

N. NEW BUSINESS
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TO: Superintendent Jean Briggs Badger and Dover School Board

FROM: Principal Lyndes, Dean Patrick and Dean Isabelle

DATE: March 4, 2013

RE: DMS Student Handbook Changes

Page 9: ATTENDANCE: text deleted and added

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 ~~480~~ **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 9, Truancy).

Page 9: TRUANCY: text deleted

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 truan- cies.

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, court truancy summons, or a CHINS petition reporting education neglect to authorities.

Page 12: ACADEMIC PROBATION: text deleted

Students who fail more than one ~~core~~ subject during any marking period will lose privileges (band, chorus, drama, attending dances, special functions, team sports, extra-curricular trips, etc.) until the next report card is issued.

Page 14: AGENDA BOOKS: text deleted and added

The agenda book is school property and may not be altered (i.e. pages removed). It is a form of communication and needs to be checked by teachers and parents. Only the contract pages may be removed in order to be submitted for school records. Students are expected to have agenda books with them at all times ~~except during lunch~~ (**only at lunch if being used as a pass to exit the cafeteria**). If agenda books are lost or misplaced, students will be required to purchase a new one at a cost of \$5.00.

Page 17: OUT-OF-SCHOOL SUSPENSION: text deleted

Certain offenses will 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 or emotionally abusive.
- ~~Use of aerosol cans for the non-intended purpose.~~
- Possession or use of dangerous objects (blades, lighters, etc.) or controlled substances such as drugs, inhalants, aerosols, alcohol, tobacco, 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

The administration reserves the right to require a parent conference before a student returns to school. When your child is suspended out-of-school he/she is 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.

Misbehavior directed at staff that is deemed gross or serious by the administration will result in immediate suspension from school. The following are cumulative and will be kept on file throughout the student's four years of middle school.

- 1st Offense: Three (3) days out-of-school suspension
- 2nd Offense: Five (5) days out-of-school suspension
- 3rd Offense: Suspension pending school board hearing

Page 23: APPROPRIATE ATTIRE: text deleted and added

Dover School Board adopted Policy Code ~~JICA, (9/13/99)~~ **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 if a change is necessary.

1. Clothing, jewelry, or accessories with decorations, patches, lettering, advertisements, etc., that may be considered disruptive, distracting, destructive, obscene, or offensive is not to be worn to school. This includes any clothing, jewelry, or accessories that could be used as weapons. Accessories having drug emblems, tobacco, or alcoholic beverage references are not permitted.
2. Shirts and blouses, and wide-strap tank tops must cover the entire torso at all times, even in movement. Transparent and/or see-through materials are not allowed. Crop tops, tube tops, halter tops, spaghetti-strap tank tops, and basketball shirts are not acceptable unless covered by an outer shirt. Revealing necklines are not acceptable.
3. Skirts, dresses, culottes, and shorts must be long enough so as not to be revealing.
4. Outer clothing should cover undergarments at all times.
5. Safe and appropriate footwear must be worn at all times.
6. Except for religious and/or cultural purposes, head coverings may not be worn in school. This includes scarves and bandanas.
7. Safety and protective clothing, as well as athletic and gym clothing, shall be worn as required by the subject teacher or club instructor only while participating in the activity involved.
8. Students attending school functions after school hours should adhere to the dress code policy. Exceptions may be made for certain activities.
9. Hats, coats, and jackets will be stored by the start of the instructional day. Fleece or other non-bulky vests may be worn.
10. When questions arise regarding the interpretation of this policy, the faculty members of the team shall make a determination as to the appropriateness of student dress.
11. **Physical Education** 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,

Our building has a comfortable, attractive, dining area for our student body. Proper table manners are required. The routine for the lunch period is as follows:

- Following a set schedule of lunch times; students will arrive and be seated.
- Opened snack packages or beverages other than clear water may not leave the cafeteria.
- Lunch supervisors will direct students through the serving lines.
- At the end of lunch, ~~lunch supervisors will dismiss tables~~ **students are expected to clean their table area.**
- **Lunch supervisors will dismiss tables.**
- Trays will be deposited in the wash station window, and students will proceed back to class.
- Throwing food or using other objects as projectiles, or any behavior deemed unsafe or inappropriate will result in an alternative dining setting or after school detention. Repeated offenses will result in in-school suspensions, and a progressive number of out-of-school suspensions for further infractions. Discipline decisions are based on careful consideration of the circumstances surrounding each incident.