as they experience these changes. Parents and guardians are encouraged to contact the grade level school counselor with any questions or concerns that may impact their child's development and school experience. Contact information can be found on the front page of the agenda book or on the district website.

STUDENT WELLNESS

Protecting the health and well-being of all students is of utmost importance to the school district. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

- **Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, support systems, and seeking help for themselves and friends. This curricular content will occur in all health classes throughout the school year, not just in response to a suicide, and the encouragement of help seeking behavior will be promoted at all levels of the school leadership and stakeholders**
- **Each school or district will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources**
- **When a student is identified as being at-risk, a preliminary risk assessment will be completed by a trained school staff member who will work with the student and help connect the student to appropriate local resources**
- **Students will have access to national resources that they can contact for additional support, such as:**
 - **National Suicide Prevention Lifeline: 1-800-273-TALK (8255):**
<https://suicidepreventionlifeline.org/>
 - **The Trevor Lifeline: 1-866-488-7386: <https://www.thetrevorproject.org/get-help-now/#sm.0001fzv5x412x5fd8pb4rq473hxxh>**

- Trevor Lifeline Text/Chat Services available 24/7 Text “TREVOR” to 678-678
<https://www.thetrevorproject.org/get-help-now/#sm.0001fzv5x412x5fd8pb4rq473hxxh>
- Crisis Text Line: Text TALK to 741-741: <https://www.crisistextline.org/>

All school personnel and students will be expected to help create a school culture of respect and support, in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they or a friend are feeling suicidal or are in need of help. While confidentiality and privacy are important, students should know that when there is risk of suicide, safety comes first.

For a more detailed review of policy changes, please see the district’s full suicide prevention policy JLDBB

Page 25: Progress Report and Report Card Signatures: text deleted and added

PROGRESS REPORT AND REPORT CARD SIGNATURES

Parent signatures below indicate they have seen their child’s progress report and report card. Students are required to obtain a signature at each reporting cycle.

~~Progress Report Quarter 1:~~

Report Card **Trimester 1:**

~~Progress Report Quarter 2:~~

Report Card **Trimester 2:**

~~Progress Report Quarter 3:~~

Report Card **Trimester 3:**

~~Progress Report Quarter 4:~~

~~Report Card Quarter 4:~~

DOVER MIDDLE SCHOOL
Committed to Excellence

Student & Family Handbook
2022-2023

16 Daley Drive, Dover, NH 03820
(603) 516-7200 / Fax (603) 516-5747
Attendance Line (603) 516-7019
www.dover.k12.nh.us

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Dover Middle School Policies and Guidelines

Dover Middle School
16 Daley Drive
Dover, NH 03820
Tel: (603) 516-7200
Fax: (603) 516-5747

www.dover.k12.nh.us
School Colors: Green & White
School Mascot: The Green Wave

Dear Students and Parents,

Welcome to Dover Middle School!

This handbook provides important information and links to district policies and procedures. Parents are encouraged to review this handbook for general school information.

The handbook takes notice of the fact that the school is obligated to treat every student as an individual according to **their** educational development. This handbook has been approved by the Dover School Board; therefore, it is a policy document.

We have 3 school values:

- Be positive
- Be respectful
- Be a learner

We urge all students to honor these values by making good choices.

Have a great year!

Principal Lyndes, Dean Dube, Dean Vail, and Dean **Angwin**

Note: All policies herein are subject to change. Changes may be made subsequent to this publication and may not be reflected in this handbook. Every effort is made to reflect current educational laws and school district policies.

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Note: The following rules, standards and policies are located on the district website:

1. Bus Transportation Rules
2. Acceptable Internet Guidelines
3. District Internet Code
4. Standards Promotion to DMS, within DMS, and to DHS.
5. Policies governing retention.

DOVER SCHOOL DISTRICT SAU 11 - ACADEMIC CALENDAR 2022 – 2023

	M	T	W	TH	F		M	T	W	TH	F	
AUG/SEPT 20 S & 23 T	29	30	31	1	2		FEBRUARY 15 S & 15 T			1	2	3
	5	6	7	8	9			6	7	8	9	10
	12	13	14	15	16			13	14	15	16	17
	19	20	21	22	23			20	21	22	23	24
	26	27	28	29	30			27	28			
OCTOBER 20 S & 20 T	3	4	5	6	7		MARCH 22 S & 23 T			1	2	3
	10	11	12	13	14			6	7	8	9	10
	17	18	19	20	21			13	14	15	16	17
	24	25	26	27	28			20	21	22	23	24
	31							27	28	29	30	31
NOVEMBER 17 S & 18 T		1	2	3	4		APRIL 15 S & 15 T	3	4	5	6	7
	7	8	9	10	11			10	11	12	13	14
	14	15	16	17	18			17	18	19	20	21
	21	22	23	24	25			24	25	26	27	28
	28	29	30									
DECEMBER 16 S & 17 T				1	2		MAY 21 S & 22 T	1	2	3	4	5
	5	6	7	8	9			8	9	10	11	12
	12	13	14	15	16			15	16	17	18	19
	19	20	21	22	23			22	23	24	25	26
	26	27	28	29	30			29	30	31		
JANUARY 20 S & 20 T	2	3	4	5	6		JUNE 11 S & 11 T				1	2
	9	10	11	12	13			5	6	7	8	9
	16	17	18	19	20			12	13	14	15*	16
	23	24	25	26	27			19	20	21	22	23
	30	31						26	27	28	29	30

S = Students In-Session - 177 days of student attendance is required for instructional purposes, or the equivalent number of hours and an additional 10 days for time lost due to inclement weather.

T = Teachers In-Session - 184 days.

SUMMARY OF DAYS NOT IN SESSION:

August 29	Teachers Return – Teacher Workshop
August 30	Teacher Workshop
August 31	Students Return
September 2 - 5	Labor Day Recess
September 13	Teacher Workshop (Due to State Primary Elections)
October 10	Indigenous Peoples' Day
November 8	Teacher Workshop (Due to State General Elections)
November 11	Veterans Day
November 23 - 25	Thanksgiving Recess
December 9	Teacher Workshop / Parent-Teacher Conferences
December 26 – January 2	Holiday Recess
January 16	Martin Luther King Day
February 20 – 24	Winter Recess
March 17	Teacher Workshop
April 24 – 28	Spring Recess
May 26	Teacher Workshop
May 29	Memorial Day
*June 15	Tentative Last Day of School (half-day), or upon completion of the 177 th day

DOVER MIDDLE SCHOOL MISSION, SLOGAN AND CORE VALUES

MISSION: Working collaboratively to empower all learners to become dynamic citizens.

SLOGAN: Empowering all learners.

CORE VALUES: Diversity, Opportunity, Vice, Engagement and Rigor

SCHOOL HOURS

The school doors are open at 7:10 A.M. Students arriving before this time must enter the building through the cafeteria doors and wait in the cafeteria. Homeroom begins at 7:30 A.M. and the day ends at 2:20 P.M. Students who remain after school for help, disciplinary action, or any other reason are expected to report directly to their supervising teacher at the close of the regular school day. Students who remain in the building after regular school hours are to be here only with permission and a clear and articulate purpose. All other students must leave campus with dismissal. Once students leave campus at the end of the day, they may not return unless they are participating in a school-sanctioned activity.

NO SCHOOL NOTIFICATION

Inclement weather announcements regarding the opening of schools will be communicated through the automated phone call system to the parent phone number on record, as well as through the district website and local tv and radio stations. It is important to keep phone numbers up to date with the school.

MORNING ENTRY PROCEDURES

Buses unload students at 7:10 A.M. All students, including those who are dropped off by parents, enter the building through the cafeteria door. Students arriving after 7:30 A.M. or who are tardy must enter through the front doors and register at the main office. All other doors will be locked. Students will not be allowed to congregate outside the school during morning arrival time.

ITEMS DROPPED OFF BY PARENTS

Quite often parents drop off homework, special projects, lunches, money, permission slips, or other items needed by our students. Calling classes over the intercom disturbs instruction and uses valuable office staff time. Students should make an effort to check the main office during non-instructional time to see if items needed have arrived. It is difficult to get messages or items to students; therefore, we cannot guarantee students will receive them.

LOST AND FOUND

Small articles found by students can be taken to the grade level lost and found where they can be claimed after identification. All items not claimed within a reasonable amount of time will be donated to a local charity. The school will not be responsible for lost, stolen, or broken personal property of a student. Valuable possessions should not be brought to school.

SCHOOL TRANSPORTATION POLICY

The bus company policy requires all students who ride the bus carry a bus pass with them. Pupils are expected to conduct themselves properly while riding the buses. Students who violate accepted standards for proper conduct will be reported for proper disciplinary action. Parents will be notified of any bus violations. Any violation may subject the student to suspension from riding the bus. In the event of such action, notice of this action will be sent to the parent in writing, stating the reason and duration of the restriction. In no case will such action be taken without prior notification to the child and parent.

It is important that all parents/guardians understand that the school's main concern is for the safety and welfare of all students and to ensure that students are transported in an efficient, timely, and safe manner to and from school. Since this should be the concern of parents also, we need parent support and cooperation. Should any parent/guardian feel the need to discuss any situation, concern, or problem relative to **their** child, the parent should feel free to contact the transportation coordinator of First Student at 603-692-4406 or 603-964-2322 or the Superintendent's office at 603-516-6800.

Note: All buses are equipped with audio/visual recording devices.

In the event that a student needs to ride a different bus to or from school other than the bus listed on **their** bus pass, a parent must call First Student at 692-4406 beforehand to obtain permission. Once permission has been granted, the parent should call the main office at 603-516-7200 to request a temporary bus pass for the student. Permission may not be given by school personnel for a student to ride a different bus than normal. The bus company has the right to refuse requests based on capacity.

