



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – AGENDA

Meeting Type:	<b>Regular Session #10</b>
Meeting Location:	<b>Media Ctr. (Rm. 306) McConnell Center</b>
Meeting Date:	<b>Monday, October 7, 2013</b>
Meeting Time:	<b>7:00 pm</b>

- A. ROLL CALL**
- B. PLEDGE OF ALLEGIANCE**
- C. CITIZENS' FORUM**
- D. APPROVAL OF MINUTES**
  - 1. Regular Session #9, September 9, 2013
- E. CONSENT AGENDA**
  - 1. **Correspondence:** NONE
  - 2. **Resignations/Retirements:** NONE
  - 3. **Leaves of Absence:** NONE
  - 4. **Nominations:**
    - Sheet 1: Nomination and Election of Aide Positions (Devalk-Merrow)
    - Sheet 2: Nomination and Election of Teachers (Welliver-Williams)
    - Sheet 3: Nomination and Election of Co-curricular Staff (Bascom-Stewart)
  - 5. **Extended Travel (Student Trips):** None
- F. SUPERINTENDENT'S REPORT**
- G. STUDENT REPRESENTATIVE REPORT**
- H. COMMITTEE REPORTS**
- I. POLICY – CHANGES – PROPOSALS:**
  - a. DFA Investment
  - b. EEAEA Mandatory Drug and Alcohol Testing—School Bus Drivers
  - c. EFA Availability and Distribution of Healthy Foods
  - d. IHAM Health Education and Exemption from Instruction
  - e. IHAM-R Health and Sex Education Exemption: Opt Out Form
  - f. IKAA Interdisciplinary Credit
  - g. IL Evaluation of Curricular Programs
  - h. IMAH Daily Physical Activity
  - i. IMBC Alternative Credit Options
  - j. IMGGA Service Animals
  - k. JLCJ Concussions and Head Injuries
  - l. JLDDBA Behavior Management and Intervention
  - m. EEAECS School Transportation Policy
  - n. EB Safety Program (previously tabled)
  - o. EEAA Video and Audio Surveillance on School Property (previously tabled)



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- J. POLICY ADOPTION:**
  - a. BHC Board/Staff Communications (previously tabled)
  - b. KHB Advertising in Schools (previously tabled)
- K. SUBMISSION AND PAYMENT OF BILLS**
- L. RESOLUTIONS:** none
- M. OLD BUSINESS:**
  - 1. Redistricting Committee Update
  - 2. Superintendent RFP Update
- N. NEW BUSINESS:**
  - 1. STEAM Academy Update—Fran Meffen
  - 2. DALC Memorandum of Understanding Addendum
  - 3. Approve FY15 Budget Preparation Adoption Schedule
  - 4. Approve Barrington/Nottingham Tuition Rates for FY 2013-2014
  - 5. Approve Tuition Rates for FY 2013-2014
  - 6. FY14 Condition of Accounts
- O. SCHOOL BOARD MATTERS OF INTEREST**
- P. ADJOURNMENT**

*Citizens are invited to public meetings and shall be given an opportunity to speak. Time shall be set aside for citizen statements at all public meetings, unless a vote to the contrary is taken by the School Board. Statements shall be limited to three 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.*

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

TO: DOVER SCHOOL BOARD

DATE: October 7, 2013

MEMORANDUM: Nomination and Election of Staff Positions

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the following funded positions for the 2013-2014 school year.

NAME	POSITION	SCHOOL	REPLACING	HOURS	SALARY
Devalk, Cassandra	Sped Aide	WPS	New Position	6.5 hrs/day	\$11.70/hr
Merrow, Anna	ESL Tutor	GES	Patricia Beaulieu (transferred)	3.25 hrs/day	\$14,61/hr

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

TO: **DOVER SCHOOL BOARD**

DATE: October 7, 2013

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 2013-2014 school year.

<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>	<b>REPLACING</b>	<b>SALARY</b>
Welliver, Mellisa	Guidance Counselor	DHS	Mary Rice	\$36,029.00
Williams, Kerrie	Building Trades Teacher	DHS CTC	Patrick Golding	\$37,488.09 (prorated on the basis of \$45,291)

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

TO: **DOVER SCHOOL BOARD**

DATE: October 7, 2013

MEMORANDUM Nomination and Election of Staff

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 2013-2014 school year.

STAFF	ACTIVITY/POSITION	SALARY
Bascom, Carrie	FFA-Cat. I	561.00
Bonello, Jessica	National Honor Society-Cat. II	916.00
Cabral, Jessica	50% Colorguard-Cat III	913.50
Cancellieri, Bethann	DECA-Cat.I	561.00
Chase, Andrew	Newspaper-Cat. I	561.00
Connelly, Jennifer	Latin Club-Cat. I	561.00
DeMatteo, Stephanie	Senior Class-Cat. II	916.00
Fontaine, Kathryn	Student Council-Cat III	1827.00
Hallbach, Lisa	Math Club-Cat. I	561.00
Kontos, Francine	World Arts Club-Cat. I	561.00
Latchaw, David	5/6 Student Council-Cat. II	916.00
Martinen, Abbygale	Youth to Youth-Cat. I	561.00
McCann, Christopher	Key Club- Cat. I	561.00
Mersereau, Marjorie	Drama Club-Cat. III	1827.00
Pirkola, Joe	Escoffier Club-Cat. I	561.00
Ring, Judith	Skills USA-Cat II	916.00
Scanlon, Maura	Yearbook-Cat III	1827.00
Schleicher, Laura	French Club-Cat. I	561.00
Spencer, Katherine	Sophomore Class-Cat. I	561.00
Stancel, Katie	Junior Class-Cat. II	916.00
Stewart, Christine	Asst. Yearbook-Cat. I	561.00

J. a.

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**FIRST READING  
INVESTMENT**

The School Board authorizes the School District Treasurer, working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a, to invest the funds of the District subject to the following objectives and standards of care.

**OBJECTIVES**

The three objectives of investment activities shall be safety, liquidity, and yield.

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to applicable law.
2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

**STANDARDS OF CARE**

1. Prudence. The standard of prudence to be used by the District Treasurer and Superintendent, or his/her designee involved in the investment process, shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the GFOA\* Recommended Practices and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.
2. Ethics and conflicts of interest. The School District Treasurer and Superintendent, or his/her designee involved in the investment process, shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall also disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall subordinate their personal investment transactions to those of the School District, particularly with regard to the timing of purchases and sales.
3. Internal Controls. The District Treasurer and Superintendent or his/her designee shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed periodically by the School Board and an independent auditor.

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The investment of funds will be left to the discretion of the Finance Committee without prior approval of the Board.

The Board will periodically review the investment policy.

**Legal References:**

*RSA 197:23-a, Treasurer's Duties*

*RSA 383:22, Public Deposit Investment Pool*

*Appendix: DFA-R*

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**FIRST READING**  
**MANDATORY DRUG AND ALCOHOL TESTING—SCHOOL BUS**  
**DRIVERS**

**1. Statement of Policy**

The School Board believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with commercial vehicles that transport students, must be mentally and physically alert at all times while on duty. To that end, the Board has established this policy related to the fitness for duty of transportation personnel.

**2. Medical Examination of School Bus Operators**

In accordance with RSA 200:37, before employing any person as a school bus operator, directly or through a vendor, the School District shall require that such persons submit a certificate signed by a licensed physician setting forth the physician's findings as a result of the examination to determine the physical condition of drivers in accordance with the requirements of 49 C.F.R. Part 391.41-391.49. Such certificate shall be submitted to the School District prior to the commencement of such employment and the District shall retain a copy of such certification. Every 2 years thereafter, either prior to the commencement of the school year or prior to the reemployment of such persons as a school bus operator, the School District shall require submission of a like certificate, except that school bus operators attaining the age of 70 shall be required to undergo an annual examination and to submit a certificate annually.

**3. School Bus Driver's Certificate**

No person shall be employed as a school bus operator, directly or through a vendor, unless the person has received a School Bus Driver's Certificate from the NH Department of Motor Vehicles as required by RSA 263:29.

**4. Criminal Background Investigation**

Before employing any person as a school bus operator, directly or through a vendor, the School District shall require a criminal background investigation as set forth in RSA 189:13-a and School District policy. If the school bus operators are employed directly by the District, then the employee will pay for the investigation. If the District contracts with a vendor to provide student transportation services, either the vendor or the bus operator will pay for the investigation at the discretion of the vendor.

**5. Mandatory Drug and Alcohol Testing**

In compliance with the United States Department of Transportation's Title 49 Code of Federal Regulations, Part 391, all CDL holders and personnel performing safety-sensitive functions related to the transportation of the students of this School District will be required to submit to drug and alcohol testing. Testing procedures and facilities used for

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the tests shall conform to the requirements of the 49 C.F.R. Part 40. The term “CDL holder” means someone who is required as part of their job duties to hold a Commercial Driver’s License. The term “safety-sensitive function” refers to all tasks associated with the operation and maintenance of commercial vehicles. A “commercial vehicle” is any vehicle capable of carrying 16 or more passengers including the driver.

If the School District employs the transportation personnel directly, the District will be responsible for ensuring compliance with the Mandatory Drug and Alcohol Testing requirements. If the School District contracts with a vendor to provide student transportations services, the vendor shall be the employer and provide assurance to the District on an annual basis that they are in compliance with the Mandatory Drug and Alcohol Testing requirements.

The Drug and Alcohol Testing will include pre-employment, random, reasonable suspicion and post-accident testing as defined by Department of Labor Regulations. The School District supports a zero tolerance policy related to substance abuse. Therefore any personnel who have a confirmed positive test for drugs or a confirmed alcohol concentration of 0.02 or greater will be terminated from employment.

**Legal References:**

*RSA 200:37, Medical Examination of School Bus Operators*

*RSA 263:29, School Bus Driver’s Certificate*

*RSA 189:13-a, School Employee & Volunteer Background Investigations*

*49 C.F.R. § 40.1-40.13 (2001), Transportation Workplace Drug Testing Program*

*49 C.F.R. Part 391 (1995), Qualifications of Drivers*

*Appendix EEAEA-R*

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**FIRST READING**  
**AVAILABILITY AND DISTRIBUTION OF HEALTHY FOODS**

The School District will support the availability and distribution of healthy foods and beverages in all school buildings during the school day.

The Superintendent or his/her designee is responsible for ensuring that all foods and beverages distributed within the district meet nutritional standards established by state and federal law relative to: (1) nutrient density; (2) portion size; and (3) nutrition targets, as defined in pertinent law.

The Superintendent or his/her designee is responsible for implementing developmentally appropriate opportunities to learn food preparation skills that support nationally recognized research-based nutrition standards. The Superintendent or his/her designee is responsible for providing annual communication information about the policy and procedure and related curricula to the school community.

**Legal References:**

- 7 CFR 210.10, Nutrition Standards And Menu Planning Approaches For Lunches And Requirements For Afterschool Snacks*
- NH Department of Education Administrative Rules, Section Ed 306.04(a)(21)*
- NH Department of Education Administrative Rules, Section Ed 306.11(g), (h)*

J. d.

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**FIRST READING**  
**HEALTH EDUCATION AND EXEMPTION FROM INSTRUCTION**

Consistent with Department of Education requirements, health and physical education, including instruction about parts of the body, reproduction, and related topics, will be included in the instructional program.

Instruction must be appropriate to grade level, course of study, and development of students and must occur in a systematic manner. The Superintendent will require that faculty members who present this instruction receive continuing in-service training, which includes appropriate teaching strategies and techniques.

Parents/guardians will have the right to inspect and review health and physical instruction materials which will be made reasonably accessible to parents/guardians and others to the extent practicable.

Parents/guardians who wish to review or inspection health and physical education materials may arrange a meeting with the Principal to review the materials.

Opt-Out Procedure and Form

Parents/guardians, or students over eighteen years of age, who do not want their child to participate in a particular unit of health or sex education instruction for religious reasons or religious objections, are allowed to have their child opt-out of such instruction.

Parents/guardians who wish to have their child opt-out of such instruction are required to complete the district opt-out form and state the particular unit of curriculum in which the student is not to participate. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment sufficient to meet state requirements for health education. The alternative assignment will be provided by the health or physical education teacher in conjunction with Principal.

Parents/guardians who do not want their child to participate in a particular unit of health or physical education for religious reasons must complete a Health or Physical Education Opt-Out Form. Opt-

Out Forms are available from either the health education teacher or the Principal.

Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

**Legal References:**

- NH Code of Administrative Rules, Section Ed 306.40, Health Education Program*
- NH Code of Administrative Rules, Section Ed 306.41, Physical Education Program*
- RSA 186:11, IX-b, Health and Sex Education*

*Appendix IHAM-R, Health or Physical Education Opt-Out Form*

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### FIRST READING

#### HEALTH AND SEX EDUCATION EXEMPTION: OPT-OUT FORM

I, \_\_\_\_\_ (parent/guardian) request that my child, \_\_\_\_\_ be excused from participating in certain units of health or sex education instruction based on religious objections.

I request that the District waive the class attendance of my child in a class or courses on:

- Comprehensive sex education, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS.
- Family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS.
- Instruction on diseases.
- Recognizing and avoiding sexual abuse.
- Instruction on donor programs for organ/tissue, blood donor, and transplantation.

Please identify the grade level, class, and building.

\_\_\_\_\_

***I understand that I am requesting the school to excuse my child from certain units of curriculum that are required by state law. I further understand that in lieu of receiving instruction in this unit of health education, my child may be required to receive alternative learning in health education that is sufficient to enable my child to meet state requirements for health education. I further understand that this opt-out exemption is only valid for the school year in which it is signed and subsequent waivers may be necessary.***

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Administrator Signature

Date Received \_\_\_\_\_

I.f.

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## FIRST READING

### INTERDISCIPLINARY CREDIT

High school students may earn course credit in one content area required for graduation, and apply said credit in a different content area through the awarding of interdisciplinary credit. Interdisciplinary credit may be counted only once in meeting graduation requirements.

The high school Principal is charged with approving courses for interdisciplinary credit if: (1) the course has been adopted by a faculty team/committee; and (2) the course addresses the objectives for the subject area in which the credit is to be counted.

**Legal References:**

*NH Code of Administrative Rules, Section Ed 306.04(a)(14), Earning of Credit*

*NH Code of Administrative Rules, Section Ed 306.14(f), Awarding of Credit*

*NH Code of Administrative Rules, Section Ed 306.27(d), Mastery of Required Competencies*

*NH Code of Administrative Rules, Section Ed 306.27(p), Counting Credits*

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I. g.

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## FIRST READING

### EVALUATION OF CURRICULAR PROGRAMS

The Superintendent will evaluate the instructional programs annually in accordance with Board policies and state guidelines. The Superintendent will report annually to the Board on the progress the District is making towards the attainment of its educational goals and improving student performance.

**Legal References:**

*NH Code of Administrative Rules, Section Ed 306:24(c)(4), Evaluation of Curriculum*

DRAFT

**FIRST READING****DAILY PHYSICAL ACTIVITY**

The Board recognizes that developmentally appropriate daily physical activity, exercise and physical education are ways to minimize health risks created by chronic inactivity, childhood obesity, and other related health problems. The Board recommends that students and staff participate in developmentally appropriate physical activity and exercise at for at least 30 to 60 minutes each day as a way to minimize these health risks. The Board recommends the following practices:

- (1) Encourage parents/guardians to support their children's participation in enjoyable physical activities, and recognize that parents/guardians act as role models for active lifestyles;
- (2) Support special programs such as student and staff walking programs, family fitness events, and events that emphasize lifelong physical activity;
- (3) Integrate health and physical activity across the school curriculum;
- (4) Encourage student-initiated activities that promote inclusive physical activity on a school-wide basis;
- (5) Commit adequate resources that include program funding, personnel, safe equipment, and facilities;
- (6) Provide professional development opportunities for all school staff that will assist them to effectively promote enjoyable and lifelong physical activity among youth, and that will assist school staff to recognize their influence as role models for active lifestyles;
- (7) Establish relationships with community recreation and youth sports programs and agencies to coordinate and complement physical activity programs;
- (8) Encourage physical activity recess periods; and
- (9) Institute a tracking and evaluation method to ensure that all students are engaging in developmentally appropriate daily physical activity.

**Legal References:**

*RSA 189:11-a, Food and Nutrition Programs*

*NH Code of Administrative Rules, Section Ed 306.04(a)(15), Daily Physical Activity*

*NH Code of Administrative Rules, Section Ed 306.04(l), Daily Physical Activity*

*NH Code of Administrative Rules, Section Ed 310, Daily Physical Activity*

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**FIRST READING  
ALTERNATIVE CREDIT OPTIONS**

Credit may be earned through alternative methods outside of regular classroom-based instruction offered by the district schools. Awarding of credits to be applied toward high school graduation will be determined by the high school principal, and will be granted only if the request fulfills the following:

The request is submitted with a plan to achieve competency that meets or exceeds the rigorous academic standards required by the school for students enrolled in a credit course offered by the school.

- The plan includes clear expectations for performance.
- The plan includes clearly defined methods and expectations for assessment.
- Verification of the plan’s merit can be evaluated in a timely fashion and does not cause unnecessary burden of the resources of the administration.

The Board encourages increased educational options for hospitalized or homebound students, dropouts, suspended or expelled students, young athletes, or other atypical students for whom regular classrooms are not practical or effective. It is hoped that such offerings will serve as a motivator for students with different learning styles.

Students earning credit via alternative methods will participate in all assessments required by the statewide education improvement and assessment program.

The Board directs the Superintendent to establish regulations and procedures for implementing this policy that will include:

- Definitions of allowable alternative learning opportunities
- Reasonable limits on the number of approved alternative courses that can be administered each school year – school-wide and per student
- The number of alternative credits each student may use toward graduation requirements
- Application and approval process
- Criteria for determining which requests satisfy a particular subject area requirement
- Identification of person(s) responsible for approval, supervision, and monitoring progress
- Requirements that alternative opportunities meet the same rigorous academic outcomes as traditional classroom delivery
- Assurance of student safety including physical and technological
- Assurance of equal access for all students
- Assurance that approved alternative learning opportunities are consistent with all

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policies of this board

- The procedure will be made available to the public.

It is the policy of the Board that alternative methods for the awarding of credit may include:

- Competency testing in lieu of enrollment under the provisions of Policy ILBAA
- Interdisciplinary credit
- Satisfactory completion of course requirements at another public school district, an approved private school or a home-schooling experience
- Transfer of credits earned by students before enrolling in the district, such as students moving into New Hampshire from another state or country
- Extended learning opportunities under the provisions of Policy IHBH
- Online/virtual learning opportunities under the provisions of Policy IMBA
- College Credit/Dual Credit
- Early Graduation
- Middle school acceleration to the extent that the course work exceeds the requirements for seventh or eighth grade, is consistent with the related high school course(s), and the student achieves satisfactory standards of performance.

If a student demonstrates knowledge and abilities on a placement pre-test developed by the school district for a particular course, the student shall not receive credit for the course, but shall be allowed to take a more advanced level of the subject or an elective.

**Funding**

Unless otherwise recommended by the Superintendent and approved by the Board, under ordinary circumstances students or their parents/guardians are responsible for all related expenses including tuition and textbooks. The District may pay the fee for expelled students who are permitted to take courses in alternative settings. If paid by the district and the course is not completed, the student must reimburse the district for the expenses.

**Legal References:**

*NH Code of Administrative Rules, Section Ed. 306.04(a)(13), Alternative Means of Earning Credit*

T.J.

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## FIRST READING

### SERVICE ANIMALS

#### Purpose

This policy addresses the use of service animals within school buildings and on school grounds. As established and defined by the Americans with Disabilities Act and its accompanying regulations, individuals with disabilities shall be permitted to bring their service animals in school buildings or on school grounds in accordance with this policy. Conditions relative to pets and non-service animals within the school building and on school grounds are found in Board Policy IMG.

#### “Service Animal” Defined

In accordance with 28 CFR 35.104 (effective March 15, 2011) a “service animal” is defined as:

Any dog that is individually trained to do or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purpose of this definition. The work or tasks performed by a service animal must be directly related to the handler’s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or who have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or task for the purpose of this definition.

This definition shall be construed to include a “hearing ear dog,” “guide dog,” or “service dog,” as those terms are currently defined in NH RSA 167-D:3.

#### Permissible Inquires

The District will not make the inquiry about the nature or extent of an individual’s disability in determining whether to allow a service animal in a school building or on school grounds. When it is not patently obvious as to the role of the service animal, the District may ask whether the animal is required because of a disability and what work or task the animal as been trained to perform.

When a student or employee’s disability requires the presence of a service animal in a school building or on school grounds during the school day, the District shall also require annual submission of proof of current vaccinations and immunizations of the service animal and a current veterinary health certificate.

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**Access to the School Buildings and Grounds**

In accord with federal regulations, individuals with disabilities shall be permitted to be accompanied by their service animal in all areas of District schools, where members of the public, participants in services, programs, or invitees, as relevant, are allowed to go.