AUTOMOTIVE ARRIVAL/DEPARTURE

Students arriving by car can be dropped off in the drop off zone only. **Cars are not allowed into the bus drop off zones which includes the loop immediately in front of the school.** After dropping off youngsters, parents must exit the campus on Daley Drive, leaving via the same route that they entered. Students designated as bus riders should take the bus. This will help reduce vehicular traffic in front of the school and on Route 108. Cars parked in the fire lane in front of the school may be ticketed and/or towed.

There is a student drop-off lane which allows five cars at a time to unload passengers. Parents are urged to comply with this procedure. There is a person on duty at the intersection of Daley Drive and Rte. 108 whose sole responsibility is to let buses out of Dover Middle School. This person does not direct traffic. Due to the high volume of traffic, we encourage students to take the bus or walk to school. Traffic is not an excuse for tardies. Please plan the commute accordingly.

WALKERS, BIKES, BOARDS, AND BLADES

Walkers, bikers, and others not arriving by school bus, will proceed down the sidewalk to the access walkway leading into the building next to the café. Students who ride bicycles to school must use safety equipment and park and store them in the designated bike rack area. The school is not responsible for any damage incurred to bicycles on school property. Bicycles are to be parked immediately upon entering the school grounds and not be moved until school is out. **Bicycles are not to be ridden on school sidewalks or at bus loading zones. Skateboards and scooters should be walked on school property, whether school is in or out of session.** Dover Middle School does not accept any liability for any person operating or using these devices. Riding and using such equipment on campus will result in appropriate disciplinary consequences.

VISITORS

Students are not permitted to bring visitors to school or to school activities such as dances. Parents and other visitors must register in the main office upon arrival and wear a visitor's badge.

SCHOOL CAMPUS AND BUILDING

The Dover Middle School Campus includes the immediate campus, parking lots, and athletic fields as well as the area bound by markers next to the Bellamy River Estuary, Bellamy River Outlet, and all shorelines that lead to the water.

During school hours, only people who are conducting official school business or have an appointment with school personnel may be on campus. Anyone interfering with school business or causing a disturbance on campus will be asked to leave.

Additionally, students who have earned an out-of-school suspension are not allowed on campus for the entire time period of the suspension. Being on school grounds during a period of out-of-school suspension may be grounds for criminal trespass citation.

ATTENDANCE

The staff of Dover Middle School is committed to offering quality education to students. Regular attendance is an absolute necessity if this goal is to be achieved. Therefore, it is imperative that students attend school daily. Students who are absent on the day of a school function will not be able to participate in the activity. It is our hope that students understand the importance of regular attendance, punctuality, and consistency in academic endeavors. We realize that occasionally during a school year a student may be absent.

If absences should occur, the parent is requested to call the school at 516-7019 on the day of the absence as early as possible. The attendance line is available 24 hours a day. After dialing the school phone number, listen to the message and press 1 to report an absence.

When a parent or guardian reports an illness or provides documentation of a professional appointment the absence will be excused. Religious holidays, a death in the family or other family emergencies will be excused absences.

All absences are reported in half days. A half day absence includes time greater than 3 hours.

All students are required to be in school for the complete school day. (RSA 189:1 and 193:1) It is expected that students will be in attendance all scheduled school days per year. Please refrain from vacationing on non-vacation days as these may negatively impact academic endeavors.

Letters will be sent to parents of students with high absenteeism reminding them that they are responsible for getting students to school, and the truant officer will receive a copy of these letters. In cases of excessive absenteeism, a meeting may be scheduled with the parents and guidance to discuss attendance concerns. The student may be referred to the court, mandated to summer school or possibly face retention. All absences without parent or guardian confirmation will be listed as truant (See page 8, Truancy).

TRUANCY

An absence from school/class will be considered truancy if there is no confirmation or, if the parent/guardian labels the absence truancy. Multiple absences that are assessed by administration to negatively impact academic or social progress may be considered truanies.

Tardy times will be accumulated and applied toward the half-day truancy count.

The following steps will be taken to address truancy, with the acknowledgement that steps may be combined, and time frames may be dictated by the severity of the truant behavior. Steps include letter and telephone contact with parent/guardian, meetings with administration, home visits, truancy summons, or reporting education neglect to authorities.

TARDINESS TO SCHOOL

The first period bell is sounded at 7:30. Any student not present in their first period class by 7:30 A.M. is tardy. Between 7:30 A.M. and 7:33 A.M. students are admitted into homeroom and marked tardy by the homeroom teacher. After 7:30 A.M. all students tardy to school must report to the main office before going to class. A student failing to report to the main office to sign in will be referred to the dean's office. A student who arrives at school after 10:30 A.M. may be considered absent and the truant officer will be notified if proper documentation is not provided.

A student may be excused for being tardy only if they have a note with a justifiable reason signed by the office of a professional such as a doctor, dentist, therapist, lawyer, etc. Traffic problems, oversleeping, or car problems are not acceptable excuses. An after-school detention is given after five tardies. Each tardy after the first five will earn the student an additional after school detention. Failure to serve a detention for unexcused tardies will result in an in-school suspension. At the beginning of each new trimester, all tardies will be erased allowing students to start each trimester with a clean slate. Students who are chronically tardy may be referred to the truant officer.

LEAVING SCHOOL

The student will bring a note signed by a parent stating the destination, duration, and reason for the request. This note is shown to the classroom teacher, who initials it. The student will be called to the main office when the parent arrives. The note will be presented to the receptionist at the main office who will record the student's name, reason for request and the time of departure. Upon returning to school, the student must report to the receptionist in the main office to have the time recorded and will be issued a pass to return to class. Note: Any student leaving school early may not attend school functions that day unless accompanied by a medical, dental or other therapeutic documentation from the health-care provider.

AFTERNOON DISMISSAL

All students will be dismissed at 2:20 P.M. If students are not taking the bus parents should pick their child up by 2:30 P.M.

Note: Only students who participate in supervised activities such as tutoring, athletics, music, theater, or intramurals may be in the building at the end of the school day. All others must leave campus. Students may return to campus to spectate games or attend certain events at the time of the event.

GRADING SYSTEM

Students are graded in each subject according to the following:

SAU 11 School District		
Grading Scale, Grades 5-8		
Level	Code	Performance Descriptor
Exemplary	E	The student independently and consistently demonstrates the ability to accurately analyze, synthesize, and apply essential content, knowledge, and skills in a new context.
Competent	C	The student independently and consistently demonstrates the ability to accurately apply and transfer essential content, knowledge, and skills in a new context.
Partially Competent	PC	With support, the student demonstrates the ability to comprehend and apply essential content, knowledge, and skills.
Not Yet Competent	NYC	The student demonstrates limited ability to recall, reproduce, and apply essential content, knowledge, and skills.
Insufficient Evidence Shown	IES	The student has not yet demonstrated evidence of understanding and application of knowledge and skills.

98-100 — A+
93-97 — A
90-92 — A-
87-89 — B+
83-86 — B
80-82 — B-
77-79 — C+
73-76 — C
70-72 — C-
67-69 — D+
63-66 — D
60-62 — D-
59-below — F

Report cards are issued each trimester.

Students who do not meet the following competency levels of: Exemplary (E), Competent (C), and/or Partially Competent (PC) may not be eligible to participate in Dover Middle School clubs or athletic teams.

~~Incomplete Grade: A student has two weeks to change an incomplete to a standard grade once the term ends. If a student makes up an incomplete grade, a new report card will be issued.~~

Honor Roll:

Highest Honors: — All grades of 93 and above

Honors: — All grades of 83 and above

~~No student will be eligible for either Honor Roll if they receive an “Incomplete”.~~

COLLECTING EVIDENCE OF COMPETENCY

Formative Assessment: A formative assessment is an assessment for learning and can be broadly described as a “snapshot” measure that captures a student’s progress through the learning process. It explains to what extent a student is learning a concept, skill, or knowledge set.

Formative assessments are not used for compliance. They are low or no stakes in terms of grading but significantly inform next instructional steps for teachers and learning goals for students. Examples of formative assignments include observations, independent work, and exit slips.

Summative Assessment: A summative assessment is a comprehensive measure of a student's ability to demonstrate the concepts, skills, and knowledge embedded within a course competency. It requires evidence of application or explanation of the skills being assessed. It is an assessment of learning that is heavily weighted in our grading system. Each summative assignment is linked to at least one (or more) of the course-based competencies through the standards attached to the assessment. Thorough assessment of each competency likely requires multiple summative assessments and may involve reassessment. Examples of quality performance-based summative assignments include research projects, performance tasks, presentations, labs, writings, tests, and other similar performance tasks. Summative Assessments provide teachers with evidence that is necessary for determining grades. Students, educators, parents, counselors, and administrators will tenaciously work together to make sure students complete all major summative assignments. The grade for that assignment or the overall course may be recorded as Insufficient Evidence Shown (IES) until the student completes the work. Summative assessments should be completed in school.

Reassessment: Students are encouraged to practice continuous improvement in their learning through reassessment. Students who demonstrate continued effort in their learning are eligible to reassess to demonstrate competency after meeting with the teacher and developing a reassessment plan. A reassessment focuses on an assignment which will demonstrate the student's competency and will be focused on the lagging skills identified in the competency assessment. The teacher records the new grade in the grade book because the new assessment score is a better indicator of their competency knowledge.