**Animals for Children with Educational Disabilities or a Section 504 Plan**

If a student with an educational disability or a Section 504 Plan seeks to bring an animal on a school campus that is not a service animal, the request shall be referred to the IEP or Section 504 Team to determine whether the animal is necessary for the student to receive a free and appropriate education (FAPE).

**Management of Service Animals**

Service animals must be under control of their handlers. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

**Care of and Responsibility for Service Animals**

The District is not responsible for the care or supervision of a service animal. The owner or handler of the service animal shall be solely responsible for:

- Supervision and care of the animal, including feeding, exercising, clean-up and stain removal;
- Restraint of the animal at all times;
- Damages to the school buildings, property and vehicles caused by the animal;
- Injuries to students, employees, volunteers and visitors caused by the animal; and
- Annual submission of documentation of vaccinations and immunizations.

**Animals for Employees**

Use of a service animal by a qualified employee with a disability will be allowed when such use is necessary to enable the employee to perform the essential functions of his/her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

**Circumstances Under Which a Service Animal Will Be Prohibited from Campus**

The Superintendent or other designee may ask an individual with a disability to remove a service animal from the campus or school event, or may even deny a request for use of a service animal on campus or at a school event if:

- The animal is out of control and the animal's handler does not take effective action to

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control it;

- The animal is not housebroken;
- The presence of the animal will require a fundamental alternation of the program or will significantly disrupt or interfere with the educational process;
- When the animal is to be used regularly during the school day or at school events, the handler fails to submit proof of current vaccinations and immunizations of the service animal and a current veterinary health certificate;
- To the extent applicable, the handler fails to comply with NH RSA 167-D.

If an animal is properly removed or prohibited from the premises, the District will continue to give the individual with a disability the opportunity to participate in District services, programs, or activities without having the service animal on the premises.

A decision to remove or prohibit a service animal from District schools may be appealed to the Superintendent of Schools.

**Legal References**

*Section 504 of the Rehabilitation Act – 29 U.S.C. 794*

*Americans with Disabilities Act – 42 U.S.C. 12101 et seq.*

*Nondiscrimination on the Basis of Disability, Title 28 CFR Part 35, Part 36*

*NH RSA 167-D*

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## FIRST READING

### CONCUSSIONS AND HEAD INJURIES

The School Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in "contact" or "collisions" sports. However, in order to ensure the safety of all District student-athletes, this policy will apply to all competitive athletic activities as identified by the board and administration.

Consistent with the National Federation of High School (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the District will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

Annually, the district will distribute a head injury and concussion information sheet to all parents/guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

For purposes of this policy, "student-athlete" means a student involved in any intramural sports program conducted outside the regular teaching day or competitive student sports program between schools in grades 4 through 12.

For purposes of this policy, "student sports" means intramural sports programs conducted outside the regular teaching day for students in grades 4 through 12 or competitive athletic programs between schools for students in grades 4 through 12, including all NHIAA sanctioned activities, including cheer/dance squads, or any other district-sponsored sports or activities as determined by the board or administration.

All coaches, including volunteers, will complete training as recommended and/or provided by NHIAA, New Hampshire Department of Education and/or other pertinent organizations. Additionally, all coaches of competitive sport activities will comply with NHIAA recommended procedures for the management of head injuries and concussions.

#### **Athletic Director or Administrator in Charge of Athletic Duties**

**Updating:** Each spring, the athletic director or designee shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA or the District's on-call physician, if applicable. If there are any updated procedures, they will be adopted and used for the upcoming school year.

**Identified Sports:** Identified sports include all NHIAA-sanctioned activities, including cheer/dance squads, and any other district-sponsored sports or activities as determined by the district.

**Coach Training:** All coaches shall undergo training in head injury and concussion management

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at least once every two years by one of the following means: (1) through viewing the NHIAA sport-specific rules clinic; or (2) through viewing the NHIAA concussion clinic found on the MHSAs Sports Medicine page at [www.mhsa.org](http://www.mhsa.org).

**Parent Information Sheet:** On a yearly basis, a concussion and head injury information sheet shall be distributed to the student-athlete and the athlete's parent/guardian prior to the student-athlete's initial practice or competition. This information sheet may be incorporated into the parent permission sheet that allows students to participate in extracurricular athletics.

**Coach's Responsibility:** A student-athlete who is suspected of sustaining a concussion or head injury or other serious injury in a practice or game shall be **immediately** removed from play.

**Administrative Responsibilities:** The Superintendent or his/her designee will keep abreast of changes in standards regarding concussion, explore staff professional development programs relative to concussions, and will explore other areas of education, training and programs.

**Removal From Play and Protocol For Return To Play**

Any coach, official, licensed athletic trainer, or health care provider who suspects that a student-athlete has sustained a concussion or head injury in a practice or game shall immediately remove the student-athlete from play. A student-athlete who has been removed from play shall not return to play on the same day or until he/she is evaluated by a health care provider and receives medical clearance and written authorization from that health care provider to return to play. The student-athlete shall also present written permission from a parent/guardian to return to play.

The District may limit a student-athlete's participation as determined by the student's treating health care provider.

**Concussion Awareness and Education**

To the extent possible, the Board encourages the administration to implement concussion awareness and education into the district's physical education and/or health education curriculum. The administrative decision will take into account all relevant considerations, including time, resources, access to materials, and other pertinent factors.

**Academic Issues in Concussed Students**

In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school-related activity, school district staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers will be notified. Teachers should report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student's parents and treating physician. Administrators and district staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.

Section 504 accommodations may be developed in accordance with applicable law and board policies.

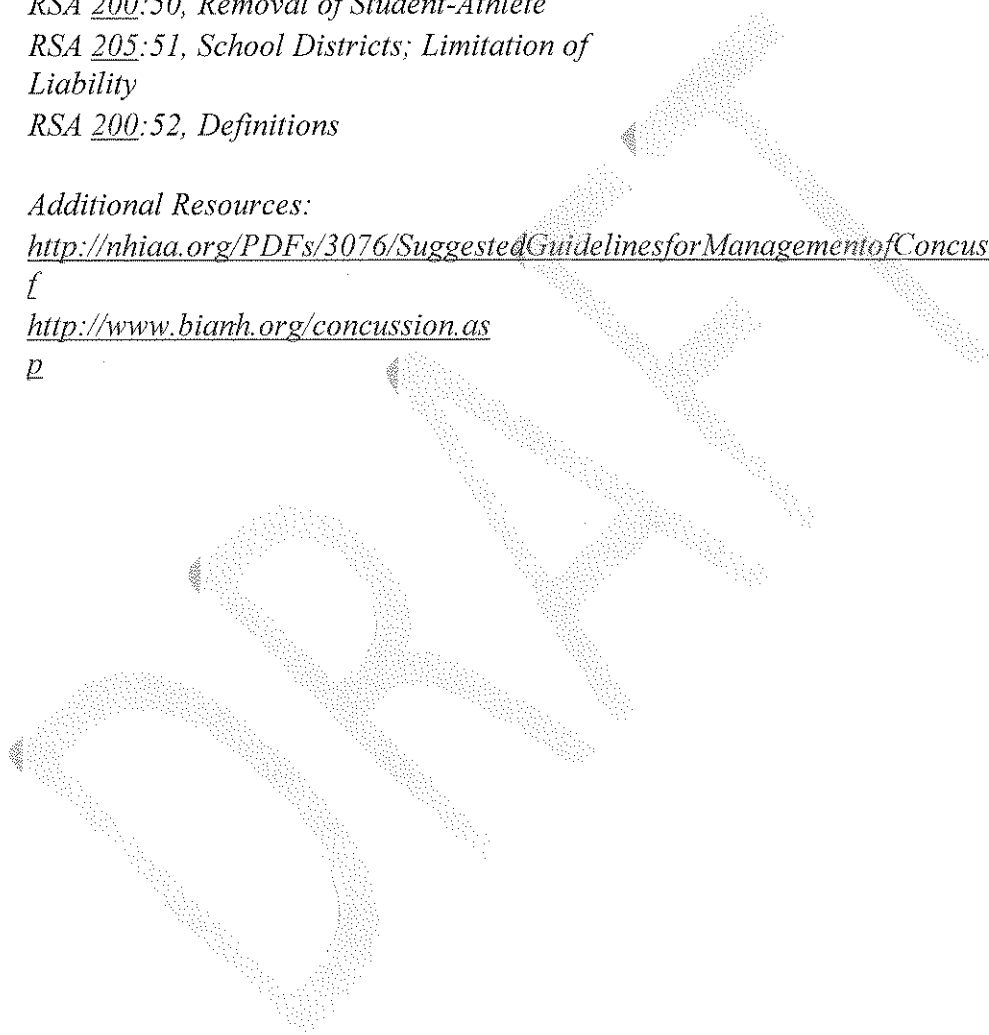
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**Legal References**

- RSA 200:49, Head Injury Policies for Student Sports*
- RSA 200:50, Removal of Student-Athlete*
- RSA 205:51, School Districts; Limitation of Liability*
- RSA 200:52, Definitions*

*Additional Resources:*

- <http://nhiaa.org/PDFs/3076/SuggestedGuidelinesforManagementofConcussioninSports.pdf>*
- <http://www.bianh.org/concussion.as>*



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**FIRST READING**

**BEHAVIOR MANAGEMENT AND INTERVENTION**

It is the policy of the Board to promote good behavior in a safe and orderly environment where all students can be fully engaged in the learning process. To ensure that our students and staff are protected against disruptive behavior, the board directs the Superintendent to set forth procedures for behavior management and interventions that are designed to maintain a positive environment conducive to learning.

Student conduct that disrupts class work, involves disorder, or invades the rights of others will not be tolerated and may be cause for suspension or other disciplinary action.

The administration of disciplinary action will focus both on consequences and on changing or managing inappropriate behavior.

It is important that there be careful evaluation of the individual situation so that the school's response to the student is appropriate.

If the student has an Individualized Education Program (IEP), the process will follow federal and state laws governing special education.

All available resources should be utilized, including preventive and responsive interventions to support students' needs. These interventions should include psychological, curricular, and behavioral services, which should take place within classrooms, schools, and alternative settings. Exclusion from the classroom should be the disciplinary action of last resort.

The Superintendent will also ensure that classroom behavior management skills are addressed through professional development, and that there is an adequate system of recordkeeping regarding disciplinary infractions and interventions.

The use of corporal punishment is prohibited in District schools.

This policy will be reviewed on an ongoing basis in accordance with the Board's policy review process.

**Legal References:**

*NH Code of Administrative Rules, Section Ed 306.04(a)(16), Behavior Management and Intervention for Students*

I.m.

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**DRAFT**

**SCHOOL TRANSPORTATION POLICY**

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, by the transportation provider, of any violation in writing, including the first or warning violation. 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 by the transportation provider to the child and parent.

Prior notification of a parent/guardian by the transportation provider will consist of a telephone call to the home. If the transportation provider is unable to reach the parent/guardian, a follow-up call will be made later in the evening. If the transportation provider is still unable to contact the parent/guardian, the student will be transported to school the following morning and the school administration will be notified of the incident. The school will then contact the parent/guardian and advise what disciplinary action will be taken. This information will also be provided the transportation provider.

Students are provided with a temporary bus pass for the start of the school year. Permanent school identification passes are created for Middle School and High School students in October or November of each year. Middle and High School students are required to carry a bus pass in order to ride on a district bus. Drivers will ask students to produce a bus pass once a week (usually on Wednesday) in order to maintain accurate student bus riderships. This is necessary to eliminate overcrowding on buses and as a safety measure to identify students belonging on the bus in the event of an emergency.

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 his/her child, the parent should feel free to contact the transportation provider at 964-2322 or the Business Administrator at 516-6800.

**A. Who is a Bus Student and What Should a Student and Parent Know**

**Riding the bus is a privilege!**

1. A student is considered a bus student if the student is a Dover resident:
  - a. In kindergarten through grade four who lives more than one mile from school
  - b. In grade five who lives more than one mile from school
  - c. In grades six through eight who lives more than one and one-half miles from school

- d. In grades nine through twelve who lives more than two miles from school
- e. Identified as having a disability with transportation included in an IEP or 504 plan
- f. Resides in an area designated hazardous by the Dover School Board

The walking distance will be determined by the Geographical Information System (GIS) which measures the actual walking distance as opposed to the radius distance.

There will be a three-tier bus system. Those students in kindergarten through grade 4 will ride together; students in grades 5 through 8 will ride together; and students in grades 9 through 12 will ride together.

- 2. For students who meet the above criteria, transportation will be provided to and from school.
- 3. For safety reasons, we encourage parents of kindergarten aged children to wait with their child at their morning bus stop.
- 4. Parents of kindergarten aged children (or other person as designated below) are required to be waiting at the child's afternoon bus stop or the child will not be released from the bus. The bus driver will return the child to his or her school until a parent can be contacted to pick up the child.

A parent may submit a request to waive this policy to the school's principal. Other appropriate arrangements may be made for the child's safe travel to their home or afterschool care (e.g., walk with older siblings, babysitter, or other responsible adult). An approved waiver must be on file with the school, the bus company, and the bus driver or the child will not be released.

- 5. Special accommodations for transportation of students to other than their normal pick-up or delivery will be allowed only if the student is a current rider and the accommodation is on the student's regular bus run. In cases when a student lives with two parents part time, accommodations may be made to pick up and drop off on a regular schedule at two Dover addresses.

**B. The Purpose and Goal of Student Disciplinary Regulations Are as Follows:**

- 1. To provide an atmosphere in which safety and welfare of all students are primary.
- 2. To promote an attitude of respect for public property and school transportation personnel.
- 3. To provide fair and reasonable treatment of students with regard to expected behavior.

**C. School Bus Driver Responsibilities Toward Student Behavior:**

1. The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to the transportation provider.
2. The bus driver has the authority to reprimand, warn, and/or take initial action to acquire such control, as necessary, prior to notification of the transportation provider as long as it is carried out according to the transportation policy.
3. After such action is taken, the bus driver will report any and all infractions to the transportation provider for further disciplinary action.
4. The bus driver will, upon request, attend any meeting or conference held with regard to a specific problem that occurs on the driver's school bus.
5. If a problem is creating an unsafe condition and a driver believes that the bus cannot continue in a safe manner, the transportation provider should be contacted immediately.
6. The bus driver will deal with individual students involved in misconduct while on the school bus and not penalize everyone on the bus.

**D. Student Behavior**

~~The expectations for elementary students is consistent with Positive Behavior Interventions and Support (PBIS) plan.~~ Students are expected to demonstrate school-wide expectations on the bus as well.

**At Bus Stops, Students Should:**

1. Wait and ride only if approved by the school
2. Be orderly and avoid horseplay
3. Arrive at least 5 minutes before the bus is scheduled to arrive. Schedules do not allow time for drivers to wait for students who are not ready.
4. Wait clear of traffic and back 6-10 feet from the road
5. Wait to approach only after the bus has stopped
6. Cross the street only in front of bus after the driver has put on the flashing lights and signaled to cross

**Once on the Bus, Students Should:**

1. Go directly to an available seat or assigned seat
2. Remain seated during the bus ride
3. Keep hands, heads, arms, and legs inside
4. Never play with emergency exit equipment
5. Never throw or pass around any object(s)
6. Not bring toys onto the bus
7. Carry on only items that they can hold on their laps. Aisles must be kept free from books, lunch boxes, and other objects.
8. Not eat or drink food items
9. Not willfully damage or deface any part of the school bus

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10. Not carry living creatures on the bus (anything that eats or breathes)

For the Driver to Keep Attention to the Bus Operation and the Traffic, Students Must:

1. Not carry or use hazardous materials, nuisance items, such as laser lights, or aerosols
2. Not have or carry on weapons of any kind
3. Not use or carry tobacco products, drugs, alcohol, or any other controlled substance
4. Not use profanity or make obscene gestures
5. Observe all other school rules and policies
6. Show respect for the driver and other students
7. Not be involved in unsafe behavior of any kind

**E. Procedure for Handling School Bus Discipline**

**Guidelines:**

1. Based on the severity of the violation, the first and second steps may be bypassed.
2. Any revocation of student bus privileges may be appealed.
3. Suspension or revocation of riding privileges shall be in school days.
4. Cases of criminal acts will be referred to the proper authorities.

**1. First Offense (Grades 5K-12)**

**Grades 5K-12:** The student is given a written warning.

When a student receives his/her first offense warning, a notice shall be sent, by the transportation provider, to the parent or legal guardian and building administrator within one day of the infraction.

**First and Second Minor Referral (Grades K-4)**

~~In the morning, the referral is completed as the student is dropped off and is handed to the duty staff to be passed to an Administrator/Support Staff. If the incident occurs in the afternoon, it will be faxed to the school that evening and handed to the duty staff the following morning.~~

**Third Minor Referral (Grades K-4)**

~~Once a child accrues three (3) minor referrals, all subsequent referrals become major referrals.~~

**First Major Referral (Grades K-4)**

~~If the incident occurs in the morning, the referral is handed to the duty staff that morning to be passed to an Administrator/Support Staff. If the incident occurs in the afternoon, it will be faxed to the school that evening and handed to the duty staff the following morning. An attempt will be made by the transportation provider to contact the parent(s)/legal guardian that day. Parent(s) will be sent a copy of the referral form within one day of the referral. The student will meet with Support Staff in a Bus Safety Group for a specified period of time. The Behavior Specialist will develop an Individual Bus Support~~

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~~Plan which may include assigned seating. Information will be passed to the transportation provider outlining the nature of the corrective action.~~

**2. Second Offense (Grades 5K-12)**

Upon written receipt of a second complaint, an attempt will be made by the transportation provider to contact the parent(s)/legal guardian that day. A notice shall be sent, by the transportation provider, to the parent or legal guardian and building administrator within one day of the infraction. The student will be suspended from bus privileges as outlined below:

- Grades 9-12 – Ten days
- Grades 5-8 — Three days

***Grades K-4 - The student may be suspended off the bus for one (1) day. The student will meet with Support Staff in a Bus Safety Group and may develop an Individual Bus Support Plan. Parent(s)/legal guardian will be notified by telephone that day by the transportation provider. All second offense notices will be sent to parent(s) or legal guardian.***

**~~Second Major Referral (Grades K-4)~~**

~~Upon written receipt of a second major referral, the student may be suspended off the bus for one (1) day. The student will meet with Support Staff in a Bus Safety Group. Parent(s)/legal guardian will be notified by telephone that day by the transportation provider. All second referral notices will be sent to parent(s) or legal guardian.~~

**3. Third Offense (Grades 5-12)**

Upon written receipt of a third complaint, an attempt will be made by the transportation provider to contact the parent(s)/legal guardian that day. A notice shall be sent, by the transportation provider, to the parent or legal guardian and building administrator within one day of the infraction. The student will be suspended from bus privileges as outlined below:

- Grades 9-12 – Twenty (20) days
  - Pending the decision of the Discipline Committee, **REVOCAION OF BUS PRIVILEGES** for the remainder of the school year or sixty school days, whichever is greater.
- Grades 5-8 — ~~Twenty (20)~~ **Ten (10) days**

**~~Third Major Referral (Grades K-4)~~**

***Grades K-4***

Student may be suspended off the bus for five (5) days. Parent(s)/guardian will be notified that day by the school administration who will also notify the transportation provider. Upon student's return, he/she may have random supervised bus rides to reinforce appropriate behaviors. The Behavior Specialist will reevaluate the Individual Bus Support Plan which may include assigned seating. All third offense notices will be sent by the transportation provider to the parent(s)/legal guardian and the building administrator within one day of infraction.

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**4. Fourth Offense (Grades 5-12-K-8)**

Upon written receipt of a fourth complaint, an attempt will be made by the transportation provider to contact the parent(s)/legal guardian that day. A notice shall be sent, by the transportation provider, to the parent or legal guardian and building administrator within one day of the infraction. The student will be suspended from bus privileges as outlined below:

~~Grades 5-12-K-8~~ Twenty (20) days  
 Pending the decision of the Discipline Committee,  
**REVOCAION OF BUS PRIVILEGES** for the remainder of the school year or sixty school days, whichever is greater.

~~**Fourth Major Referral (Grades K-4)**~~

~~Upon written receipt of a fourth complaint, an attempt will be made by the transportation provider to contact the parent(s)/legal guardian that day. The Dover School Board Discipline Committee may **REVOKE** bus privileges of any student for the remainder of the school year or sixty school days, whichever is greater.~~

All fourth offense notices shall be sent, by the transportation provider, to the parent or legal guardian, building administrator, and the Office of the Superintendent within one day of the infraction.

**5. Riding during Suspension:** Suspension shall begin the next school day following verbal notification of the parent or legal guardian. Any student found to be riding any district bus during the period of suspension may have his/her bus privilege revoked for the remainder of the school year or sixty school days, whichever is greater.