- All students must be allowed opportunities for relearning and reassessment.
- Parents/guardians must be informed of any reassessment plan. An email is sufficient.
- Reassessment should focus on collecting evidence of competency and therefore may not require retaking the entire assessment. Relearning required prior to reassessment should target the essential skills missed by the student in the original assessment.
- Reassessment plans may be individualized as needed regarding relearning expectations and timeframe.
- Reassessment plans should be documented in a reassessment contract that includes start and end dates, time and place of reassessment, and evidence of relearning required prior to reassessment. End dates should be within the same grading period.
- The level of support a student needs to complete and fulfill a reassessment plan will vary depending on the student's level of competency and developmental needs.

THE DISTRICT WEBSITE AND THE PARENT PORTAL

The Dover School District believes in keeping everyone aware and involved so each student better achieves his or her potential. To that end, we maintain two valuable online tools: our district and school websites and the Parent Portal.

The purpose of the website (www.dover.k12.nh.us) is to provide a means to publish public information regarding the Dover School District and its schools, as well as a conduit for teachers to use to publish any online classroom content they wish to share. On our website you find, among other things:

- Classroom, school and district activities calendars.
- Teacher contact information.
- PTA Information
- Team and club web pages

The Parent Portal provides secure, self-service access to parents, so they are informed about their child's daily progress in school. Parents and students will benefit from real-time access to grade averages, progress reports, homework, missing assignments, announcements, attendance, and discipline information. Parents can easily access the system from any location with internet access. The Parent Portal enables everyone to easily stay informed throughout the year. Our hope is that by keeping parents and students involved, there will be no surprises when a progress report or report card arrives.

ACADEMIC PROBATION

Students are expected to maintain passing grades. Students who fail more than one core subject during any marking period may lose privileges of playing team sports until the next report card is issued.

HOMEWORK: POLICY IKB

Homework can be a constructive tool in the teaching/learning process when geared to the needs, abilities, and age of students. Purposeful assignments not only enhance student achievement but may also develop self-discipline and associated good working habits.

Teachers may give purposeful and meaningful homework to students to aid in the student's educational development. If homework is to be assigned by teachers as part of a student's grade, the teacher will explain to students how such homework assignments relate to the teacher's grading system. Homework should be an extension of a classroom experience and will not be assigned for disciplinary purposes.

MAKE-UP POLICY FOR CLASSWORK

If parents anticipate an absence in excess of two (2) days, please call the **school counseling** administrative assistant at 516-7207. Parents who request homework should allow 24 hours' notice for teachers to assemble the work. Students are required to meet with each teacher on the first day back from an absence in order to find out what work was missed and what assignments need to be made up.

Students are allowed one day for each day of absence to make up their work. This time period may only be extended by permission of the teacher. If the work is not made up, the student will receive zero credit, and the teacher will compute the grade for the term as required. In cases of truancy, a zero will be issued for missed work.

If parents know of an upcoming vacation that will cause their student to miss school, they are encouraged to contact their child's teachers in advance to see if any assignments can be given.

LOST OR MISSING BOOKS OR MATERIALS

If materials or books belonging to the school have not been returned in reasonable condition or paid for by the end of the term, a student may lose the privilege of attending any school sponsored activities such as dances, field trips not related to class work, or the end of the year trip, etc. until the material is returned or payment is made. Textbooks are expensive, and the average cost is \$75.00 per book.

OBLIGATIONS

All student obligations must be paid by the end of each school year. This includes return of textbooks and library books or payment for textbooks and library books. Outstanding obligations will be carried forward and may result in loss of privileges.

RETENTION

Students may be retained at Dover Middle School. Students are considered for non-promotion on a case-by-case basis. (See Student Performance Standards Policy IKE-R)

Referrals are made through the **school counseling** department and are considered by the retention committee in consultation with the parent and principal. Factors such as academic standing and absenteeism are considered by the retention committee.

SCHOOL PRAYER

The First Amendment requires public school officials to be neutral in their treatment of religion, showing neither favoritism toward nor hostility against a religious expression such as prayer. Accordingly, the First Amendment forbids religious activity that is sponsored by the government (or in this case, the school), but protects religious activity that is initiated by private individuals. In other words, staff at Dover Middle School may neither promote religion nor inhibit it.

PASSES

Students will be allowed to leave class as long as they have a pass signed by a teacher. Students are to report only to the destination on the pass.

LOCKERS/BACKPACKS

Lockers are the property of Dover Middle School. Every student is assigned a locker to store their personal belongings in. Lockers with combination locks are assigned by each grade level team. Padlocks are not allowed on lockers. We encourage lockers and combinations not to be shared for privacy purposes. The schedule for the use of lockers is established by each team. ~~students will have access several times per day.~~ Students may not share lockers. Lockers are the property of the school district and lockers may be searched at any time for any reason. If an illegal substance/object or evidence of activity which violates the law or the disciplinary code is found during any inspection or search, it will be

confiscated, and appropriate action will be taken against the student. The Superintendent or **their** designee may authorize the Dover Police Department to utilize a Police Canine Team to conduct searches of the campus. The search may include, but is not limited to lockers, common areas, classrooms, bathrooms, bicycles and all vehicles on school property. Students shall have no expectation of privacy.

CAMPUS SEARCH

The Administration may conduct searches of students and property on the Dover High School campus, including but not limited to: lockers, digital school accounts, backpacks and clothing. Parents/guardians will be informed of these searches. Searches are conducted to ensure the safety of staff and students. The Superintendent or his/her designee may authorize the Dover Police Department to utilize a Police Canine Team to conduct searches of the campus. The search may include, but is not limited to: lockers, common areas, classrooms, bathrooms, bicycles and all vehicles on school property.

DISCIPLINARY PRACTICES/CODE OF CONDUCT

Dover Middle School values a safe and positive school environment and therefore sets high expectations for student behavior. Rules and regulations provide structure and limits, so students may achieve their maximum potential. A positive school environment is the goal of everyone here at DMS. Teachers will handle minor disciplinary offenses within their classrooms/teams through their classroom management strategies. Students who display poor behavior or commit repeat offenses may be referred to the dean for Disciplinary action. Disciplinary actions will be administered in a variety of ways. Persistent or repeated violations of the rules of conduct will result in increasingly serious consequences for the offending student. Disciplinary actions may include, but are not limited to, warnings, detentions, parent conferences, restorative circles, restorative conferences, peer mediation, in-school or out-of- school suspensions, or other creative disciplinary measures designed to improve the behavior of the student. **Disciplinary infractions, accumulation of infractions and/or suspensions may result in loss of eligibility to participate in Dover Middle School clubs or athletic teams.** All students will be treated fairly, equitably and provided with an appropriate amount of due process. Discipline decisions are based on a careful assessment of the circumstances surrounding each incident.

Teachers are expected to handle situations in which students are:

1. Talking or fooling around in class
2. Wasting time in class
3. Arriving for class unprepared
4. Causing minor disruptions which impede the learning process
5. Chewing gum or eating candy
6. Consistently not getting textbooks covered
7. Littering in the classroom or corridor
8. Arriving late for class
9. Rude or discourteous behavior.
10. Dressed in inappropriate attire
11. Inappropriate hallway behavior
12. Showing public display of affection
13. Plagiarism or Cheating (1st offense)

Interventions concerning student conduct in the classroom will include conversations with teacher, redirection, parent contact, detentions, and making amends for choices.

Students will be referred to the Dean's office and may be suspended 1 to 10 days depending on the offense or the circumstances surrounding the offense.

1. Profane, obscene, or other improper language or gesture directed toward faculty or staff
2. Smoking in school or on school grounds
3. Serious incidents of fighting or provoking a fight
4. Any act which imperils or threatens the safety of others
5. Possession of any dangerous weapon or implement
6. Theft or damage to property of others
7. Possession of any illegal substance or apparatus
8. Acts of vandalism
9. Starting a fire or pulling a false alarm
10. Cutting class, walking out of class, or failing to report to an assigned area
- 11.. Misuse of technology

In some cases, a student may not return to class until a parent conference has taken place. While on field trips, students are expected to abide by all school rules. All policies are in effect.

BEHAVIORAL CONTRACTS

In an effort to support students who are experiencing chronic behavioral issues, the dean or designee may decide to create a behavioral contract with the student. Any student who has been suspended more than 10 days will require a behavioral contract.

DETENTION/SUSPENSION

Along with other interventions, detentions and suspensions may be assigned. Students serving detentions may not wander the building. While a student is suspended, they may not participate in activities during this time. Students serving in- or out-of-school suspension are entitled to make-up any class work missed during the time of the suspension. Students will also receive full credit for correctly completed work while suspended. Parents who have concerns about suspension have the right to appeal.

IN-SCHOOL SUSPENSION PROGRAM

Students may be placed in the In-School Suspension Program only by a member of the administration, and parents will be notified. Some examples that warrant ISS are:

- Failure to serve an administrative detention
- Directing profanity toward another student
- Cutting or walking out of class without permission, or failure to report to an assigned area
- Using food or other objects as a projectile in the cafeteria
- Threats toward other students
- Earning multiple referrals in one day
- Plagiarism or cheating
- Insubordination, defiance, or disrespect of staff
- Destruction of school property
- Misuse of technology
- Bullying

In-school suspensions are considered time in learning and therefore students are expected to participate in academic or counseling related activities.

During in-school-suspension the student:

1. Will be provided with assignments in his/her regular classes. The student must complete his/her regular classroom assignments on a daily basis.
2. Will be expected to be compliant and respectful while serving the in-school suspension. All school rules still apply.
3. Will have access to counseling staff and special education/intervention staff if applicable.