**F. Appeal Process for Revocation of Bus Privileges:  
 (RSA 189:9-a, Pupils Prohibited for Disciplinary Reasons.)**

1. If the Dover School Board Discipline Committee has revoked a pupil's right to ride a school bus for disciplinary reasons, the parent or legal guardian of that pupil has the right of appeal within ten (10) days of the revocation to the Dover School Board.
2. All hearings for discipline held by the Dover School Board and all written and personal appeals shall be heard in nonpublic session.
3. Until the appeal is heard, or if the revocation of the pupil's right to ride the school bus is upheld, it shall be the parents' or legal guardians' responsibility to provide transportation to and from school for that pupil for the period of the revocation.

**G. Notification**

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1. Building administrators shall be responsible for reviewing the transportation policy with students at the beginning of the school year and with any transferring students during the year.
2. A notice shall appear in all student handbooks identifying that the transportation policy exists, and behavior on the bus will become part of the student's record that may cause a loss of bus privileges.
3. The School Board has authorized the use of video cameras, with audio, on school buses as an aid to drivers in enforcing discipline. Audio and Videotape evidence may be used to corroborate or refute incidents of misconduct. Any videotape so used is to be kept in the office of the Superintendent of Schools.
4. Inclement weather announcements regarding the opening of schools begin at approximately 6 a.m. During severe weather conditions, pertinent information concerning school closing or a delayed opening will be announced on the following radio and TV stations:
  - WTSN 1270AM
  - WOKQ
  - WHEB
  - Channel 6
  - Channel 9

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**Legal References**

RSA 189:9-a

I.n.

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**FIRST READING**

**SAFETY PROGRAM**

The Superintendent will cause the formation of the Joint Loss Management Committee as required by RSA 281-A:64, iii, and a Crisis Management Plan that conforms to the national Incident Command System.

The practice of safety shall also be considered a facet of the instructional plan of the District schools by incorporating educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, etc., appropriately geared to students at different grade levels.

Each Principal shall be responsible for the supervision and implementation of a safety program for his/her school. General areas of emphasis shall include, but not be limited to: in-service training; accident record keeping; **building security**; plant inspection; driver and vehicle safety programs; fire prevention; catastrophe planning; and emergency procedures and traffic safety problems relevant to students, employees. The principal shall be responsible for promoting student safety procedures to be used on School buses; The principal shall also be responsible for developing student safety procedures to be use on school grounds (including playgrounds), during authorized school activities (such as field trips), and within school building(s) (including classrooms and laboratories). The building's safety plan shall be on file in the SAU office.

*The following items listed must be encouraged and enforced:*

- *All Dover School employees will wear school identification at all times during school hours*
- *Schools will require all visitors to sign in/out and wear/carry visitor identification*
- *For security purposes staff/faculty will not prop and leave exterior doors open*
- *All staff/faculty involved with the arrival and dismissals of students will wear a yellow traffic vest when outside*

*It is strongly encouraged to abide by the following:*

- *All empty classroom doors should be closed and locked when room is unoccupied*

Statutory/Regulatory/Policy Cross References

RSA 281-A:64, III, Worker's Compensation: Safety Provisions; Administrative Penalty  
RSA 200:40, Emergency Care  
NH Code of Administrative Rules, Section Ed. 306.04(a)(2), School Safety  
NH Code of Administrative Rules, Section Ed. 306.04(d), Safety, Procedures

I. O.

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**FIRST READING**

**VIDEO AND AUDIO SURVEILLANCE ON SCHOOL PROPERTY**

The Board authorizes the use of video and/or audio surveillance on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for surveillance devices.

**Backup devices** Tapes will be installed and removed on a rotating basis by District personnel appointed by the Superintendent. The **devices** tapes may be reviewed by the District personnel for disciplinary purposes. If disciplinary action is taken as a result of video/audio **device** tape the parent/guardian or staff member may request, in writing within 5 days, to review the **device** tape with the appropriate school personnel.

In the event **the back-up device** tape from a video or audio surveillance device contains evidence of wrongdoing, be it a crime or violation of school conduct policies that could result in discipline, the actual, original **device** tape will be pulled from service and not re-used or taped over for a period of not less than 3 years following the incident in question. Should the **device** tape be confiscated by prosecutorial authorities as evidence in a crime, the District will take all steps possible to arrange for a certified copy to be retained by the District.

The Superintendent will notify staff, students, and parents through handbooks or by other means that video and/or audio surveillance may occur on District property. A notice will also be posted at the main entrance of all school district buildings and on all buses indicating the use of video and/or audio surveillance.

The District may choose to make surveillance recordings part of a student's educational record or a staff member's personnel record subject to the language of the Board approved employment contract. The District will comply with all applicable state and federal laws related to record maintenance and retention.

**Legal References**

- 
- 20 U.S.C.1232g, Family Educational Rights and Privacy Act*
  - RSA 189:6, Transportation of Pupils*
  - RSA 189:8, Limitations and Additions*
  - RSA 189:9, Pupils in Private Schools*
  - RSA 189:9-a, Pupils Prohibited for Disciplinary Reasons*
  - RSA 200:40, Emergency Care*
  - Also see Dover School District Policies EEA, EEAE, EEAEAC, and EEAEAC Addendum 1*

J. a.

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**SECOND READING**

**BOARD/STAFF COMMUNICATIONS**

The Dover School Board desires an open and collaborative relationship with all members of the Dover School Community.

Local and state rules and customs, along with state law, have set up certain boundaries governing the interaction between and amongst School Board Members, the Superintendent, Administrators, and Staff Members.

The following outline shall govern certain types of communications throughout the District:

**COMMUNICATION:** Is defined as any contact in person or by telephone, email, or other electronic device. It is further defined as debate and dialogue on issues related to education.

**GENERAL STATEMENT:** The Dover School Board encourages open dialogue and respectful debate between and amongst Board members and District staff. It encourages the sharing of views concerning diverse topics and issues which include, but are not limited to, education philosophy, District curricula, school policies, facility needs, and innovations and reforms in education.

**LIMITATIONS**

**SUPERINTENDENT/BOARD COMMUNICATION:**

The Superintendent shall follow all policies or rules that have been approved by the School Board and execute all directives adopted by the Board regardless of the Superintendent's personal or professional position. (Footnote #1)

The Superintendent may take issue with a member or members of the School Board, publically or privately, concerning the actions, statements, or positions taken by any individual member or group of members. Once an affirmative vote of the School Board has been taken on any issue, the Superintendent is expected to carry out the change or order. Any Board member requesting information from the administration shall forward a request to the superintendent's office. If responding to the request appears to require more than 120 minutes of administrative time or if the request creates concerns over conflicts with pre-existing Board projects/requests, the Superintendent may forward the request to the School Board for approval and prioritization . All information provided to any Board member pursuant to a request for information shall be shared with the entire School Board.

Any complaints/concerns regarding the Superintendent, School Board decisions/practices, or the interactions between the School Board and the City of Dover shall be directed to the Chair of the School Board.

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**SCHOOL BOARD/EMPLOYEE COMMUNICATION:**

The Board recognizes the Superintendent as the employer of all District personnel. All employees work for the Superintendent of School. A School Board member or members shall not direct, order, or make a request of any employee of the School District in any work related matter.

Board members shall forward all constituent complaints regarding an employee or other personnel matters solely to the Superintendent.

Board members shall only discuss personnel matters with the Superintendent or in the presence of the Superintendent.

**STAFF/SCHOOL BOARD:**

All District employees shall use the chain of command to discuss issues related to their employment, including but not limited to, compensation, payroll, evaluations, discipline, work load, insurance, and work environment.

All District staff shall refrain from contacting any member of the School Board regarding any grievance hearing or other personnel matter that may be adjudicated by the Board.

**SCHOOL BOARD/ADMINISTRATORS:**

School Board members shall provide reasonable notice to a building principal before visiting a school building. (Footnote #2)

Footnote #1: Said policies, rules, and directives shall not conflict with the Dover City Charter, Dover School Board By-laws, Administrative Rules of the Department of Education, and/or State/Federal laws.

Footnote #2: No notice is required for a School Board member frequenting a building in the role of a parent or guardian, or in the role of a committee person appointed by the Board.

J. b.

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## SECOND READING

### ADVERTISING IN THE SCHOOLS

Neither the ~~facilities~~facilities, the name, the staff, nor the children of the schools, ~~school system, nor any part thereof~~ shall be employed in any manner for advertising or otherwise promoting the interests of any commercial or other non-school agency or organization except that:

1. The school may cooperate in furthering the work of any nonprofit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools.
2. The schools may accept and use educational materials, supplies, and equipment which bear only simple mention of the producing or sponsoring business. In instances where the Superintendent questions the appropriateness of such acceptance or use, the materials, supplies, or equipment may be declined, or the matter may be referred to the School Board.
3. The schools may participate in radio or television programs under acceptable commercial sponsorship when such participation is supplementary or beneficial to the program of the schools.
4. The Superintendent may, at his/her discretion, announce or authorize to be announced, any lecture or other community activity of particular educational merit.
5. The schools may, upon approval of the Superintendent, cooperate with any governmental agency in promoting activities in the general public interest which are nonpartisan and non-controversial and which promote the education or other best interests of the pupils.
6. School publications may accept and publish paid advertising under established procedures.
- ~~6.~~ The School District may enter into a contract to allow content and age appropriate fee based advertising in the schools with the prior written approval of the School Board. Such advertising shall be subject to the editorial control of the Superintendent.

Promotional literature will not be distributed through the schools except for recognized educational and youth-oriented organizations.

### POSTING OF COMMUNITY NOTICES

1. Non-school notices may be posted on school bulletin boards if the following requirements are met:
  - a. Approval by the principal
  - b. Clearly state on notice that the function or activity is not a school-sponsored activity
  - c. The function or activity is directly of benefit to local youth

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: KHB</b>
<b>DATE OF ADOPTION: <del>OCTOBER 10, 2005</del></b>	<b>PAGE 2 OF 1</b>

- d. The notice does in no way include information or advertising of promotional nature which would benefit private enterprise
- 2. All notices regarding school-sponsored activities may be posted under the jurisdiction of the principal.

ANTONIO J. FERNANDES, JR.  
Interim Superintendent

KAREN M. TAYLOR  
Business Administrator



SCHOOL ADMINISTRATIVE UNIT #11  
McCONNELL CENTER  
61 LOCUST STREET SUITE 409  
DOVER, NEW HAMPSHIRE 03820-4132  
TEL (603) 516-6800  
FAX (603) 516-6809

THE DOVER SCHOOL DISTRICT

TO: ALL PROSPECTIVE PROVIDERS  
DATE: October 2, 2013  
FROM: Betsey Andrews Parker, School Board Secretary  
Dover School District: SAU 11  
RE: Dover School District: SAU 11,  
Superintendent Search Request For Proposal

You are hereby invited to submit a comprehensive Proposal to provide the above services in accordance with the guidelines and the requirements of this request.

Your offer must be received in this office on or before 1:00pm, Thursday, October 24, 2013. Failure to adhere to any of the requirements of this solicitation may result in rejection of your offer as unresponsive. By responding to this Request for Proposal (RFP), the PROVIDER agrees to all provisions herein.

The Dover School District: SAU 11 reserves the right to reject a submittal at any time after the closing date for submittal responses. Questions regarding the RFP should be directed to the following:

Betsey Andrews Parker, Dover School District: SAU 11 Superintendent Search RFP  
c/o SAU 11  
61 Locust St, Suite 409  
Dover, NH 03820  
Email: b.andrewsparker@dover.k12.nh.us

Please submit eight (8) original copies of your response to my attention at the above address. Proposals will be accepted on or before 1:00 pm on Thursday, October 24, 2013.

Any proposal delivered after the appointed time will be returned unopened. The District will not accept responsibility for late deliveries. FAX proposals will not be accepted.

Sincerely,

Betsey Andrews Parker, School Board Secretary  
Dover School District: SAU 11

*Dover School District Mission Statement*

*Strengthening our community by educating every child, every day!*

## Executive Summary for STEAM Academy at DMS:

This is the sixth year of providing after school enrichment at DMS. Last year 293 students participated in 29 classes that were offered during 3 - six week sessions. This program is self sustaining and has not received any school budget support.

### New Programs - Fall 2013

FIRST Tech Challenge team for 7 - 12th grade - this is the next tier of our FIRST Legos program and is the bridge to the FIRST Robotics team. Seven 7/8th grade students are now part of the FIRST Tech teams that are being mentored by DHS students. Funding for this new program was supplied by the Naval Department Education Program and the Society for American Military Engineers.

SHARK Tank - this program is being co-sponsored by NEMO Recreational Equipment and the STEAM Academy. Students from the UNH Luna Cats program are serving as the leaders for this program. The full description of this new engineering program which will involve the students creating prototypes is in the brochure that has also been supplied.

DMS Crime Scene Investigators - this program is being sponsored by Thermo Fisher Scientific and the instructor is an employee and parent of a DMS student. This program has attracted lots of attention and I hope to have this offered for more than one session.

Agriculture in our Schools - this program is being directed by students from the Sigma Alpha Agricultural Sorority at UNH. The students will be exposing students to all things agricultural and will also connect with the Animal Science program and Life Sciences at the CTC.

Seaside Adventure - this program has been developed by a PhD student from UNH who will be sharing her passion of invertebrates with students. This program will include a trip to Odiorne State Park to collect samples of invasive species. Additional efforts are in the works to partner with the Seacoast Science Center to provide more programming.

Outdoor Pursuits - this program is being spearheaded by John McKernan, a retired teacher from DHS who has a passion for all things in the outdoors. John along with other members of the Great Bay Trout Unlimited program will be offering four units as part of a year long offering of activities. The response to this program has been immense and shows the need for students to have more outdoor opportunities.

### Remote control trucks:

Matt Johnson has received funding and is working with the 4-H cooperative extension to start this new program and has written the curriculum aligning to the Next Generation Science Standards. Matt hopes to offer this program later this year.

## Second Year Programs:

FIRST Legos Competitive - this year we will have two teams participate in the regional competitions. In addition to the program equipment purchased by Walter Milliken who also supports the team through his expertise in computer programming, funding from SAME was used for this program's registration fee. Coaches for this year are parents Sheila Hatch and Kelly Bower.

STEM for Girls - this program will again be provided by students from the Society of Women Engineers at UNH and was a huge success last year. Five participants from this program along with the Sea Perch session just for girls participated in a Women in STEM event held in Manchester, speaking to Senior Senator Jeanne Shaheen about their experience. I also presented information to the Senator at an invitation only event at the Portsmouth Naval Shipyard as well as meeting with her Senior Project and Program director in Manchester to discuss the need for STEAM funding starting at the middle school level.

In addition, funding from the registration fees for this program were used to provide three students with partial scholarships to the Engineeristas Tech Camp at UNH this summer. Additionally, there was one other student who received a full scholarship donated by a Dover family and two other girls have also applied to get scholarship support to attend. Several Dover girls attended camp this past summer and Michele Munson, Tech Camp Director, and I continue to look for additional avenues to support STEAM at DMS.

### Ongoing:

Sea Perch Program - supported by the Portsmouth Naval Shipyard and UNH Professor Tara Johnson from the Oceanographic Engineering Program.

We had two teams compete in the regional Sea Perch Competition at UNH with one team taking a second place and all four team members creating an excellent modified vehicle for a surprise oil spill challenge during the day.

Simple Machines Legos provided by Melissa Stein, a 7th grade science teacher and now Heather Mills, a UNH intern. The kits for this program were funded through a grant from the Charitable Contribution Committee at Measured Progress.

Fly Tying and Entomology - was supported by Great Bay Trout Unlimited volunteers and Lisa Nash, a DMS teacher. We have one student from this class who was accepted for the Fly Tying camp that he attended this summer. This will now be one of the units for the Outdoor Pursuits program.

Rogue Waves: supported by Matt Johnson and Red Alert who allows our students to use their indoor skateboarding facility at no cost. The Teen Center van also provided transportation when available.

Martial Arts: again this year Quest Martial Arts will provide beginning instruction in martial arts at no cost. The instructors do an amazing job inspiring our students to have good character as well as learn skills. Some students continue their instruction at the academy.

International, baking and Cooking 101 are a huge success and we now have students looking for more advanced cooking opportunities. Jack Meffen and Amber Martinko provide the direction for these programs which are always full!

Author Jim Maestro will be teaching another creative writing course for the after school programming. It is amazing for our students to have an author take them into his trade.

DHS World Language department now under the leadership of AnnMarie Staples and CTC Animal Science teacher Carrie Bascom both provide programming with DHS students educating DMS students around world languages and the barnyard animals that our housed at the high school.

#### BUILDING STEAM IN DOVER EFFORTS:

STEAM network: Also included in your packet

I have created an extensive network and would like to get a webpage set up as a link on the DMS website for STEAM that would include a calendar of all events for parents to access. At this time timely postings are put on the front page of our website.

NH Department of Education: I have been accepted as a member of the committee that is in the process of developing competencies based on the newly released Next Generation Science Standards. This work will began in August and will continue during the school year.

College of Engineering and Physical Science (CEPS) and the STEMassadors program: Nicole MacMillan, the CEPS K-12 outreach coordinator and I have met and she included DMS as a participant in the STEMassadors grant that she submitted to the NH Charitable Foundation to have CEPS students involved with DMS students next school year. This grant was not approved so Nicole and I will be brainstorming on alternative funding with a possible meeting coming with Jeanne Supple from Measured Progress.

UNH - STEM outreach:

Dave Goldsmith and I attended this event which was hosted by CEPS and the Cooperative Extension. I am doing multiple follow up meetings with various staff to create additional partnerships between UNH and the Dover School District.

- Nancy Fernandes - PhD candidate - biochemistry - multiple possible modules involving undergrads and also PD for teachers involving equipment that can be used on loan from the Leitzel Center at UNH
- Nicole MacMillan - creating STEM calendar for parents and community to access

- Tara Johnson - possible expansion of the Sea Perch program to include ocean mapping at the Seacoast Science Center
- Kiley Donahue - CEPS student - is putting together a 3D project for the students for the spring of 2014 - she is studying abroad this fall
- Radim Baetro - Chair of the Computer Programming department and I met and discussed the addition of a computer programming session as there is a great deal of interest in this from DMS students. We are still working out the possibilities. I am also meeting with Jen Choe from the CTC.
- Erica Johnson, Director and Suzi Snow, Communications coordinator for the UNH InterOperability Lab - Erica, Suzi and I met to discuss how UNH students from the lab might also get involved with DMS partnerships. Erica has now asked that I serve on a new advisory board for the IOL and I have accepted that position and had a first meeting.
- Bob Henry, former Dean of the CEPS and coordinator for the UNH Tech Camps, Mike Middleton, Head of the UNH Education Dept. and Mark Wiley, UNH Cooperative Extension will be pulling together a meeting to discuss how high school and middle school staff can become more familiar with what is happening in all things science at UNH. Mike has offered the idea of undergraduate science education majors creating curriculum that would connect to projects that are ongoing at UNH. Bob has also considered the idea of UNH and K-12 science staff having a professional development day where the staff can come to UNH and see things first hand and also discuss with university staff what they are doing in their science programs.

GBCC - Great Bay Community College:

Dave Wilson has shared a watershed curriculum that he developed specifically for middle school level. This needs further exploration.

Ainsley Rennie and Jennifer Scotland are also additional contacts which I will be pursuing

DHS/CTC

Mike Russo and I have met and discussed ideas of how to create a seamless transition and take advantage of the partnerships that are being created with UNH. We also discussed the mini bus that is now available for staff once a driver is available.

Louise Paradis and I met and discussed current partnerships between the middle school and high school and how we can expand on these efforts. Louise will be inviting me to a CTC staff meeting early in the year to explore our options and discuss what we are doing now and may do in the near future. I would love to see this lead to possible implementation of the Project Lead the Way middle school curriculum.

Heather Fabri and I will be meeting to discuss how DMS students might become involved in the garden project. I already met with Peter Bixby and Sherrie Wormstead who head up this effort over at Horne St. Elementary school.