OUT OF-SCHOOL SUSPENSION

Certain offenses may result in immediate out-of-school suspension for a period of up to ten school days. Some examples of these offenses are:

- A student-caused injury to others
- Harassment that can be judged to be physically, sexually, or emotionally abusive
- Possession or use of dangerous objects (blades, lighters, etc.) or controlled substances such as drugs, inhalants, aerosols, alcohol, tobacco, vaping materials, etc.
- Possession of look-alike weapons
- Student conduct that is characterized by frequent offenses
- Any threatening act, whether in words or by actions, contempt, profanity

- Failure to comply with a reasonable request from a staff member
- Assaulting a staff member
- Gross or continued misuse of technology
- Bullying

The administration reserves the right to require a parent conference before a student returns to school. When your child is suspended out-of-school **they are** not allowed on school grounds or in the building for the entire time of the suspension. Being on school grounds during a period of out-of-school suspension or expulsion may be grounds for a criminal trespass citation.

LOSS OF PRIVILEGES

A student who is suspended in or out of school loses the privilege of attending special events (dances, special functions, extra-curricular trips, non-academic team activities, etc.) for up to 30 days. Any student who abuses normal school privileges or repeatedly uses poor judgment may also lose privileges for a period of time to be determined by the administration.

VANDALISM OR THEFT

Any student involved in vandalism or theft will be responsible for restitution (returning, paying for, or repairing the object). In addition, the student may be assigned detention, restorative project, supervised work program, or suspension. Police charges may also be made.

Tampering with any security equipment such as the sprinkler system or smoke detectors is considered criminal mischief and the Dover Police Department will be notified.

FALSE ALARM/BOMB SCARE/RUMORS/ARSON

If a student deliberately causes a false alarm or bomb scare, tampers with the sprinkler system, commits arson, or creates a malicious rumor concerning the safety of students or the school, the student may be suspended pending an expulsion hearing. A referral to the Dover Police Department will be made, and an expulsion hearing with the Dover School Board may be scheduled.

TOBACCO, ALCOHOL, AND DRUG FREE ZONES

We value students leading a healthy lifestyle which would include being drug free. Therefore, the school property has been designated a drug free zone. This means that it is unlawful for any person to manufacture, sell, prescribe, administer, dispense, or compound any controlled drug or its analog, within 1000 feet of the school, at any time of the year. Consumption of alcohol, in any form, is prohibited on school property as is the use of any tobacco products.

SMOKING/ VAPING

A state law and school board policy states that smoking in school buildings and on school grounds is prohibited at all times by all persons. Dover Middle School policy also prohibits the possession of any tobacco or vaping products. Students who act as lookouts for smokers, or are knowingly present, may be subject to suspension. Any student in violation of the laws concerning tobacco products and/or smoking will be referred to the Dover Police Department for further action.

DRUG AND ALCOHOL POLICY

USER:

A user is defined as one who is on campus and/or at a school function under the influence of alcohol and/or a controlled substance. It is further defined as one who is on campus and/or at a school function having consumed alcohol or a controlled substance. It is up to the appropriate school personnel to determine if the user is under the influence based on the information available, including but not limited to physical characteristics and odors.

POSSESSION AND ATTEMPTED POSSESSION:

Being in possession is defined as being on campus and/or at a school function in possession of any amount of alcohol and/or controlled drug, drug paraphernalia, and/or look-alikes (as defined below). Attempted possession is defined as making efforts to be on campus and/or at a school function in possession of any amount of alcohol and/or controlled drug, drug paraphernalia, and/or look-alikes.

A student who is a user or in possession will be subject to administrative actions. Students with offenses in this area may be referred for other services such as counseling, substance abuse, Licensed Alcohol Drug Counseling services, etc. Students and parents should realize that a first offense of the drug and alcohol policy may be just cause for expulsion from school.

Look Alikes: "Look Alikes" are defined as substances which one represents or attempts to represent as alcohol, or a controlled or narcotic drug, whether in using, possessing, or selling said substance.

Records: Drug and alcohol referral records will be kept on file during a student's entire career at Dover Middle School. All cases will be referred to the proper authorities.

POSSESSION OR SALE OF DESIGNATED ITEMS

Dover Middle School is committed to providing a safe learning environment for all students. Possession of unsafe or dangerous items by students is prohibited at Dover Middle School. The administration may designate any item as unsafe or dangerous depending upon the nature of the item or how the item is being used by a student. Examples of such items are knives, guns, fireworks, slingshots, or items that could be used to strike another person. Such objects will be confiscated. The student involved with such an object will face Administrative suspension and a possible expulsion hearing. A referral will be made to the Dover Police Department. Any student who brings a firearm to school will be immediately suspended and an expulsion hearing with the School Board will be scheduled. Students expelled for a firearm violation face a mandatory 12-month expulsion from school in accordance with State Law (RSA 193:13, III). Sale of any items on campus, except for approved, school-sanctioned items, is prohibited.

BULLYING POLICY

Dover Middle School takes pride in being a safe place for all students and therefore takes a strong stand on bullying. Incidents are dealt with immediately and consequences may include a range of interventions. Ongoing incidents will be dealt with according to the district policy, JICK. The Dover School Board is committed to providing all pupils a safe school environment in which all members of the school community are treated with respect. Conduct constituting bullying will not be tolerated and is prohibited by this policy, in accordance with RSA 193-F.

Bullying is conduct which subjects a pupil to insults, taunts, or challenges, whether verbal, emotional, sexual, or physical by nature, which is likely to intimidate or provoke a violent or disorderly response from the students being treated in this manner. Bullying includes behaviors which can be observed by others, such as hitting, pushing, threatening, name calling, or electronic communication. It also includes behaviors that are not easily observed, such as excluding from a group, starting rumors, or giving dirty looks. Any student who feels threatened or hurt by the behavior of their peers should talk to an adult.

Any school employee, or employee of a company under contract with a school in the district, or the district itself, who has witnessed or has information that a pupil has been subjected to "bullying", as defined in Paragraph above, shall report the incident to Administration who shall in turn report the incident to the Superintendent. The superintendent shall direct an investigation to be made of reports of bullying in accordance with the procedures specified in policy, JICK.

If it is determined, after investigation, that a pupil has engaged in bullying conduct prohibited by this policy and implementing administrative regulations, that pupil shall be subject to appropriate disciplinary action, which may include, but not be limited to, suspension and expulsion. Any such disciplinary action shall be taken in accord with applicable school board policy and legal requirements. A follow-up report will be made to the victim but will not include confidential interventions or consequences.

HARASSMENT, SEXUAL HARASSMENT AND DISCRIMINATION

All Dover Middle School members should be treated respectfully, and no one should be subjected to harassment at school for any reason. Therefore, it is the policy, ACA, of the Dover School Board that all employees, volunteers, parents and students will deal with all persons in ways which convey respect and consideration for individuals regardless of race, color, marital status, sexual orientation, national origin, creed, religion, gender, age, or disability. Acts of harassment, hostility, or defamation, whether verbal, written, sexual, emotional, or physical, will not be tolerated and constitute grounds for disciplinary action including suspension and/or expulsion from school. Legal agencies may be contacted.

Harassment includes but is not limited to verbal abuse based on sex, sexual orientation, gender identity, religion, race, color, creed, ancestry, national origin, age, marital status, familial status, economic status, physical or mental disability.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written, graphic, electronic, or verbal conduct that is gender-based and that interferes with a student's education.

For counsel and assistance in resolving matters of this nature contact your guidance counselor or Administration.

All students, parents, and staff members are informed that the Dover School District enforces a policy of equal educational and equal employment opportunities; the district does not discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, social, or economic status.

The School District also strives to guarantee an environment free of any harassment that interferes with an individual's work or school performance. If a person has a concern about discrimination or harassment, that person should contact the **Assistant Superintendent** at 516-6722.

ATHLETIC POLICIES

The Dover School District believes individual students will benefit from participation in interscholastic sports activities. The experience of self-discipline required in individual or team sports and the opportunity to learn additional skills increase the value of the school experience and contributes to the emotional, social, and physical growth of all. The information that follows is meant to inform you of the policies and rules which govern athletics at Dover Middle School. Please understand that individual coaches may have rules that exceed those that are outlined here.

A student /athlete maintains **their** eligibility when:

1. An athlete fails to have, at least, one physician performed physical examination prior to participation on their first athletic team while at DMS (e.g., 1 physical prior to participation during 5th and 7th grade year).
2. **The athlete meets the competencies level of: Exemplary (E), Competent (C), and/or Partially Competent (PC), for 3 or more classes during a marking period.**
3. The athlete returns all school material on time.
4. The athlete exhibits behavior that is pro-sportsmanship in the judgment of the coach, **administration**, official or athletic director.
5. The athlete refrains from consuming alcohol, using drugs/tobacco products, and does not engage in delinquent behavior.
6. The athlete attends school regularly unless there is a valid excuse by parent which qualifies as an excused absence.
7. The athlete uses district approved transportation to all athletic contests unless there is written consent by parent/guardian and is approved by the athletic director.
8. The athlete obeys rules and regulations set forth by the individual coach.
9. The student-athlete treats other individuals respectfully and does not engage in hazing, bullying, **harassment**, or abusive behavior.
10. The student-athlete should avoid disciplinary infractions; accumulation of infractions may result in loss of eligibility.
11. The student athlete should use social media appropriately at all times.

*If there is a need for an appeal of any disciplinary actions the student/athlete and/or parents should follow the chain of command listed.

1- Coach, 2- Athletic Director, 3- Principal, 4- Superintendent 5- School Board

APPROPRIATE ATTIRE

Dover School Board adopted Policy Code JICA, (10/10/2005) that outlines the dress code policy for the Dover School District. It is to be strictly adhered to by the students at Dover Middle School. The following is a complete list of acceptable and unacceptable items outlined in the dress code policy. In general, grooming or clothing not conducive to acceptable behavior or which interferes with instruction or is a distraction factor in a class or learning situation will not be permitted. Clothing considered immodest or revealing is not allowed. Common decency and good judgment are the expectations for student attire. Students not in compliance with this policy will be required to change. This will include a call home when necessary.

Dover Middle School recognizes the individuality and uniqueness of all our students and recognizes their rights to express themselves by choosing what they wear to school. The atmosphere in the building must be conducive to learning, so there are guidelines we adhere to when evaluating student dress. Attire will reflect the core values of our school as well as ensuring the health, safety, and dignity of all students. Dover Middle School does not discriminate regarding race, color, creed, religion, socio-economic status and/or sexual orientation.

- Clothing and jewelry considered obscene, disruptive, and dangerous will not be allowed. This includes attire depicting/insinuating drugs, alcohol, tobacco, sex, profanity or weapons.
- Tops for **all students** should cover the torso without showing the belly. Shorts must entirely cover the buttocks. Undergarments should not be showing. Transparent material is not permitted.
- Heavy jackets must be stored in lockers at the beginning of the day; trench coats are not allowed.
- Head coverings (unless for religious or **medical** purposes) will not be worn in school. This includes hats, scarves, hoods, **wigs**, and masks (costume).
- Safe and appropriate footwear must be worn at all times.
- Students attending school functions after school hours should adhere to the dress code policy. Exceptions may be made for certain events.
- **Physical Education:** only students in grades 7 and 8 are required to change for class. Acceptable clothing includes: sneakers, appropriate length shorts or sweatpants, and a crew neck t-shirt with a sleeve. Students in grades 5 and 6 should wear comfortable non-revealing clothing and sneakers.

If a student violates the dress code, they will have the opportunity to change into acceptable clothing; in some cases, turning the garment inside out (to cover offensive symbols) will suffice.

The student will have the opportunity to call their parents/guardians for a change of clothes. Students unable to reach a parent may be asked to wait in the office until a parent can be reached. Discipline may be applied if a student refuses to comply with these options. School administration has final judgment over the appropriateness of attire.

SNACK POLICIES

Healthy snacks are encouraged. Water is encouraged. Candy, gum, soft drinks, coffee, or high energy drinks are not permitted.

DANCES AND SOCIAL EVENTS

Dover Middle School holds dances and social events for the enjoyment of our students. There are parameters established for sponsored activities.

1. All school rules, including school **appropriate attire**, are in effect at all school-sponsored activities.
2. Dover Middle School does not allow guests to attend dances and social events.
3. Dances are for grade seven and eight students only.
4. Students are expected to attend a full day of school on the day of a dance or social events. Any student missing part of a day will be required to produce legal or medical documentation for the time missed.
5. Students must purchase their own admission ticket.
6. Students who are on loss of privileges or academic probation may not attend these functions.

ELECTRONIC DEVICES

Dover Middle School does not allow personal electronic devices while school is in session. All devices must be turned off during the school day. Teachers may allow permission and supervise the use of electronic devices only in classrooms for instructional purposes. Photography, and video/audio recordings are not allowed without teacher consent.

Text messaging and cell phone calls are not allowed during school hours. Students are responsible for any loss, theft or damage of personal electronic devices. Bringing and using technology is a personal decision and privilege. It is not a requirement and Dover Middle School is not responsible.

If misused, electronic devices will be confiscated, and returned at the end of the day. Subsequent offenses will require parent pick up. Abuse in any way will result in loss of privilege and discipline based on individual circumstances.

SCHOOL OWNED TECHNOLOGY

Students are expected to be respectful of district owned technology. The use of technology is valued and should be used appropriately. Students may not download any unauthorized computer applications including games for any reason. District workstations may not be altered without direct teacher permission. Each school may establish additional guidelines, which will be posted in classrooms. Please refer to the AUP (Acceptable Use Policy) form on page 19. Any vandalism (renaming, trashing, or moving files, illegal copying, etc.) intentional copyright violations or attempted access to unauthorized data will result in disciplinary action, which may include restitution.

Students and parents should be aware that as with any school property or activity, the inappropriate use of the Internet connection would subject the student to disciplinary action. Computers are Dover Middle School property. Students shall have no expectation of privacy in their use. Computers may not be used to convey messages that contain harassment or confidential information. Examples of inappropriate behavior include the accessing, downloading and distributing of inappropriate materials, vandalism, or any other use incompatible with district or individual school policies. Any violation as related to the Internet will result in disciplinary action, including detention, suspension and/or the withholding of Internet access.

Misuse of any aspect of the network, including school hardware, school software and peripherals will result in disciplinary actions. Students are responsible for the repair cost of any computer hardware damaged during their use. Internet violations will be kept on file during the student's entire career at Dover Middle School. All cases will be referred to the proper authorities.

ACCEPTABLE INTERNET USE PROCEDURES

PURPOSE: The purpose of the Acceptable Use Procedures is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology and the Internet.

DEFINITION: The definition of "information services" is any configuration of hardware and software which connects users. The network includes all of the computer hardware, operating system software, stored text, and data files. This includes electronic mail, local databases, externally accessed databases, ~~CD-ROM~~, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available use procedure.

THE SCHOOL DISTRICT SERVICES: The school district provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, national, and international, sources of information. The school district information resources will be used by members of the school community, with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the school district. These procedures do not attempt to articulate all required for proscribed behavior by its users. **Guidelines for acceptable internet use and code of conduct may be found on the district Website.**

DISTRICT RIGHTS: The district reserves the right to:

1. Monitor all activity
2. Make determinations on whether specific uses of a network are consistent with these acceptable use procedures.
3. Log network use and monitor storage disk space utilization by users.
4. Determine what is appropriate use.
5. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the district's network activity.

STUDENT ACCEPTABLE USE FORM

The Dover School District is pleased to offer its students and personnel access to Dover School District's Network system, SchoolNET. SchoolNET allows students, faculty and staff to access the Internet, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using the network. Each student is ultimately responsible for his or her own actions in accessing SchoolNET. Misuse of any aspect of the network, including school hardware, school software and peripherals will result in disciplinary actions.

Therefore, I hereby understand and agree to the following:

1. I have read the Dover School District Acceptable Use Policy.

2. The use of technology within the district is limited to district-owned devices and software. I may not connect a laptop or any other network-ready device to the School network. This includes wireless devices such as Wireless Access Points (WAP's,) iPhones and wireless mp3 players.)
3. I understand the installation, or attempted installation, of software of any kind onto school systems is expressly forbidden and will result in disciplinary actions.
4. I will not attempt to alter the configuration of any school-owned device. This includes all hardware (such as PC's, network devices, printers, keyboards, mice, etc....) and software (such as operating system settings, desktop settings, software settings, etc....)
5. I will treat all district technology (Chromebooks, PC's, mice, keyboards, monitors, etc....) with care. Vandalism will result in disciplinary actions.
6. I will use the technology equipment for educational purposes ONLY. Games, YouTube, adult-oriented sites, and social networking sites such as TikTok, Instagram, Snapchat, and Facebook.com MySpace.com are considered filters.
7. The Dover School District uses content filters (SonicWall devices) to filter internet access by minors to visual depictions that are obscene, child pornography, or harmful to minors as defined in Sections 1460 and 2256 of Title 18, United States Code, and Miller v. California, 413 U.S. 15(1973). I will not attempt to circumvent district-wide content filters, through the use of external proxy servers, or by any other means.
8. When using school computer, I will:
 1. Be polite
 2. Use appropriate language
 3. Not look at or use anyone else's work without permission
9. I will not use the network in such a way as to disrupt the network, or any other users
10. I will not attempt to gain access to any information I have not been authorized to view, nor will I attempt to modify/damage/destroy any information, hardware device, or application.
11. I will not install any software of any kind onto school computers.
12. I will not view/download/listen to music or video files that are not approved by a staff or faculty member.
13. I will not plagiarize; I will cite my sources.
14. The unauthorized copying of software is illegal and will not be tolerated
15. I will not bully, harass, or otherwise threaten another student through the use of school computers.

Behaviors that can result in restriction/revocation of access privileges include, but are not limited to:

1. Involvement in any activity prohibited by law.
2. Using profanity, vulgarities, or other language which tends to be inappropriate, offensive, or tends to degrade others.
3. Intentional use of invasive software such as "viruses" or "worms."
4. Viewing, storing, or transferring inappropriate or sexually explicit materials.
5. Transferring, utilizing, or storing materials in violation of copyright laws or license agreements.
6. Intentionally infringing upon the intellectual property rights of others in computer programs or electronic information, including plagiarism and/or unauthorized use or reproduction.
7. Trespassing in another's folders, work, or files.

Students: Additionally, I understand that the Dover School District monitors use of the SchoolNET, and access to it is a privilege, not a right. I understand the rules stated above and agree to abide by them. I understand that failure to follow the rules stated above will result in disciplinary actions and the possible suspension of my technology privileges.

Parents: I have discussed these rules with my children, and they agree to follow them.

Adopted: 12/8/08 Dover School District Policy Code: EHAA-S

PARENTS' RIGHT TO KNOW

Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in learning this information, please contact the school administration office at (603) 516-6800. Upon this request, you will receive a detailed explanation of the licensing, education and experience of each of our teachers. You will also receive information regarding the names and qualifications of the paraprofessionals at our school. At any time during the school year, parents must be notified if a child is assigned, or taught by, a teacher who is not highly qualified for four or more consecutive weeks. The parents' right-to-know provision also requires that each Title I school furnish, to each individual parent, information on the level of achievement of the parent's child in each of the state academic assessments required under the law.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Dover Middle School, with certain exceptions, will obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Dover Middle School may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. Information on how to notify the school of this desire as well as the desire to prevent your student's information from being shared with military recruiters will be provided at the beginning of the school year. The primary purpose of directory information is to allow Dover Middle School to include this type of information from your child's education records in certain school publications.

Examples include:

- Playbills, showing a child's role in a drama production
- The yearbook
- **Awards received** or other lists of recognition
- Assembly programs
- Sports activity sheets/membership in clubs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks or manufacture class items.

If you do not want Dover Middle School to disclose directory information from your child's education records without your prior written consent, including to military recruiters, you must notify the school in writing by September 11, 2020. Dover Middle School has designated the following information as directory information:

- Name
- Address
- Telephone listing
- Electronic mail address
- Dates of attendance
- Grade level
- Participation in sports activities and clubs
- Height and weight for sports rosters
- **Honors and** Awards received

PUPIL PRIVACY

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 4-1232h, requires Dover Middle School to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (protected information surveys):

1. political affiliations or beliefs of the student or student's parent;
2. mental or psychological problems of the student or student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of others with whom respondents have close family relationships;
6. legally recognized privileged relationships, such as with doctors, lawyers, or ministers;
7. religious practices, affiliations, or beliefs of the student or parents; or
8. income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (marketing surveys), and certain physical exams and screenings. A consent form is necessary for any protected information survey that is funded by the United States Department of Education. In these cases, a parent or guardian must sign and return the form to allow their child to participate in the survey. An opt-out notification is necessary for any protected information survey not funded by the United States Department of Education. In these cases, parents will be informed of the surveys, and if they do not wish to have their child take part, they must contact the Guidance Office at 516- 7207.

MEDIA PERMISSION

Students in Dover may appear in any newspaper, television show (news or any type of educational program), or through the Internet (video, blog, podcast, article) originating from the Dover School District. The appearance could include name, photo, video, and/or resemblance. I also grant permission for the Dover School District to publish educational content created by my child (blogs, pictures, videos, etc.) It is understood that the Dover School District is not responsible for inappropriate content posted by my child or another person on any social media site that may be used in school (social media sites include but are not limited to: Flickr, podcasting sites, YouTube, Blogs, etc.).

The district will assume your consent to your child's participation in District publishing activities unless you indicate otherwise on the signature page (p. 27).

EVACUATION AND SAFETY DRILLS

Student safety is paramount. Fire drills are held at various times during the school year. All teachers have emergency directions. Everyone must comply in an orderly way during a safety drill. Any person posing a danger to others during an emergency will face severe penalties.

HEALTH SERVICES

Services are provided by a Registered Nurse licensed in the state of New Hampshire. The School Nurse will assist students in the appraisal, protection, and promotion of their health.

- **Physical Examinations:** NH state law requires all students entering the Dover School District to have a current physical on file in the nurse's office. A current physical is one done within one year of the student entering the school. Only documented medical examinations by a medical professional will excuse a student from participation in the Physical Education Program.
- **Immunizations:** According to the State Board of Education ED 311.01(a) School Immunization Program, all students attending Dover Middle School shall be immunized against certain diseases as determined in rule He-P 301.14 adopted by the Department of Health and Human Services. If a student is not immunized according to Ed 311.01(a) and does not have a religious or medical exemption or is unable to provide evidence of acceptable immunization for conditional enrollment, he/she will not be admitted to school.
- **Emergency Information:** All students should have a current Emergency Information Card on file in the Health Office. In order to maintain updated records, a new emergency card needs to be completed at the beginning of each new school year. If, during the school year, there is a change in any information on the emergency card, please notify the Health Office or the Main Office as soon as possible.
- **Illness:** It is not okay to send a sick child to school because they will likely spread the illness they have to many more children. As established by the Center For Disease Control and the Department of Health and Human Services, students with flu-like illnesses should remain at home for at least 24 hours after they no longer have a fever (100°F[37.8°C] or greater when measured orally), or signs of a fever, without the use of fever-reducing medicines.

MEDICATION POLICY

Medication during school hours carries explicit rules and regulations. Students are not permitted to carry any medication on their person without written permission from the nurse. All medications, prescription or non-prescription, must be given to the nurse before homeroom. No medication will be administered without a written signature from a parent or guardian. Medication sheets may be obtained in the health office or printed from the DMS website.

- **Prescription Medicine:** Parents, please be aware that prescription medicine must be brought in by a parent or guardian in the original prescription labeled bottle. A physician's note is required in addition to written permission from a parent or guardian.
- **Over the Counter Medicine:** All over the counter medication must be brought to school in the original bottle with a note from a parent or guardian before homeroom time. Over the counter medication may be brought to school by a student at the parents' discretion.
- Parents and guardians must pick up any extra medications at the end of the school year or call the nurse to request proper disposal.
- By law, no exchange of drugs, in any form, for any reason, will be permitted. Any person found violating the rules in any way shall be subject to disciplinary action by the school and/or law enforcement authorities.
- **Asthma inhalers and epinephrine auto injectors:** Asthma Inhalers and Epinephrine auto injectors may be possessed by a student and self-administered in accordance with RSA 200.42 through RSA 200:47. These medications do require a physician's written order in addition to written parental permission.

NUTRITION

Dover Middle School encourages good nutrition by serving well balanced breakfasts and lunches. Achievement at school, especially during the morning hours has been shown to be directly associated with a well-balanced breakfast. It is important to ensure that every child has the opportunity to have breakfast. All parents are encouraged to feed their children before bringing them to school. For those students arriving at

school without breakfast, the cafeteria offers breakfast at a reasonable cost each morning. The School Meals Program will work to offer at least four balanced meal choices to students on a daily basis in accordance with State Guidelines.

- Free and Reduced lunch forms are sent out the first day of school. Anyone can apply for the free and reduced programs during the course of the school year. Forms may be picked up in the Main Office and in the Guidance Office.
- The Dover School District encourages non-food items and/or healthy food for school parties and celebrations.

SCHOOL COUNSELING DEPARTMENT

The mission of the Dover Middle School counseling program is to ensure all students will acquire the academic, career and personal/social competencies necessary to become confident participants and contributors in a complex and changing world.

The program encompasses four components:

School Counseling Curriculum: Classroom lessons delivered to all students, grades 5-8. Some examples of topics are bullying prevention/awareness, conflict resolution, healthy relationships, time management and **career and college awareness** **suicide awareness**.

Individual Student Planning: Consulting with students regarding academic progress, goal setting and transition to high school.

Support Services: Consultation with students, parents, staff and community agencies and organizations to enhance the school counseling program.

Responsive Services: Includes individual and group counseling, student mediations, crisis counseling, and referrals to outside agencies and private mental health professionals.

The middle school years offer many physical and emotional challenges to emerging adolescents. DMS school counselors are available to support all students and their families as they experience these changes. Parents and guardians are encouraged to contact the grade level school counselor with any questions or concerns that may impact their child's development and school experience. Contact information can be found on the front page of the agenda book or on the district website.

STUDENT WELLNESS

Protecting the health and well-being of all students is of utmost importance to the school district. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

- Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, support systems, and seeking help for themselves and friends. This curricular content will occur in all health classes throughout the school year, not just in response to a suicide, and the encouragement of help seeking behavior will be promoted at all levels of the school leadership and stakeholders
- Each school or district will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources
- When a student is identified as being at-risk, a preliminary risk assessment will be completed by a trained school staff member who will work with the student and help connect the student to appropriate local resources
- Students will have access to national resources that they can contact for additional support, such as:
 - National Suicide Prevention Lifeline: 1-800-273-TALK (8255): <https://suicidepreventionlifeline.org/>
 - The Trevor Lifeline: 1-866-488-7386: <https://www.thetrevorproject.org/get-help-now/#sm.0001fzv5x412x5fd8pb4rq473hxxh>
 - Trevor Lifeline Text/Chat Services available 24/7 Text "TREVOR" to 678-678 <https://www.thetrevorproject.org/get-help-now/#sm.0001fzv5x412x5fd8pb4rq473hxxh>
 - Crisis Text Line: Text TALK to 741-741: <https://www.crisistextline.org/>

All school personnel and students will be expected to help create a school culture of respect and support, in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they or a friend are feeling suicidal or are in need of help. While confidentiality and privacy are important, students should know that when there is risk of suicide, safety comes first.

For a more detailed review of policy changes, please see the district's full suicide prevention policy JLDBB

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

If a family becomes homeless and is a family in transition any time during the school year, please notify your child(ren)'s **school** counselor in order to receive services to help you during this transition. All matters of this concern will always be confidential and will be dealt with sensitively.

According to the McKinney-Vento Homeless Assistance Act, a family or youth is homeless if:

- They are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason
- Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative accommodations
- Living in emergency or transitional shelters
- Abandoned in hospitals
- Awaiting foster care placement
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Unaccompanied youth who are youth not in the physical custody of a parent or guardian.

All matters of this concern will always be confidential and will be dealt with sensitively.

DOVER MIDDLE SCHOOL COMMITMENT TO SCHOOL SAFETY

As a student of Dover Middle School, I pledge to help ensure that my school is a safe place to attend and to learn in. With my pledge, I promise to share with a teacher, counselor, or administrator any information that could result in someone being injured or harmed. If I am uncertain of the seriousness of the concern, I will report it and allow the adults to make the judgment. I believe that my school should be a place where all students are treated with respect, receive a quality education, and feel safe. And I understand that I may remain anonymous when I report my concern. I may also give my name when reporting, and if I do, my report will remain confidential.

Recognizing that every student has the right to a safe environment where everyone is treated with respect:

- I understand that I have an essential role in school safety and violence prevention.
- I will immediately report any threats of violence, suicide, presence of weapons or explosives to a school administrator, counselor, or teacher, to allow them to investigate and determine the seriousness of the report.
- I will do all I can to stop the harassment or bullying of others.
- I will promote the acceptance of individual differences, recognizing that diversity contributes to the strength of the Dover Middle School.

VIDEO AND AUDIO RECORDING ON SCHOOL PROPERTY PROCEDURE

New Hampshire RSA 189:68 IV requires written consent of teachers and parents or legal guardians for recordings in classrooms. There are many valuable reasons why recordings may be useful in classrooms. Some uses include, but are not limited to:

- Creating a video presentation as part of any academic class;
- Student practice work in a music, photography, videography course or similar courses;
- Recording a speech therapy or English language session to evaluate a student's progress; and
- Videotaping student teachers for teacher education coursework.

The Dover School Board has held a public hearing to allow classroom recordings, as required by RSA 189:68 IV. The Dover School District is now seeking your permission for your student to participate in classroom recordings for educational purposes. Annual permission will be requested and may be included in yearly permission forms and FERPA notices.

Recordings will not be made available to the public (e.g., via website or newsletter) without your prior knowledge and consent. Recordings may be used in password-protected, restricted environments such as Google Classroom environments.

This law does not affect recordings outside of a classroom setting.

PARENT RESOURCE PAGE

*Student passwords should be private - user names only below.

Online Usernames:

Username: _____ For: _____

Username: _____ For: _____

Parent Portal: [dms.dover.k12.nh.us/For Families/Parent Portal Log-in](https://dms.dover.k12.nh.us/For%20Families/Parent%20Portal%20Log-in)

Parent's Account Username: _____

Student's Account Username: _____

Math In Focus Website – Grade 5: www-k6.thinkcentral.com / **Grade 6-8:** my.hrw.com

Lunch Account Website (to add funds): [dms.dover.k12.nh.us/Quick Links/Meal Time](https://dms.dover.k12.nh.us/Quick%20Links/Meal%20Time)

Username: _____

Additional Account Information:

PROGRESS REPORT AND REPORT CARD SIGNATURES

Parent signatures below indicate they have seen their child's progress report and report card. Students are required to obtain a signature at each reporting cycle.

Progress Report Quarter 1: _____

Report Card Trimester 1: _____

Progress Report Quarter 2: _____

Report Card Trimester 2: _____

Progress Report Quarter 3: _____

Report Card Trimester 3: _____

Progress Report Quarter 4: _____

Report Card Quarter 4: _____

DOVER MIDDLE SCHOOL HANDBOOK AGREEMENT FORM

The following pages must be signed and returned to Dover Middle School no later than Thursday, September 10th (4 school days). In terms of the standards in this handbook, the school administration retains discretionary authority to consider mitigating the unusual circumstances in a given case. The handbook takes notice of the fact that the school is obligated to treat every student as an individual according to his/her educational development. This handbook has been approved by the Dover School Board; therefore, it is a policy document.

Signing below indicates that we have read and understand the expectations of Dover Middle School including the **DMS Commitment to Safety (p.23)**, the **Acceptable Internet Use Procedures (p.19)** and the **Student Acceptable Use Form (p.19)** and the **Video and Audio Recording on School Property Procedure (p.24)**.

Student Name (please print): _____

First Period Teacher's name: _____

Student Signature: _____

Date:

Parent Signature: _____

Date:

MEDIA PERMISSION

- I do NOT give permission for my child to appear in any newspaper, television show, or through Internet material originating from the Dover School District as described in the Media Permission section in this handbook (p. 21).

Parent/Guardian Signature

Date

DOVER MIDDLE SCHOOL
“KEEPING OUR CHILDREN SAFE”

As part of Dover Middle School’s efforts to provide a safe environment for our students, please complete this form and return it to your child’s homeroom teacher in order to provide us with current information regarding the status of pending court orders denying school visitation and contact by spouses, relatives, or others. ALL PARENTS OR GUARDIANS MUST COMPLETE AND RETURN THIS FORM.

Child’s Name: _____ Grade: (circle one) 5 6 7 8

Please check the appropriate option and sign below:

OPTION A

- There are no court orders in place that need to be brought to the attention of school personnel concerning my child.

OPTION B

- There is a court order in place regarding guardianship (temporary or permanent), custodial arrangements that limit or prohibit contact or visitation, orders that affect educational decision making or access to school, etc.

Judgments and actions cannot be determined on verbal information. Documentation (copies of court orders) is required for enforcement.

* I have provided the school with this documentation. Yes _____ No _____

(If you answered “NO,” this information must be provided to the guidance department immediately or we cannot guarantee the safety of your child).

I understand that it is my responsibility as a custodial parent or guardian to provide the Dover Middle School with new and updated information (and a copy of court orders) regarding the above-mentioned issues.

Signature: _____ Date: _____

Phone: (home) _____ (work) _____ (cell) _____

Thank you for your assistance in this most important matter.
“Your child’s safety is our first priority.”

**SUMMARY OF CAPITAL IMPROVEMENTS PROJECT REQUESTS
FOR SCHOOL BOARD APPROVAL OF CAPITAL IMPROVEMENTS PROGRAM, 2024-2029, October 4, 2021**

Capital Improvements Project Requests with Funding Source, FY2024:

1. Athletic Improvements
Repair/replacement of athletic projects (i.e., vehicle, equipment, bleacher replacement). \$30,000 request funded through Special Revenue Funds (Fund 3830, School Facilities)
2. Curriculum Replacement and Upgrade
Curriculum upgrades – K-8 Literacy Adoption. \$100,000 request funded through out of the General Fund
3. Facilities Repair/Maintenance
Districtwide repairs/replacement/upgrades to include, but not limited to life safety, improvement to grounds & facilities, energy efficiency upgrades, paving, etc. \$250,000 request funded through School Facilities Capital Reserve Fund
4. Information Technology Replacement and Upgrade
Annual replacement of hardware (desktops, laptops, monitors, etc.), replacement of print solutions, large scale replacement of software programs. \$485,000 request funded through General Fund Operating Budget
5. Kitchen/Cafeteria Maintenance/Repair/Upgrade/Vehicle
Replacement of furniture (i.e., café tables), equipment, vehicles, etc. \$40,000 funded through Special Revenue Funds (Fund 2800, Cafeteria Fund)
6. Light Equipment Replacement Program
Replacement of district vehicles and small maintenance equipment (i.e., vans, maintenance vehicles, scissor lifts, trailers). \$50,000 funded through Special Revenue Funds (Fund 3830, School Facilities)
7. Middle School Roof Replacement – REVISED
Replacement of shingle and EPDM roof at DMS – phase II \$650,000 request funded through School Facilities Capital Reserve Fund.
8. Middle School – Installation of AC/Dehumidification System - NEW
Installation of a dehumidification system into the existing mechanical units at Garrison Elementary School, Horne Street School, and Dover Middle School. \$3,850,000 request funded through School Facilities Capital Reserve Fund and ESSER Grant Funds.
9. Furniture Replacement, Districtwide – NEW (requested in a previous year, but not able to fund)
Districtwide furniture replacement – \$25,000 funded through General Fund Operating Budget

Notable Capital Improvements Project Requests with Funding Source, FY2025-29:

1. Dover High School Turf Field and Track Replacement
New turf field and track replacement at Dover High School. Estimated \$2,500,000 request funded through Debt Financing in **FY2025 of CIP**
2. Garrison Elementary School Improvements
Funds for Adding an emergency generator to provide emergency power to Garrison Elementary School in the event of a long duration power outage (cost proposal pending), as well as funds to construct an administration addition with new entrance & renovation, bus loop & sitework in back parking lot). \$6,500,000 request funded through Debt Financing in FY2026 of CIP
3. Dover High School Solar Panel Purchase
This project is the purchase, after ten full years of use of the solar panels installed at the high school, as per the PPA: \$900,000 request funded through School Facilities Capital Reserve Fund in FY2026-29 of CIP

FY2024 Requests, by Funding Source:

Total FY2024, Request from General Fund Operating Budget: \$610,000

Total FY2024, Request from Special Revenue Funds, Fund 2800: \$40,000

Total FY2024, Request from Special Revenue Funds, Fund 3830: \$80,000

Total FY2024, Request from Special Revenue Funds, Fund 2820: \$3,850,000

Total FY2024, Request from Capital Reserve Funds: \$250,000 (\$250,000 School Facilities CR)

Total FY2024, Debt Financing: \$1,106,000

Transfers to Capital Reserve Funds, funded through the General Fund Operating Budget, FY2024:

1. Athletics Reserve: Reserve for expenditures of future athletic upgrades, improvements, and any replacement/repair projects: \$20,000
2. Curriculum Reserve: Reserve for expenditures of future curriculum upgrade projects: \$150,000
3. Information Technology Reserve: Reserve for expenditures of future IT upgrade/improvement projects: \$20,000
4. School Facility Reserve: Reserve for expenditures of future facility upgrade/improvement projects: \$250,000

TOTAL: FY2024 Requests to Transfer to Capital Reserve Funds:

Total FY2024 Request from General Fund Operating Budget: **\$440,000**



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Monday, August 8, 2022

SUPERINTENDENT REPORT

The Superintendent's Board Report purpose is to: (1) inform the Board on my position and recommendations pertaining to Board meeting agenda items; (2) inform the Board of significant issues as they relate to the Board; and (3) inform the Board of informational items pertaining to the Dover School District.

BOARD AGENDA ITEMS

G. CONSENT AGENDA

2. **Resignations/Retirements** – I recommend the Board approve the resignations/retirements.
3. **Leaves of Absence** – None
4. **Job Shares** - None
5. **Nominations** – I recommend the Board approve the nominations as listed.
6. **Extended Trips** – I recommend the Board approve the extended trip requested by Dover High School.
7. **Donations** – None

H. STUDENT REPORT: No Report – New student representative to be selected by Dover High School.

I. POLICY – CHANGES – PROPOSALS: These policies are being revised based on recommendations from the New Hampshire School Board Association.

1. BIE – Board Member Indemnification
2. EBBB – Accident Reports
3. GBCD – Background Investigation and Criminal History Records Check
4. GBCD-R – Technical Advisory (concerning “School Employee Background Investigations Including a Criminal History Records Check”): **Withdrawn** Policy
5. GBEAB – Mandatory Code of Conduct Reporting – All Employees
6. GBEB – Staff Conduct
7. GCAA – Highly Qualified Teachers
8. JFA – Residency
9. JFABD – Admission of Homeless Students
10. JLCD-R – Procedures for Administering Medication to Students
11. JLCD-F1 – Medication Administration Authorization Form
12. JLCD-F2 – Epi-Pen Medication Administration Form (Self-Administered)
13. JLCD-F3 – Inhaled Medication Administration Form (Self-Administered)

J. POLICY ADOPTION: These policies are required policies. The revisions are based on recommendations received from the New Hampshire School Board Association. I request the Board approve these policies as a first and second reading.

1. EBBC – Emergency Care and First Aid
2. JLCD – Administering Medication to Students

K. RESOLUTIONS: None

L. **OLD BUSINESS:** None

M. **NEW BUSINESS:**

1. **Public Hearing** – The Crowell Family Scholarship for the Trades – I recommend the Board approve the donation request to create a scholarship fund for the trades on behalf of the Crowell family.
2. **Memorandum of Understanding – Dover School District and YMCA of Strafford County** – Michael Limanni will be on hand to answer any questions you may have pertaining to the MOU. I recommend the Board approve the MOU.
3. **2022-2023 Student Handbook Revisions** – Schools annually review their student handbooks. Revisions are made based on new or revised school policies and other factors that change in the schools. Principals have recommended revisions for the 2022-2023 Student Handbook. They will be on hand to answer any questions you may have pertaining to the revisions. I recommend the adoption of the revisions.
4. **Capital Improvement Project Requests** – Michael Limanni, Business Administrator, has provided a list of Capital Improvement Projects to be approved. I recommend you approve the project requests.
5. **Condition of Accounts** – Michael Limanni, Business Administrator, will present the condition of accounts for the Board's review.

N. **SUBMISSION AND PAYMENT OF BILLS**

O. **SUPERINTENDENT'S REPORT**

Review of July 2022:

▪ **Weekly Review for Monday, June 27 through Friday, July 1, 2022**

It has been a week of starting the summer projects and interviewing teacher candidates. The candidates I have interviewed are a competent group of educators. Overall, the principals are forwarding viable teacher candidates. As of Thursday, 15 teaching positions remain to be filled. This is one of the most important roles that principals perform; finding teacher candidates that will be effective as demonstrated by their purpose of being an educator, their ability to create and maintain positive relationships with students and colleagues, and a strong background and skill set in teaching and learning.

On Thursday, the SAU celebrated the work and retirement of Paula Glynn (30 years of service), Cindi Shattuck (39 years of service) Cathy Faure (24 years of service), Brenda LeClair (20 years of service), and Robin LaFleur (22 years of service). These individuals have provided a total of 135 years of service to the Dover School District. They will be missed, and the SAU Team wishes them a wonderful and fulfilling retirement.

Other meetings this week included:

- ✓ Paula Glynn weekly update meeting
- ✓ Planning and update meeting with Jon Vander Els, NH Learning Initiative
- ✓ Meeting with Gaggle pertaining to After Hours program with Chief Bill Breault and other members of the Dover Police Department
- ✓ SAU Cabinet meeting

▪ **Weekly Review for Tuesday, July 5 through Friday, July 8:**

Most of this week has been invested in working on projects that relate to preparing for the 2022-2023 school year. In addition, interviews continue with teacher candidates. This week included interviews for CTE teacher candidates and a reading specialist for Garrison School.

Many of the administrators used this Fourth of July week for vacation.

Other meetings this week included:

- ✓ Meeting with Kiley Hemphill, Jennifer Krans, and Siobhan Mehalek to finalize their recommendation for the Co-Curriculum, Instruction, and Assessment Directors.
- ✓ Christine Boston and I met to review the district's grants and to do further planning related to the redesign of the SAU.

▪ **Weekly Review for Monday, July 11 through Friday, July 15**

The full leadership team had a two-day retreat, facilitated by Jon Vander Els of the New Hampshire Learning Initiative. From my experience in the district, the two days were highly productive and beneficial to all participants. The focus was on the norms and processes that will be used by the leadership team. The team will strive to be more consistent and have a more systematic approach throughout the district. Norms have been established, that will further guide the work of the team. During the retreat, one of the most significant occurrences was the openness of the communication and the ability to challenge the thinking in the room.

By the conclusion of the second day of the retreat, there was a strong sense of purpose, direction, and excitement about the future of the district. Projects identified by the team will be developed for review and adoption at the August retreat. These projects will be the focus of the Tuesday, August 16 retreat. I left the two-days feeling hopeful about the investment of the team in the process and results and the future direction for the district.

The Co-CIA Directors and MTSS Director started their new positions on Tuesday, July 12. They are in the process of organizing the operations of their department. Greg Howard will be their new administrative assistant. He is replacing Kim Hamel who has moved to payroll and benefits in the Business Office. I believe the addition of the Co-CIA Directors and MTSS Director will be highly beneficial in moving instruction, student learning, and achievement forward as the most critical work of the district.

On Monday, July 11, the summer school program officially started. The summer program is inclusive of Title I LEAP, Brain Wave, ESOL, and Extended School Year (ESY). The ESY program is for students receiving special education services.

Other meetings this week included:

- ✓ SAU Cabinet Meeting with Michael and Christine Boston as we continue to work through several preparation and planning items for the 2022-2023 school year.
- ✓ Non-Meeting with the Board and the Board's negotiations attorney.
- ✓ July Regular Board Meeting.
- ✓ SAU welcoming breakfast on Tuesday to do staff introductions and to review purposes and expectations for the SAU.
- ✓ Meeting with Jackie Hansen on contracting for the LEAP Summer Program and materials.
- ✓ Meeting with the Teaching and Learning Department to review projects, priorities, and protocols.
- ✓ Meeting with Mark Broth and Carolyn Mebert to review the status of the DTU negotiations communication.

▪ **Weekly Review for Monday, July 18 through Friday, July 22:**

Most of the week has been dedicated to summer projects work and planning.

As you were notified, Greg Brown will be leaving the Dover School District to be the principal of Gonic School with the Rochester School District. Greg has been with the Dover School District for 21 years. This is a wonderful career opportunity for him. I am appreciative of his outstanding service to the students and families of the Woodman Park School Community. The Woodman Park Dean position has been posted.

Kori Kennedy has accepted the position as the Director of the Dover Regional CTE. Kori has served as the Assistant Director of CTE for the Nashua School District. She came highly recommended. Nashua School District has agreed to release her following the August 8 Board Meeting. I am excited to have Kori join the Dover Schools Leadership Team.

Other meetings this week included:

- ✓ Police Chief Bill Breault and Josh Wyatt, City Attorney to discuss HB 1178.
- ✓ CTE Director Interview
- ✓ Planning and organizational meetings with Christine Boston, Assistant Superintendent
- ✓ Two teacher candidate interviews
- ✓ Jackie Hansen on literacy material orders
- ✓ Ellen Hume-Howard, Executive Director of NH Learning Initiative, to update on work with the district and moving forward
- ✓ Equity Meeting with Maggy Fogarty, Whitney Carrier, Kathleen Blake, and Christine Boston
- ✓ Co-CIA Director meetings

■ **Weekly Review for Monday, July 25 through Friday, July 29:**

This week, several members of the district's leadership team had the opportunity to attend the New Hampshire Learning Initiative 2022 Powerful Learning Conference in Concord. The conference provided sessions that align with competency-based learning as well as an opportunity to bring our team together for additional planning for the upcoming school year. The following Dover School educators were presenters at the conference:

- ✓ *Formative Assessment in Middle and High School* – Valerie West, Amanda Spadafora, and Kristin Whitworth
- ✓ *K-8 Student Led Conferences* – Siobhan Mehalek and Jennifer Krans

I had the opportunity to attend the presentation by the Dover educators. Both were highly professional and informative. I came away with additional appreciation for the quality of educators that represent the Dover Schools. The district was represented well at the conference.

I attended the Joint meeting of the Dover City Council and Dover Board where discussions were held to propose a change to the budget timeline to avoid reduction of force before the budget is decided. I am appreciative of the City Council taking the initiative to make this change.

Friday was the *Fact-Finding* process associated with negotiations between the DTU and the Board. The district was represented by the Board's Negotiation Team and Mark Broth, attorney.

Work continues with the planning and preparation for the 2022-2023 school year. I am pleased with the progress the Teaching and Learning Department are making with the new structure.

Other meetings this week included:

- ✓ One interview
- ✓ Meeting with City Attorney Josh Wyatt
- ✓ Interview with Jennifer Crompton, WMUR on teacher shortage
- ✓ Hanover Research – review and clarification of projects

- ✓ Literacy planning meeting with the district's literacy coaches Jackie Hansen and Deb Nary and NH Learning Initiative – Ellen Hume-Howard and Jon Vander Els

Book Distribution: Board members will be receiving a copy of Unpacking the Competency-Based Classroom by Jonathan G. Vander Els and Brian M. Stack. The members of the Dover Leadership Team will also be reading the book and using it as part of the Leadership Teams professional development. The book provides an excellent guide to the development and implementation of competency-based education. Jon Vander Els is the NH Learning Initiative Consultant that is working with the district on the development of professional learning communities and competency-based education.

NOTE: Starting in July, the Superintendent's report will begin to include reports from directors and principals. A reporting calendar is being developed for the 2022-2023 school year.