STEAM Academy Network - Businesses, Non-profits, UNH, Great Bay Community College and Parents

<b>Business</b>	First name	last name	position
<b>NEMO</b>	Cam	Brensinger	Founder and President
	Tiffany	Teaford	Sr. Director of Marketing
	Ben	Saunders	National Sales Manager
	Suzanne	Turell	Director of Product Design
	Connie	Yang	Director of Engineering
<b>Outdoor Pursuits</b>	John	McKernan	retired teacher DHS
<b>Great Bay Trout Unlimited</b>	Mark	Seymour	
<b>Dell Perot Systems</b>			
<b>Center for Assessment</b>	Scott	Marion	Asst. Directort
	Karin	Hess	Consultant
	Jeri	Thompson	Consultant
<b>Glennon Associates</b>	Doug	Glennon	Owner/Chamber President
<b>The Duffy Agency</b>	Kevin	Duffy	owner
<b>Intellitek</b>	Brenda	Quinn	CEO
<b>Agility</b>			
<b>Portsmouth NSY</b>	Rick	Cecchetti	Sea Perch coordinator
	Stacy	Woodley	
	Ileaner	Maldonado	
	Sarah	Bajor	
<b>Dover Computer Repair Inc.</b>	Derek	Cote	Partner/techniciam
<b>Sweaty Turtle Entertainment</b>	Rick	Dumont	owner
<b>Theatre</b>	Monique		does theater - Zach-her husband works at the Childrens Museum
<b>Human Resource Partners</b>	Delise	West	President
<b>Children's Museum of NH</b>	Jane	Bard	Education director
	Zach	Foot	into theater and his wife the arts
<b>Measured Progress</b>	Jeanne	Supple	
	affirmative	action coord.	
<b>Nahcotta Gallery</b>			
<b>Worldly Goods</b>	Marie	Robicheau	
<b>Art Stream</b>	Susan	Schwake	Co-owner/Author
<b>Bike Part Art</b>	Ann	Thompson	artist
<b>Fdns./Collaboratives</b>			
<b>NH/VT Girls Collaborative Project</b>	Karen	Graham	heads up Leitzel center and was involved with this but stopped
<b>AmeriCorp VISTA</b>	Renee	Perreault	Projects Coordinator - Catholic Charities

STEAM Academy Network - Businesses, Non-profits, UNH, Great Bay Community College and Parents

**Education**

<b>Consultant</b>	Rose	Colby	
<b>Consultant</b>	Sandy	Kent	
<b>Consultant/STEM-NH UNH</b>	Michele	Munson	Superintendent/consultant
	Bob	Henry	Civil Engineering
	Tara	Johnson	
	Phil	Hatcher	Computer Programming
	Radim	Bartos	Dept. Chair Comp. Programming
	Jessica	Bolker	Biological sciences
	Todd	Goss	Advisor for Precision Racing Team
	Caleigh	MacPherson	NASA group at UNH
	Claire	Collie	also agricultural and outreach focused
	Sarah	Griffin	Sigma Alpha representative
	Helen	Chang	Horseshoe crabs in the estuaries
	Sara	Edquist	Invertebrates focus
	Nancy	Fernandes	PhD Candidate in biochemistry
	Colin	Lee	Sea Slugs study
	Kiley	Donahue	Jessica's student
	Subhash	Minaha	Biological sciences
	Erica	Johnson	Interoperability Lab Exec. Director
	Suzanne	Snow	Interoperability Lab - marketing and communications coordinator and outreach
	Eric	Froberg	Lietzell Center
	Stephen	Hale	Lietzell Center
	Joanna	Young	Chief Information Officer
	Christine	Shea	Interim Vice Provost for Faculty Dev. and Inclusive Excellence
	Jan	Nisbet	Sr. Vice Provost for Research - IOD Founding Director - INstitute for Disabilities Assoc. Professor of Edn.
	Nicole	MacMillan	Outreach coordinator for CEPS
	Mike	Middleton	Chair, Edn. Department
	P.T.	Vasudevan	Professor of Chemical Engineering research in bioengineering
	Regina	Smick-Attisano	Director of the Thompson School of Applied Science

STEAM Academy Network - Businesses, Non-profits, UNH, Great Bay Community College and Parents

**Discovery Program**

<b>4-H Cooperative Extension</b>	Mark	Wiley	Extension specialist - marine education
	Claes	Thelemarch	Field Specialist Carroll County
	Rhiannon	Beauregard	Program Coordinator, 4-H
	Mike	Young	Mark's boss at Coop extension
	Gillian	Hall	Cooperatvie Extension - Strafford Cty.

<b>SWE</b>	Victoria	Ward	
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<b>Great Bay Com. College</b>	David	Wilson	Environmental Studies
	Renee	Dodge	Computer Tech Program director
	Peg	MacGregor	Vet tech coordinator

	Kim	Williams	Life and biological sciences chair
	Christopher	Lawrence	WorkReady NH - head
	Jennifer	Scotland	WorkReady NH - head
	Ashley	Rennie	Admissions - GBCC

**DHS  
CTC - DHS**

	Mike	Russo	CA for Science Dept.
	Heather	Fabbri	Life Sciences
	Louise	Paradis	Director of CTC
	Carrie	Bascom	Animal Sciences
	Liz	Taylor	Biotechnology

**FIRST Lego League**

<b>FIRST Robotics</b>	Bob	Meyer	Mentor
	Christoper	Palie	FIRST Lego partners in NH
	Kristen	Kelso	FIRST Lego partners in NH

	Dani	Trainor	DHS team member
	Sam	Woodley	DHS team member
	Melvin	Faulkner	DHS Advisor

<b>PSU</b>	Linda	Hammond	Legos Camp
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<b>Epping School District</b>	Barbara	Munsey	Superintendent
<b>Hampton School District</b>	Kathy	Murphy	Superintendent
<b>Manchester School District</b>	Karen	White	Principal, Manchester School of Tech.

**Academy of Science and Design in Nashua**

STEAM Academy Network - Businesses, Non-profits, UNH, Great Bay Community College and Parents

<b>Seacoast School of Technology in Exeter</b>			
<b>GBeLearning Charter School - also in Exeter</b>			
<b>Baxter Acad. of Tech&amp;Science High Tech High</b>	John	Jacques	Founder/Director
<b>rADDical</b>	Karen	Duffy	Owner
<b>CEEEO</b>			
<b>Reynoldsburg SD</b>	Tammee	Kaminski	administrative assistant
	Dan	Hoffman	Lead Designer for the system
	Dee	Martindale	STEM elem. principal
	Scott	Bennett	STEM MS principal
	Ann	Baldwin	HC2 Principal
<b>Girl Scouts</b>	Melissa	Mason	Girls Scouts
	Julia	Urquhart	Coordinator MS Series
<b>Seacoast Science Center</b>	Wendy	Lull	President
	Perrin	Click	Education director website <a href="http://www.seacoastsciencecenter.org">www.seacoastsciencecenter.org</a>
<b>NH State Council on the Arts</b>	Catherine	O'Brian	Director
<b>NH Dept of Cultural Resources</b>	Shelly	Angers	
<b>Breakaway Media LLC</b>	Cindy	Jupp-Jones	co-owner with husband Scott
<b>Whelen Manufacturing</b>	Jacqui	Guillette	consultant
<b>Parents</b>	Michael/Christy	Thomas	engineers
	Walter	Faasen	
	Sheila	Hatch	
	Natika	Skiba	
	Matthew/Finola	Cox	
	Cox/Lucey	Katy/Jason	
	Danielle	Holt	FIRST interest
	Jennifer	Doyle	husband had recycling for office items

STEAM Academy Network - Businesses, Non-profits, UNH, Great Bay Community College and Parents

Delise	West	FIRST interest
Mark	Seymour	Great Bay Trout Unlimited
Kim	Wonsuk	
Christine	Major	
Autumn	Allen	
Kathleen	Cotton-Blomstrom	
Cindy	Chase	
Meredith	DiMambro	
Kris/Katherine	Cook	FIRST interest
Aimee	Marchesi	
David	Mattingly	UNH Prof
Heather/Tyrone	Paoletti	FIRST interest
Karen	Berg	husband is an environmental engineer
Brian	Frobese	
Karen	Duffy	engineering degree
Michelle	Kurtz	
Mercy	Marchuk	
Betsey	Parker	
Lisa	Glover	Girls Scouts
Lisa	Jolin	Thermo Fisher Scientific - scientist
Karen	Haas	started DI at GES
Walter	Milliken	FIRST Leggos - computer programming
Jim	Mastro	Writer/NASA group work earlier in his career

Dear Parents/Guardians:

Session I of the STEAM Academy extended learning programs will start the week of Oct. 7 for six weeks. Classes are being offered Mondays, Tuesdays and Fridays from 2:30-3:45pm unless otherwise noted in the program description. PLEASE read each description carefully to see which day it is meeting. Each day students report to the gym hallway at the end of the school day for a light snack and then proceed to their classes. The activities are being made possible by DMS staff, the UNH Society for Women Engineers, Sigma Alpha sorority for agriculture, UNH Grad students as well as community and parent volunteers. NO transportation is available and students **must** be picked up promptly at 3:45pm unless otherwise noted.

**Registrations must be in by Wednesday Oct. 2nd. Spots are filled on a first come, first serve basis.**

Students will be allowed to participate in more than one day IF space allows. SO please make sure to list your first and second choice classes. A registration fee is expected for **each** class in which a student is enrolled. IF a student gets a space in a second class then a second fee must be submitted. Students will be notified of class assignments. There is a sliding scale fee structure. Due to the low costs of this program we are asking that you **send in cash** and not checks if at all possible.

**For registration to be complete:**

- Send in the Registration Form and Permission Slip that are attached.
- Send in your registration fee based on the sliding scale **in cash if possible.**
- **Students accepted into a second class will be notified and a second registration fee will be required.**

**Volunteers Needed:**

If you are interested in teaching a class, being an aide for a class, taking attendance and distributing snack, buying snacks (the cost of which is reimbursed) or helping behind the scenes please email Fran Meffen, STEAM Academy Director at [f.meffen@dover.k12.nh.us](mailto:f.meffen@dover.k12.nh.us) or call 516-7210.

**Session I offerings:**

**Agriculture in the Classroom: MONDAYS**

Have you ever wanted to start your own garden? Do you know where your food comes from? Would you like to make a meal that could come straight from your very own garden? Would you like to learn about a variety of animals? Well then you need to join this class where you will be able to plan a garden, cook and visit the barn animals at Dover High School. This program is being provided by UNH students, members of the Sigma Alpha Agricultural Sorority

**Grades 5 - 8, 24 students total**

**Spanish Is Fun! MONDAYS**

Would you love to learn a new language? Then join this new after school program and starting speaking a second language on day 1. Spanish is easy to learn so come enjoy this great experience. You'll be glad you did.

**Grades 5-8, 12 students total**

**The Rogue Waves: TUESDAYS**

The Rogue Waves is a skateboarding group open to students who consider themselves *intermediate to expert skateboarders*. Group members will meet up to watch the newest, latest skate videos on the big screen, discuss upcoming local events, and travel to the Red Alert Indoor Skateboard Park in Dover for an extended class ending at 5 PM. All group members **MUST** have their own skateboard and safety equipment and must be picked up **PROMPTLY** at the skateboard park. Additional details will be discussed at the first meeting. Students in this program can ride the Teen Center van that will drop them off at the Red Alert facility.

**Grades 7/8 only (or permission from Mr. Johnson) 13 students total**

**Scone Time: Baking Basics: TUESDAYS**

Try an introduction to these basic tea time treats during this six week course. We will be making a variety of these easy and fun pastries using seasonal ingredients. Flavors will include Orange-Cranberry, Pumpkin, Harvest Apple, White Chocolate and Cranberry, and Ham & Cheese. There will an emphasis on basic kitchen safety and baking techniques.

**Grades 5-8 14 students total**

**Creative Writing – Fiction - TUESDAYS**

Would you like to be an author? Break out your pens, paper, and imagination! In this course, we will learn about the elements of fiction and how to craft a good story. We will invent interesting characters, devise compelling plots, choose the right setting, and learn how to develop conflict and tension. By the end of the course, you'll know how to turn your ideas into stories people want to read!

**Grades 5-8 20 students total**

**STEM for Girls! TUESDAYS**

Each week participants will gain background on what engineers do followed by a hands-on activity encouraging girls to develop the creative problem solving skills connected with engineering. Activities will include build a robotic arm, make homemade ice cream, and a rollercoaster and more. This program is run by UNH- Society of Women Engineers (SWE) members who want to see more girls consider careers in Science, Technology, Engineering and Mathematics.

**Grades 5-8, GIRLS only! 14 students total.**

**Build a Sea Perch and Travel the Seas - TUESDAYS**

The Sea Perch is a small remotely operated underwater vehicle (ROV) designed to be built by students. This class is focused on encouraging student's interest in Science, Engineering, Technology and Math (STEM) and the pursuit of careers in one of these areas. To build the ROV students will cut, solder, wire and waterproof components. Students will discuss challenges of operating vehicles underwater and how vehicles can be modified for specific missions. A challenge will be presented to the student teams at the end of the project when the ROV is launched at the Dover Indoor Pool. This class is being conducted by staff from the Portsmouth Naval Shipyard and there is no fee for materials. **SESSIONS will end at 5pm.**

**Grades 7-8 14 students total.**

**If space allows grade 5/6 may be admitted with permission and a teacher recommendation.**

**Simple Machines Lego Style: TUESDAYS**

Sign up for this great activity and have a chance to play with legos and build simple machines. Be the first students to assemble vehicles and more while learning about what makes a simple machine. Students will work in teams of two each week to do exciting builds. Each week will bring a new adventure. This is a great addition to our Science, Technology, Engineering and Math offerings.

**Grades 5 and 6, 12 students total**

**Is Shark Tank in your Future? Do you love the outdoors? TUESDAYS**

If you like to go camping or hiking and think you have the next super idea for a better sleeping bag or tent or maybe even a new accessory for hikers who want to have their cellphone with them then this class is for you! Join UNH students who will help you create your first "prototype" to present to NEMO Recreational Equipment company staff located in downtown Dover. This class will kick-off with a visit to NEMO and an overnight of camping using their equipment. Students will then design their prototypes to try and "sell" to the company. Sound like fun? Then sign up today!

**Grades 5-8, 12 students total – parent drivers will be needed for the FIRST class – please note on the registration slip if you would be available. Rides will be available for students without parent transportation.**

**DMS Crime Scene Investigators                      TUESDAYS**

There is a mystery that needs to be solved and this class is building a team of forensic scientists who will dive into the evidence to solve this murder mystery. Starting at the crime scene students will gather evidence and be Crime Scene Investigators (CSI). Based on the DNA samples, fingerprints and more the DMS CSI team will identify who committed the dastardly crime. Sign up and help solve the first mystery here at DMS. This class is sponsored by Thermo Fisher Scientific, Portsmouth, NH.

**Grades 5-8, 12 students total**

**Seaside Adventure:                      TUESDAYS**

Students in this program will be introduced to invertebrates that are invading the NH seacoast. Students will take a quick field trip to Odiorne Point to collect species of crabs and other organisms and bring them back to study in a salt water tank that they will help maintain throughout the six week program. UNH PhD student Sara Edquist will be teaching this class and sharing lots of information with the students while having them discover what is crawling on our seacoast.

**Grades 5-8, 12 students total – parent drivers will be needed for the SECOND class – please note on the registration slip if you would be available. Rides will be available for students without parent transportation.**

**Outdoor Pursuits:                      FRIDAYS – four units**

Would like to participate in a new outdoor adventure program that will kick off your weekends? then this program is for you. This program will run all year with four different groups of activities. Unit One is going to be all about ropes using the low ropes course at Bellamy Field and the climbing wall at Dover High School. Students will learn safety requirements for climbing and how to use both low and high rope equipment while having a great time. On the **registration form** you will see all four units and the specific Fridays for each unit. **PLEASE** review this information before signing up. Students can check off each unit in which they are interested. As always if you have questions you can email or call Mrs. Meffen – the contact information on the registration form. Appropriate attire will be required and a list will be provided to students who register.

**Grades 5 - 8, 15 students total**

**STEAM ACADEMY**  
**SUBMIT REGISTRATION FORM & PERMISSION SLIP with CLASS FEE**  
**TO: Fran Meffen, STEAM Academy Director**

**Registration Form**  
**ALSO COMPLETE THE PERMISSION SLIP ON THE BACK!**

Please detach this Registration Form and send it in with the Permission Slip and class fee to Fran Meffen, STEAM Academy Director. Registrations are due back **no later than Wednesday Oct. 2**. **Classes will be filled on a first come, first serve basis**. If you have any questions call Fran Meffen, 516-7210 or email [f.meffen@dover.k12.nh.us](mailto:f.meffen@dover.k12.nh.us).

Fees: \$10 Yearly family income below \$42,000  
\$20 Yearly family income above \$42,000

Parent's Name \_\_\_\_\_ Phone number: 2:30 – 4pm \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ HR \_\_\_\_\_

First Choice \_\_\_\_\_ Second Choice \_\_\_\_\_

**Outdoor Pursuits:** Check off units that you are interested in participating in for the year.

Unit One: Ropes _____	Fridays – Oct. 18, 24, Nov.1, 15, 22 and Dec. 6
Unit Two: Hiking _____	Fridays – Jan. 10, 24, 31, Feb. 7, 14 and 21
Unit Three: Camping _____	Fridays – Mar. 7, 21, 28, April 4, 11, 18
Unit Four: Fishing _____	Fridays – May 2, 9, 16, 30, June 6, 13 and June 22

**Seaside Adventure:**

\_\_\_\_\_ Yes I am available to drive Week 2 – Tuesday Oct. 15<sup>th</sup> to Odiorne Point

**Is Shark Tank in your Future? Do you love the outdoors?**

\_\_\_\_\_ Yes I am available to drive Week 1 – Tuesday Oct. 8<sup>th</sup> to NEMO Recreational Equipment

**STEAM ACADEMY**  
**Permission Slip**

Dear Parent/Guardians:

Please fill this sheet out completely.

Pertinent information:

- Parent/guardians must provide transportation. There will be **no** transportation provided
- Students must be picked up **promptly** at 3:45 unless otherwise noted.
- If there is a snow day, the STEAM ACADEMY extended learning programs will be cancelled and a make up session scheduled if possible.
- Payment for each session must be received with the registration form (see details on registration form).
- A snack will be provided. Donations are gladly accepted.
- **NO** child will be able to participate in any STEAM Academy extended learning programs without this permission slip signed and returned to Fran Meffen, STEAM Academy Director with their registration form and payment.

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STEAM Academy Permission Slip

I/we have been informed as to the nature of the activity and acknowledge that there are always certain risks for those who participate. We realize that all efforts will be made by the teachers to ensure the safety of the students, but understand that the school cannot assume responsibility for unreasonable accidents and/or injuries. I/we agree that our child must adhere to all safety rules and regulations, as well as all instructions from the adults. Failure to do so may result in exclusion from this or other activities. If there is important information, medical or otherwise, that the school staff should know, I/we agree to provide it to the nurse and/or teachers prior to the start of the session. I/we understand the risks and requirements for our child to participate and give our consent to participate in the afterschool program.

I, \_\_\_\_\_ give my **Son / Daughter** \_\_\_\_\_ permission to take part in the STEAM Academy extended learning from 2:30 to 3:45 on its scheduled day. I understand that I will be responsible for providing transportation promptly at 3:45. STEAM Academy extended learning programs will be cancelled if there is a snow day. A make-up session will be provided if possible.

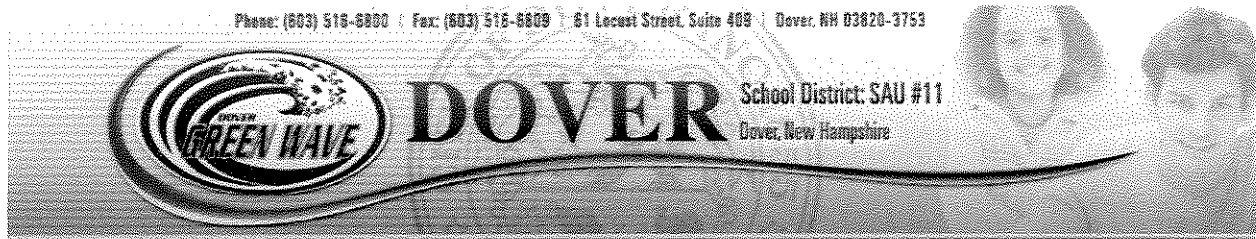
**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please list any unique health concerns and/or food allergies: \_\_\_\_\_

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Contact Fran Meffen at: [f.meffen@dover.k12.nh.us](mailto:f.meffen@dover.k12.nh.us) or 516-7210 with any questions.

N. 3



## (FY15) BUDGET PREPARATION ADOPTION SCHEDULE

DATE	DESCRIPTION
<b>2013</b> – October 1st	Instructions provided to Administrators
October 7th	School Board to approve the FY 15 Budget Preparation Adoption Schedule
October 25th	Administrators submit proposed budget data in BudgetSense to Central Office
Oct. 28th – Nov. 22nd	SAU staff to work on remaining budget documents
Nov. 25th	Business Administrator to provide budget to Superintendent
Dec. 2nd	Review budget documents with Business Administrator
Dec. 3rd – Dec. 13th	Superintendent to review budget(s) with Administration
<b>2014</b> - January 15 <sup>th</sup>	CPI to be released based upon a 12-month average
<b>January 25</b>	School Board Budget RETREAT
January 27th	Superintendent to present Proposed Budget to School Board
February 3rd	Budget Workshop
February 10th	School Board Meeting / Budget Workshop
March 3rd	School Board Budget Workshop
March 10th	School Board Meeting to Adopt Budget
March 15th	School Budget due to City Manager

APPROVED: