



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #11
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, November 9, 2015
Meeting Time:	7:00 pm

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. PUBLIC HEARING**
 - a. Student and Teacher Information Protection and Privacy- RSA: 189:68
- E. CITIZENS' FORUM**
- F. AGENDA APPROVAL**
- F. APPROVAL OF MINUTES**
 - 1. Public Meeting to Enter Nonpublic Meeting #7, October 5, 2015
 - 2. Regular Session #10, October 5, 2015
 - 3. Public Meeting to Enter Nonpublic Meeting #8, October 13, 2015
- G. CONSENT AGENDA**
 - 1. Correspondence:**
 - a. UNH Community Action and Mattering Initiative Survey Request
 - 2. Resignations/Retirements: None**
 - 3. Leaves of Absence: None**
 - 4. Nominations:**
 - a. Director of Technology
 - 5. Extended Travel (Student Trips):**
 - a. Winterguard Trip to International Eastern Championships in New Jersey- Primary Approval
 - b. Cosmetology Students to International Beauty Show in NYC-Primary Approval
 - c. DMS Going Global trip to Boston-Primary Approval
 - 6. Donations:**
 - a. Friends International \$1,300 for Similarity Awareness Program
 - b. Dictionaries for all 3rd Grade Students by Rotary Club-In excess of \$500
 - c. Buddy Bench by GES PTA
 - d. Reading Books by GES PTA
- H. STUDENT REPRESENTATIVE REPORT: None**
- I. POLICY – CHANGES – PROPOSALS:**
 - a. IKF—High School Graduation Policy
- J. POLICY ADOPTION:**
 - a. JRA—Student Records and Access



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K. RESOLUTIONS: None

L. OLD BUSINESS:

- a. Neoscope Update
- b. Approval of 2016-2017 Academic Calendar
- c. Approval of DFSA Memorandum of Understanding

M. NEW BUSINESS:

- a. Barrington/Other Tuition Approval
- b. Quarterly Scholarship and Trust Update
- c. Pest Management Services
- d. Tractor Bid Award
- e. Transportation Bid
- f. Facilities Rental Agreement
- g. CWS Contract Extension
- h. October Condition of Accounts

N. SUBMISSION AND PAYMENT OF BILLS

O. SUPERINTENDENT'S REPORT

P. COMMITTEE REPORTS

Q. SCHOOL BOARD MATTERS OF INTEREST

R. ADJOURNMENT

Citizens 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.

Subject: Student Data Privacy

Legal Reference: RSA 189:68, IV

This Technical Advisory provides information regarding the use of recordings in school classrooms.

RSA 189:68, IV, states: “No school shall record in any way a school classroom for any purpose without school board approval after a public hearing, and without written consent of the teacher and the parent or legal guardian of each affected student.”

The New Hampshire Department of Education appreciates that there are many reasons why educators would use or allow the use of recordings in classrooms. Some of these valuable uses include, but are not limited to:

- Recording classes when students are absent or unable to take notes;
- Student practice work in a photography and videography course;
- Recording a speech therapy session to evaluate a student’s progress;
- Creating a video presentation as part of any academic class;
- Videotaping student teachers for teacher education coursework;
- Videotaping a drama class (play) or music class to instructional purposes;
- Recording an awards presentation in a class that could be posted on the school/district website; and/or
- Instructional or assessment support for students with disabilities and/or students needing accommodations.

RSA 189:68 does not prohibit these uses. However, the law requires that prior to such recordings taking place, there must be a public hearing, followed by board approval. Additionally, written consent must be granted by all parents/legal guardians of affected students, as well as written consent from affected teachers.

At the same time, school districts must continue to follow the Individuals with Disabilities Education Act, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, ensuring that students who need to use and or participate in accommodations (i.e. recordings) for educational purposes per their Individual Education Plan (IEP) or 504 plan, continue to have that ability. IEP or 504 Teams – that include parents – determine if recordings are necessary for the delivery of a free appropriate public education (FAPE) or to access an educational program.

Additionally, this law does not affect recordings outside of a classroom setting.

For recordings within the classroom setting that are not for the purposes of supporting students that require supports and/or accommodations, the NH Department of Education recommends the following:

If a teacher (or other school district personnel) or student intends to video and/or audio record the classroom, the teacher and parent/legal guardian of every student affected by this record must consent to being recorded, prior to the recording occurring. This could be accomplished by providing a detailed letter (with approval signature requested) to parents and teachers regarding all possible scenarios (such as those listed above) for recordings. This can also be accomplished through the district’s annual FERPA Annual Notice and student handbook processes, where appropriate. Please keep in mind, however, the law requires written consent of a parent/legal guardian.

Further, all possible scenarios for recordings must be brought before the school board to request approval. A public hearing must occur before the school board vote. It is recommended that general approval for the district's use of recordings for the purposes of meeting the requirements in students' IEP or 504 plans can be accomplished all at once (instead of by individual child) to protect the privacy of individual students.

Notwithstanding current New Hampshire law, federal law as it applies to students' IEPs and 504 plans must be followed until the required approval is obtained.

NOTE: All districts should consult with their local attorney to develop local policies regarding this law.



University of
New Hampshire

cc: Board
for approval

Department of Psychology

McConnell Hall
15 Academic Way
Durham, NH 03824-2602

V: 603.862.2360
TTY: 7.1.1 (Relay NH)

October 28, 2015

Dr. Elaine M. Arbour
61 Locust Street
Suite 409
Dover, NH 03820

Dear Dr. Arbour:

Greetings! We are professors in the Department of Psychology at the University of New Hampshire (UNH). We are writing you to invite Dover High School to participate in an exciting project—the *Community Action and Mattering Initiative*—that was recently selected for funding by the Centers for Disease Control and Prevention (CDC). We are working closely with the local crisis center in your community—Haven.

The purpose of the *Community Action and Mattering Initiative* is to better understand how people in communities work together to address complicated problems like aggression in relationships. The focus of the project is on how to help individuals, organizations, and communities feel like they matter when it comes to building a safer community. The project will also work to increase knowledge and skills for making communities safer.

Dover is one of several communities in New Hampshire that has been selected by the research team at UNH and the CDC to participate. There will be a number of ways we will be collecting data in your community with individuals of all ages. One of the methods includes a survey of students in Dover High School. We very much hope that you will agree to have your school be part of this very important project.

If your school were to participate, it would involve surveying the entire student body during the spring of 2016 and again during the spring of 2018 and 2019. A team of our highly trained survey administrators would come to your school during a specific period and collect all of the student data in under 30 minutes. We would provide you all ahead of time with parental permission forms, and we would suggest passive parental consent/opt out.

It is important to point out that none of the surveys inquire about direct experiences with aggression or violence. Rather surveys ask about prevention message that youth may have received and what youth think about helping others in their community.

The research team at UNH would be responsible for all of the work and costs associated with this project. Students will receive a healthy snack for taking the survey. We will also provide school administrators with a confidential report detailing your school-specific results. In any publically disseminated documents (e.g., reports to the CDC, publications) we will never list the names of any participating individuals, schools, or towns.

Thank you for taking the time to read this letter. We have also enclosed a letter from the CDC expressing their enthusiasm for this project. We will follow-up with a phone call in approximately two weeks to discuss this opportunity in more detail. We look forward to speaking with you and hope that this is a project in which your school will participate.

Sincerely,



Victoria L. Banyard, Ph.D.
Professor of Psychology
Prevention Innovations Research Center
University of New Hampshire
Office. 422 McConnell Hall
Tel. (603) 862-2869
Fax. (603) 862-4986
Victoria.Banyard@unh.edu



Katie M. Edwards, Ph.D.
Assistant Professor of Psychology
Prevention Innovations Research Center
University of New Hampshire
Office. 416 McConnell Hall
Tel. (603) 862-3720
Fax. (603) 862-4986
Katie.Edwards@unh.edu

cc: Principal Peter Driscoll
Dover High School
25 Alumni Drive
Dover, NH 03820



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Centers for Disease Control
and Prevention (CDC)
Atlanta, GA 30341-3724

October 27, 2015

University of New Hampshire
Department of Psychology
15 Academic Way
Durham, NH 03824

Dear Drs. Banyard and Edwards,

We are writing this letter to express our enthusiasm for your new CDC-funded project, *Community Action and Mattering Initiative*. Your project was selected as one of the strongest from a very highly competitive process. Your selection illustrates the significance and strengths of your project, the nationally recognized expertise of you and your project team, the benefits your work will have for the community, and your ability to work closely with partners to complete the proposed work.

We are thrilled to have the opportunity to collaborate with two national experts in violence prevention, who collectively have 40 years of experience working closely with schools and communities to effectively prevent violence and build healthy youth and adult relationships. Strong partnerships with schools and the surrounding communities are the cornerstones of this type of research. These community-based partnerships greatly enhance the quality and value of projects like yours and ensure benefits to the participating partners. The great care you take to working well with partners is why you have been so successful in helping communities closely examine innovative ways to preventing violence in the past and why we are confident this project will be a success. Through this project, more will be learned about teenagers' perspectives on how to address complicated problems like aggression in relationships. The project will also work to increase knowledge and skills for making communities safer using the high school students' key insights and suggestions.

CDC believes this research has the potential to advance our understanding of how to make communities safer. We are enthused to have such a highly qualified team of researchers to guide this influential work. We look forward to working closely with you over the next four years.

Sincerely,

Megan C. Kearns, PhD
Behavioral Scientist
Division of Violence Prevention
National Center on Injury Prevention and Control
Centers for Disease Control & Prevention
770-488-1230 | mkearns@cdc.gov

Sue Neurath, PhD, PE
CAPT, USPHS
Scientific Program Official
Extramural Research Program Office
National Center on Injury Prevention and Control
Centers for Disease Control and Prevention

ELAINE M. ARBOUR, Ed.D.
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THE DOVER SCHOOL DISTRICT

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

To: Dover School Board

From: Elaine M. Arbour, Superintendent

Date: November 9, 2015

Re: Nomination of Director of Technology

It is with pleasure that I nominate Jeffrey Myers as Director of Technology. Mr. Myer's start date will be November 18 and his annual salary will be \$90,000.00 prorated to \$55,517.63 for 161 work days remaining in this fiscal year. For the past 15 years, Mr. Myers has supported the research, teaching and service missions at a wide range of schools including Haverford College, Penn Law, UNH and Harvard. He has helped mature and streamline organizational operations through the effective use of technology, carefully guided by the development and implementation of strategic plans that are closely aligned with organizational priorities, with a strong focus on supporting faculty and overall instructional technology.

Mr. Myers has strong communication, collaboration and creative skills which complement his background as a research scientist, musician, and volunteer Firefighter/EMT.

I am confident that Mr. Myers will be a great addition to the Dover School District and hope you will join me in welcoming him to our district. I would like to extend to Mr. Myers a contract with no additional stipends and/or contractual obligations.

Dover School District Mission Statement

Strengthening our community by educating every child, every day!



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



PETER DRISCOLL
Principal
p.driscoll@dover.k12.nh.us

25 ALUMNI DRIVE
DOVER, NEW HAMPSHIRE 03820-4365
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LOUISE PARADIS
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DAVID BENNETT
Dean of Students
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EMILY SHERMAN
Dean of Instruction
e.sherman@dover.k12.nh.us

KIM STEPHENS
Dean of Students
k.stephens@dover.k12.nh.us

October 5, 2015

Dear School Board Members,

This letter is to support a change in the Winter Guard February trip from Massachusetts to Monmouth University in Monmouth, New Jersey. This will allow the Winter Guard to compete in the Winter Guard International Eastern Color Guard Championships against the best teams from Maryland, New York, Connecticut, Massachusetts, New Jersey, Pennsylvania, and North Carolina, a challenge they feel they are ready for and will allow them to raise their level of performance. On their return home, they also plan to visit the 9/11 Memorial.

Thank you for your support.

Sincerely,

Peter Driscoll
Dover High School Principal

Requests for preliminary and final approval submitted to the School Board for Dover Winter Guard to travel to New Jersey.

Dover Winter Guard is seeking approval to compete at the Winter Guard International (WGI) Eastern Color Guard Championships to be held at Monmouth University in Monmouth New Jersey. We are seeking approval in lieu of our traditional overnight trip that was approved for the February break. This experience will afford our student performers a new level of competition as they will be competing against the best High School teams from Maryland, New York, Connecticut, Massachusetts, New Jersey, Pennsylvania, and North Carolina. It is our feeling that our program has worked hard, has a demonstrated success in competition, and are ready for a greater challenge. Representing Dover High School at this national competition is certainly a big challenge but we feel that we will represent our school and community in a very proud manner. Additionally, it is our intent to visit and pay our respects to the victims of 911 by visiting the memorial in NYC. It is our feeling as a staff that the opportunity for our student performers to compete at this most prestigious WGI competition together with a visit to the 911 memorial, is a memory that they will carry with them for a lifetime.

- 1. Statements of the educational value of the proposed extended travel and the relationship to current program or course offerings.**

An overnight trip encourages co-operation, teamwork and the application of problem-solving skills and develops independence and self-confidence.

- 2. If a travel agency is utilized, evidence of a performance bond or other security for deposits from the agency is required. N/A**
- 3. Inclusive dates of trip. Friday March 18th- Sunday March 20th.**
- 4. General itinerary.**

Friday March 18, 2016

7:00am-- Depart Woodman Park Elementary (5 hrs)

12:00pm-- Arrive in NY

12:00-3:00pm Visit 9/11 memorial in NY

3:00-4:30pm travel to practice site

5:00-8:00pm practice Friday night

8:00pm-Travel to hotel

Saturday March 19, 2016

7:00am-- Breakfast at Hotel

8:00am Depart for practice

8:30- 10:30am -- Practice

TBA--travel to compete in the qualifying round

Sunday March 20, 2016

7:00am-- Breakfast at Hotel

8:00am-- Depart for practice

8:30am- TBA- Practice

TBA-- Depart for Finals competition

5:00pm- Return to Dover

11:00pm- Arrive in Dover

5. **Cost per student.** Around \$300. Including cost for two nights hotel stay, food, practice facilities, and gas/van rentals.

Any student that this creates a severe economic strain for will have their expenses covered by the Guard's fundraising money in the DPMC budget.

6. **Statement of academic eligibility or other limiting rules of participation established by the trip director.**

Students participating in Winter Guard and in this trip must be in good academic standing.

7. **Permission forms to be reviewed with and signed by parents.**

PERMISSION/RELEASE STATEMENTS FOR FOREIGN OR EXTENDED TRAVEL will be signed and collected from the parents.

8. Statement of source and nature of insurance coverage.

Liability insurance is provided through Dover Parents' Music Club's policy with RV NUCCIO and Associates.

9. Decision and opinion of the Principal and Superintendent.

Attached.

10. Release from duty of any staff member by the Superintendent.

None required.

11. Financial benefit to trip leader and chaperones must be disclosed (e.g.: plane fare, accommodations, future awards or credits for travel, bonus points, cash or gift awards, etc.)
Coaches and chaperon's rooms cost will be averaged in to the cost per student for the trip.

12. Cost to the District. None.

The undersigned _____
hereby grants permission for _____ to
travel to Ogunquit ME with **Dover Winter Guard** and with **Claudia Wigger, Kathleen Pierce,
Mike and Rhonda Zabielski**, as chaperones, as part of a Dover School District extended travel
program. The scheduled departure date is **3/18/16** and the scheduled return date is **3/20/16**.

- IN WITNESS WHEREOF, the parties have signed this agreement on the
day of _____, 20____

Student Signature

Administrative Guidelines on Alcohol, Drugs, and Body Art – Standards of Behavior:

1. Students will not consume, purchase, or ship to home, alcohol while on a school sanctioned trip
2. Students will not consume, purchase, or ship to home, drugs while on a school sanctioned trip
3. Students will not purchase body art or piercing services while on a school sanctioned trip
4. Adult chaperones on all trips will adhere to the same standards of behavior as defined for student participants

Students are expected to comply with all School Rules as outlined in the DHS Student Handbook.

Pupils and parents are to be advised that baggage may be searched by chaperones or advisors prior to departure and at any time during the trip.

I have read and understand these Standards of Behavior.

_____ (Student's Name – printed)

_____ (Student's Signature)

_____ (Parent's Name – printed)

_____ (Parent's signature)

Date: _____



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d.bennett@dover.k12.nh.us

KIMBERLY STEPHENS
Dean of Students
k.stephens@dover.k12.nh.us

October 15, 2015

Dear School Board Members,

This letter is being written in support of a trip by Cosmetology students to the 2015 International Beauty Show to be held March 6, 2015 through March 7, 2016 in New York City. This trip will be coordinated and chaperoned by Sarah Jennison and Judith Ring, Dover High School and Regional Career Technical Center's Cosmetology teachers.

This event is a prestigious event in the industry and will give the students exposure to the latest practices in the field.

Thank you for your support of this outstanding learning opportunity for our students.

Sincerely,

Peter Driscoll
Dover High School Principal

2005 New Hampshire High School of Excellence
Accredited New England Association of Schools and Colleges

October 14, 2015

Sarah Jennison and Judith Ring

Dover High School Cosmetology Department

25 Alumni Dr

Dover, NH 03820.

Dover School Board

Locust St

Dover, NH 03820.

Dear Dover School Board,

Cosmetology is becoming one of the fastest growing industries in the United States, with an estimated employment growth rate of a 4.5% increase over the next five years. Dover High Cosmetology offers an amazing opportunity that other vocational schools in the state cannot. As our program is currently the only full opportunity program, our graduates can take the state board exam and become licensed cosmetologists if all the necessary requirements are met. Because of the unique and exceptional opportunity of this program we feel that exposure to all aspects of the industry are essential in students learning of the industry in its entirety, and experiencing the excitement and career options this profession has to offer.

The Cosmetology department would like to request the approval of a field trip to the International Beauty Show (IBS), in New York City. The IBS is an International Trade Show held at the Jacob Javit's Convention Center, 655 West 34th St New York, NY. This three-day event showcases all the latest trends in hair styles, education, and products in the Cosmetology, as well as Barbering and Esthetics Industry. One day is totally committed to learning for our future salon professionals. Students will be able to attend classes all designed to improve their success in school and the eventual transition into this industry career. I have enclosed for your review, the rules and information, as well as, the Student Etiquette Rules and Guidelines for the full review. The IBS is a prestigious event, with the expectation that all attendees conduct themselves in a professional manner at all times.

The tentative schedule for this event would begin with a departure from the Dover High School parking lot at approximately 3:00pm Monday March 7th, 2016 on a private chartered bus provided by C and J Bus Lines Portsmouth NH. The bus travels directly to the Holiday Inn Express Times Square 343 West 39th St, New York City, N.Y 10018. The hotel is located in convenient walking distance from the

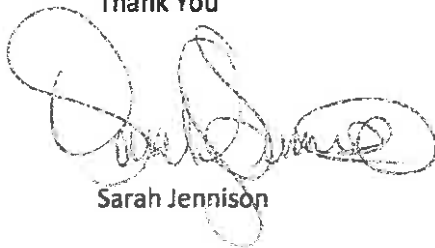
Jacob Javit's Center, we will be walking as a group to the event. The IBS floor is open from 9:30am-5pm; we are suggesting a 3:30pm exit to avoid traffic. Our estimated return time at Dover High School is 11pm.

The approximate cost is 300\$ per student. A non-refundable deposit of \$150.00 is due November 23, 2016 and the balance will be due December 23, 2016. Fundraising efforts are being implemented to offset the final cost and will be factored into the final payment amount. The cost per student covers transportation, a shared cost per hotel room, one student day ticket to the IBS show and breakfast at the hotel the morning of March 8. This opportunity is being offered this year to the Cosmetology Two and Three classes with an estimated count of about 30 attendees.

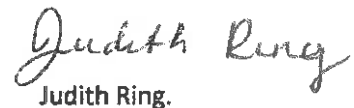
The IBS is a very high energy, motivating educational trade show that exemplifies all of the newest and most exciting fashions and trends in the beauty industry. The attendees will be exposed to International and Celebrity Hair Artists in private classrooms as well as midway presentations. The trip will be motivating and educational, it will inspire creativity in the DHS Future Salon Professionals and create memories that will last their entire career.

We appreciate your time and consideration.

Thank You



Sarah Jennison



Judith Ring.

October 14, 2015

Sarah Jennison and Judith Ring

Dover High School Cosmetology Department

25 Alumni Dr

Dover, NH 03820

Dear Parents of Dover High Cosmetology Future Professionals,

Cosmetology is becoming one of the fastest growing industries in the United States, with an estimated employment growth rate of a 4.5% increase over the next five years. Dover High Cosmetology offers an amazing opportunity that other vocational schools in the state cannot. As our program is currently the only full opportunity program, our graduates can take the state board exam and become licensed cosmetologists if all the necessary requirements are met. Because of the unique and exceptional opportunity of this program we feel that exposure to all aspects of the industry are essential in students learning of the industry in its entirety, and experiencing the excitement and career options this profession has to offer.

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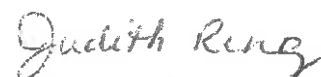
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We appreciate your time and consideration.

Thank You



Sarah Jennison



Judith Ring.

Important Information and Dates:

To ensure the success of the Cosmetology New York City International Beauty Show Trip

All deadlines for permission slips and deposits must be strictly adhered to .

NO EXCEPTIONS

Accompanying this notice please find enclosed

Field trip notification and permission slip.

Permission \ release statement for foreign travel.

Statement of agreement Dover High School.

Statement of agreement Cosmetology.

Student Health Record.

All forms need to be **COMPLETED, SIGNED** and returned by **NOVEMBER 23,2015**.

An initial deposit of **\$150.00** is due **NOVEMBER 23,2015**.

All checks can be made out to DOVER HIGH COSMETOLOGY.

Final payment is due December 23,2015.

The Dover High School Cosmetology Department is committed to the success of

Future Saion Professionals and are very excited about this opportunity!

DOVER SCHOOL DISTRICT	POLICY CODE: IJOA
DATE OF ADOPTION: OCTOBER 10, 2005	PAGE 2 OF 2

School: Dover High School

**DOVER SCHOOL DISTRICT
FIELD TRIP NOTIFICATION AND PERMISSION FORM**

Dear Parents & Guardians,

Your child's class will be participating in a school sponsored activity away from school. The information for this activity is as follows. **Please note that no child will be allowed to attend a trip without a signed permission slip.**

Please sign and return to your child's teacher by: Monday November 23, 2016

Description of Activity: Cosmetology group trip to International Beauty Show
New York City

Purpose of Activity: to attend the largest Beauty Expo on the East Coast.
and expose future professionals to the newest trends in Hair and Fashion

Destination: New York City Transportation Provided By: Card Bus Lines

Date: 11-8-16 Departure Time: 3pm 3/7 Return Time: 11pm 3/8/16

Cost: 300.00 Please make check payable to: Dover High Cosmetology

We Need Chaperones for this Trip: YES ☒ NO ☐ \$150 Deposit Due 11/28/15
Balance Due 12/23/15

Recommended clothing, equipment, supplies, etc.:

Beach Bag lunch for Ride Down - Overnight clothes pillow blanket

School/Field Trip Permission Form

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 and chaperones 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 before the trip. I/we understand the risks and requirements for our child to participate and give our consent to attend the trip to:

I hereby give permission for my child to be transported to a hospital or other emergency medical facility and to receive emergency medical treatment. Emergency contact phone number: _____

Student Name: _____

Teacher Name: _____ Grade: _____

Trip Date & Destination: _____

Parent/Guardian Signature: _____ Date: _____

Home # _____ Work # _____ Cell # _____

In case of an emergency and you cannot be reached, whom do you want us to call?

Name: _____ Home # _____

Work # _____ Cell # _____

DOVER SCHOOL DISTRICT	POLICY CODE: IJOAA
DATE OF ADOPTION: November 14, 2011	PAGE 3 OF 3

PERMISSION/RELEASE STATEMENTS FOR FOREIGN OR EXTENDED TRAVEL

The undersigned _____ hereby grants permission for _____ to travel to New York City with Mrs. Imeson / Mrs. King as chaperones, as part of a Dover School District extended travel program. The scheduled departure date is 3/7/16 and the scheduled return date is 3/8/16.

1. The undersigned hereby agrees to indemnify and save harmless the Dover School District, its officials and agents, from any act, default, injury (including death), loss, expense, damage, deviation, delay, curtailment, or inconvenience caused to or suffered by any person, or their property, howsoever arising, which may occur or be incurred by any organization or person, even though such act, default, injury, loss, expense, damage, deviation, delay, curtailment, or inconvenience may have been caused or contributed to by the actions, negligence or default of the chaperones and/or the Dover School District, its officials or agents.
2. The parent/guardian and student acknowledge that they and their personal property, to include baggage, are at all times solely at their own risk. The district strongly recommends the students be adequately insured in respect to illness, injury, or death for the duration of the trip and to insure fully against loss, or damage to their property. The chaperones or the Dover School District shall not, in any circumstances whatever, be liable in respect of any personal injury, illness, or death or in respect of any damage to or loss of property even if the same arises from their negligent actions. The undersigned will accept the authority and decisions of the chaperones during the trip.
3. The chaperones are authorized by the signers of this document to arrange for any medical services deemed appropriate for the student named above by medical personnel while on the trip.
4. It is also agreed that the District reserves the right to remove a student from this program for failure to maintain program standards or if it deems his or her acts of conduct detrimental to or incompatible with the interest of the program. If a student's participation is terminated, only the funds not actually used will be returned and he or she will be sent home at the parent(s)/guardian or student's expense.
5. The undersigned represent that they are parents or guardians of the named student and are authorized to execute this agreement.

IN WITNESS WHEREOF, the parties have signed this agreement on the

_____ day of _____, 20____

Parent/Guardian Signature

Parent/Guardian Signature

Student Signature

Student Health Record

Student's Name _____ Grade _____ D.O.B. _____

Address _____ Phone# _____

Parent/Guardian's Name _____ Work Phone# _____

Cell phone# _____

In Case of Emergency Contact _____ Phone# _____
(other than parent/guardian)

Date of Last Physical _____

Medical Condition _____
(Diabetic, Asthma, Epilepsy, Allergies, etc.)

List any medication being taken on a daily basis _____

Permission to be given Tylenol, Advil, Maalox, Immodium or Midol
yes _____ no _____

Please list any other concerns or medical problems that might be a concern to the
chaperones of this trip _____

**Name of Health Insurance Company covering
student** _____

Group number _____ ID number _____

Address _____

In case of emergency, I hereby give permission for _____ **to authorize medical**
treatment while on this school-sponsored trip to

Parent/guardian's signature _____ **date** _____

*I hereby agree that the above statements of medical history are accurate and true to the
best of knowledge, and give my consent for my son/daughter go on this trip.*

Signatures

Parent/Guardian _____ Date _____

Parent/Guardian _____ Date _____

Dover High School
25 Alumni Drive
Dover, NH 03820

Statement of Agreement

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

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

I understand that I am accountable to _____.

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

Student's signature

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

Parent guardian's signature

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

Chaperone's signature

Dover High Cosmetology International Beauty Show New York Trip

Academic

Statement of Agreement

I agree to adhere to the following rules so I may qualify to attend the International Beauty Show, New York trip with the Cosmetology class:

1. A minimum grade of 80% is maintained.
2. Attendance must meet the Dover High School requirements (no more than 5 unexcused absences a quarter.)
3. No disciplinary infractions of any kind.
4. All financial and school obligations must be met.

I understand that I am accountable to Ms. Jennison and Mrs. Ring.

I understand that failure to comply with these rules will result in the loss of my privilege to attend;

2016 Cosmetology New York Trip.

I understand that all payments are non-refundable.

Student's signature

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

Parent signature

Kimberly Lyndes
Principal
k.lyndes@dover.k12.nh.us

Bruce Patrick
Dean of Students-7/8
b.patrick@dover.k12.nh.us

Lindsay Dube
Dean of Students-5/6
l.dube@dover.k12.nh.us



Dover Middle School
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School Counselor Grade 5
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Fran Meffen
School Counselor Grade 8
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October 29, 2015

Dear Dover School Board Members,

This letter is being written in support of the initial approval of the Dover Middle School- Going Global (2G) group's trip to Boston on January 29+30, 2016. Mrs. Meffen has previously submitted all details and information related to the trip. I want to thank you for supporting this opportunity for our students. The experiences and memories will stay with them forever. I want to thank Mrs. Meffen for her efforts in making this trip possible.

Sincerely,

Kimberly R. Lyndes
Dover Middle School Principal

Dover School District's Mission:
Strengthening our Community by Educating Every Child, Every Day!

Official Going Global Trip to Boston

Permission Slip and Eligibility Policy

I, the parent/guardian of _____, by signing below, give my permission for him/her to participate in the Dover Middle School 2G trip to Boston from Friday January 29 to Saturday January 30, 2016.

I understand that my child will be taking the Downeaster Train from Dover to North Station and will then be using the MBTA public transportation system. I understand that I will not hold Dover Middle School or its chaperones liable for any accidental injury that may occur to my child anytime during the trip. Further, I give Dover Middle School chaperones my permission to seek medical care in the event of illness or medical emergency.

I further understand that if my child receives two in school suspensions or one out of school suspension at any time or if any child receives more than one cumulative F on any of the first 2 report cards that my child will not be allowed on the trip and will receive a refund.

I also understand that if my child breaks any of the trip rules such as alcohol, tobacco or being out after curfew that I as a parent will come and remove them from the trip or have them sent home at my expense.

- No refunds will be given after Dec. 15, 2015

By signing below, I agree with the above statements.

Parent's signature

Date

Student's Name _____

Address _____

Telephone # _____ Cell Phone # _____

Kimberly R. Lyndes
Principal
k.lyndes@dover.k12.nh.us

Bruce Patrick
Dean of Students-7/8
b.patrick@dover.k12.nh.us

Lindsey Dube
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Statement of Educational Value

The Going Global (2G) group has been meeting since the 2012-2013 School Year to further their knowledge of the world outside Dover and in a quest to become active global citizens. During the last half of the 2014 – 2015 school year students conducted research on the UN Millennium Goals (2010 – 2015) in order to present their recommendations to their parents and fellow students on what goals should persist and what should be added. This fall the students have now been given the challenge of determining how they can make a difference in meeting these goals. The trip to Boston has been designed around this theme along with continuing to look at how their individual cultural identity is developed over time and influenced by a myriad of factors. To that end the students plan on meeting with representatives from a variety of organizations and researchers who are making a difference and can provide guidance to them in their efforts.

While the 2G group took a one day trip to Boston during the 2013 – 2014 school year this trip will include a return to the MIT Science Museum and an additional exhibit on the theme of water the remainder of the itinerary will be unique to this trip. A highlight of the trip will be a meeting with other middle school students in order to look at commonalities in terms of cultural identity and those factors that contribute to cultural differences. Travel for this trip will be the Amtrak train, departing from Dover to and from Boston. The students will rely on the MBTA for the remaining public transportation needs.

In addition to the trip the group will be inviting other speakers to meet with them through the year and they hope to host the students from Boston here in Dover during the spring. The goal is to continue to foster an interest and desire to learn about and participate in the global society. The group will be meeting on Mondays at lunch and afterschool for additional activities including a presentation from TURBOCAM owners Marion and Suzie Noronha who oversee numerous community service programs in India and Nepal.

Dover School District's Mission:
Strengthening our Community by Educating Every Child, Every Day!

As a capstone for this year's activities students will create a presentation on their efforts to meet the global impact goals that they have set along with a profile of their cultural identity.

In planning for this year's activities the focus is on self-directed learning, global competencies, working collaboratively while developing critical thinking skills while doing both group and individual research. In addition to meeting Common Core State standards the students effort will results in the application of these skills which will serve them well as they move to the high school level next year.

2G Boston Trip Budget – January 29 – 30th

Train to and from Dover – Cost \$17

Hotel: Best Western Plus – 4 to a room - \$50 for the night

MBTA Charlie Card - unlimited trips - \$19

Friday January 29th

Bring brown bag Breakfast and backpack with snacks – NO COST

Walk around shops in Harvard Square and have lunch - \$15

MIT Science Museum and Gallery: Admission \$10

Dinner at St. Stephen's - \$10

Saturday January 30th

Breakfast at the hotel – free

MFA – self-guided tour and audio - \$7

Lunch – Au Bon Pain at the Prudential Center \$15

JFK Library and Museum - \$10 admission

Dinner in the north end followed by pastry from the shops to enjoy on the train on the way home! \$25

Total Cost: \$188 for students - this cost does not cover any adults accompanying the students

2G Itinerary January 29 – 30, 2016

Friday January 29th

Leave on the 6:17am train arrive North Station at 7:50am.

Walk to Boston Public Market (opens at 8am) next to Quincy Market – eat breakfast and tour building

Get to meet and learn about local artisans, farmers etc. – research for Global Goals

T- to Harvard Square – meet with Professor Matthew Desmond on Homeless issue:

Walk around shops in Harvard Square and have lunch

MIT Science Museum and Gallery: the impact of engineering and the issue of water

Leave for St. Stephen's Church for meeting with Middle School students from Boston.

T – to Back Bay on Orange Line or Silver Line stop

Dinner at St. Stephen's Church

T – to Alewife and to hotel for the night

Saturday January 30th

Breakfast at the hotel

T – to the MFA – How does art reflect the culture of the artisan?

Lunch – Au Bon Pain at the Prudential Center

Walk through Back Bay – then to the Commons and the Freedom Trail – the culture of Boston

If time - JFK Library and Museum

End the day in the North End – What influenced the culture of this section of Boston vs Back Bay and Cambridge?

Dinner in the north end followed by pastry from the shops to enjoy on the train on the way home!

North Station – 8pm train

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PAULA GLYNN
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THE DOVER SCHOOL DISTRICT

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

TO: Dover School Board
FR: Elaine M. Arbour, Ed.D., Superintendent of Schools
RE: Donation Approval
DATE: November 9, 2015

Friends International has chosen to donate \$1300 to pay for the Similarity Awareness program put on by Northeast Passage out of UNH. This is a program that has been brought to Garrison for the past three years in which someone else has gone to the school to teach during all Physical Education classes. Court wheelchairs are brought in and students get an opportunity to experience games and sports through the eyes of someone with physical disabilities. Friends International is an organization that supports programs that promote diversity whether it is cultural or something like raising awareness about physical or mental similarities or differences. This program was a success at Garrison School and promises to be a success at Woodman as well. Woodman Park School and the entire Dover School District greatly appreciate the donation and support of the Friends International.

I would like to respectfully request your acceptance of the donation noted above. School Board policy KCD requires that gifts of \$500 or more must be approved by the School Board. Thank you for your consideration.

ELAINE M. ARBOUR, Ed.D.
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TO: Dover School Board
FR: Elaine M. Arbour, Ed.D., Superintendent of Schools
RE: Donation Approval
DATE: November 9, 2015

The Dover Rotary Club has chosen to donate dictionaries to all third grade students in the Dover School District. This will be approximately 300 dictionaries and the value is estimated to be in excess of \$500.00. Garrison, Horne and Woodman Park elementary schools, along with the entire Dover School District greatly appreciate the donation and support of the Dover Rotary Club.

I would like to respectfully request your acceptance of the donation noted above. School Board policy KCD requires that gifts of \$500 or more must be approved by the School Board. Thank you for your consideration.

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TO: Dover School Board
FR: Elaine M. Arbour, Ed.D., Superintendent of Schools
RE: Donation Approval
DATE: November 9, 2015

The Garrison School PTA has chosen to donate a Buddy Bench valued at \$773.00 to Garrison School for use in the playground area. This bench will facilitate friendships and reduce loneliness or the feeling of “not belonging”. In essence, if someone doesn’t have a friend to play with, they sit on the bench and students come over and offer for them to join their game. Facilities pre-approved installation at no cost to the PTA. Garrison School and the entire Dover School District greatly appreciate the donation and support of the Garrison School PTA.

I would like to respectfully request your acceptance of the donation noted above. School Board policy KCD requires that gifts of \$500 or more must be approved by the School Board. Thank you for your consideration.

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TO: Dover School Board
FR: Elaine M. Arbour, Ed.D., Superintendent of Schools
RE: Donation Approval
DATE: November 9, 2015

The Garrison School PTA has chosen to donate twenty-six sets of reading books (5 books per set) covering levels H to T (Grades 2,3,4) plus 10 ABC books for kindergarten level. (They did not feel that 1st grade books were needed). Presently, for students who are given reading support, there are a limited number of complete book sets for groups of students to choose and read together. Finding a complete set of books at the appropriate level for these struggling readers and/or finding a book that these children haven't already read in the individual classroom is a constant challenge. Garrison School and the entire Dover School District greatly appreciate the donation and support of the Garrison School PTA.

I would like to respectfully request your acceptance of the donation noted above. School Board policy KCD requires that gifts of \$500 or more must be approved by the School Board. Thank you for your consideration.

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HIGH SCHOOL GRADUATION POLICY

First Reading

The normal program of instruction for seniors may be modified to make adequate preparations for graduation exercises.

- a. It is expected that graduation preparations will not dominate the operation of the school during the last few days of the school year.
- b. If local conditions necessitate the holding of graduation exercised prior to the completion of the standard school year, in no case shall graduation be scheduled prior to the 172 ~~175~~th day of instruction. No school day shall be modified for preparation activities prior to the 172 ~~175~~th day.
- c. It is understood that modifications in the schedule for the last few days of school shall apply only to seniors. All other classes shall complete 177 ~~180~~ days of instruction and maintain their normal class schedules.

The above is in accordance with the State Board of Education policy on graduation.

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SECOND READING

STUDENT RECORDS AND ACCESS

ACCESS TO STUDENT RECORDS - FERPA

General Statement. It is the policy of the School Board that all school district personnel will follow the procedures outlined herein as they pertain to the maintenance of student records. Furthermore, it is the policy of the School Board that all school district personnel will follow the provisions of the Family Educational Rights Privacy Act (FERPA) and its corresponding regulations.

Education Record. For the purposes of this policy and in accordance with FERPA, the term “educational record” is defined as all records, files, documents and other material containing information directly related to a student; and maintained by the school district; or by such other agents as may be acting for the school district. Such records include, but are not limited to, handwriting, videotape, audiotape, electronic or computer files, film, print, microfilm and/or microfiche.

Directory Information. For the purposes of this policy, and in accordance with the provisions of FERPA and New Hampshire RSA 189:1-e, the term “directory information” means:

- Students' name, address, telephone number, date and place of birth, dates of enrollment
- Parents'/guardians' name and address
- Students' grade level, enrollment status and dates of attendance
- Students' photograph
- Students' participation in recognized school activities and sports
- Weight and height of members of athletic teams
- Students' diplomas, certificates, awards and honors received

The District may release or disclose student directory information without prior consent of the student's parents/eligible students. Within the first three weeks of each school year, the District will provide notice to parents/eligible students that the District may publish directory information without their prior consent. Parents/eligible students will be given until [date to be determined by the Superintendent] to notify the District in writing of any or all directory information items that they refuse to permit the District to release or disclose. Notice from a parent/eligible student that any or all directory information shall not be released will only be valid for that school year and must be re-issued each school year.

Personally Identifiable Information. “Personally identifiable information” is defined as data or information which makes the subject of a record known, including a student's name the student's or student's family's address; the name of the student's parent or other family members; a personal identifier such as a student's Social Security number; the student's date of birth, place of birth, or mother's maiden name; or other information that, alone or in

DOVER SCHOOL DISTRICT	POLICY CODE: JRA
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combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with a reasonable certainty or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Annual Notification/Rights of Parents and Eligible Students. Within the first ____ weeks of each school year (Superintendent to determine; NHSBA recommends three or four), the District will publish notice to parents and eligible students of their rights under State and Federal law and this policy. The District will send home with each student a notice listing these rights. The notice will include:

- (1) The rights of parents or eligible students to inspect and review the student's education records;
- (2) The intent of the District to limit the disclosure of information in a student's record, except: (a) by the prior written consent of the parent or eligible student; (b) as directory information; or (c) under certain, limited circumstance, as permitted by law;
- (3) The right of a student's parents or an eligible student to seek to correct parts of the student's educational records which he/she believes to be inaccurate, misleading, or in violation of student rights; this includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent's or eligible student's request;
- (4) The right of any person to file a complaint with the United States Department of Education if the District violates FERPA; and
- (5) The procedure that a student's parents or an eligible student should follow to obtain copies of this policy.

Procedure To Inspect Education Records. Parents or eligible students may inspect and review education records which they are entitled to. In some circumstances, it may be more convenient for the record custodian to provide copies of records.

Since a student's records may be maintained in several locations, the school principal may offer to collect copies of records or the records themselves from locations other than a student's school, so that they may be inspected at one site. If parents and eligible students wish to inspect records where they are maintained, school principals will determine if a review at that site is reasonable.

Parents/eligible students should submit to the school principal a written request that identifies as precisely as possible the record or records that he/she wishes to inspect. The principal will contact the parents or the eligible student to discuss how access is best arranged for their inspection or review of the records (copies, records brought to a single site, etc.).

The principal will make the needed arrangements as soon as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed within **14** ~~30~~ days or earlier after the principal's receipt of the request for access.

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If for any valid reason such as working hours, distance between record location sites or health, a parent or eligible student cannot personally inspect and review a student's education records, the principal may arrange for the parent or eligible student to obtain copies of the records.

When records contain information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students. If such records do contain the names of other students, the principal will seek consultation with the Superintendent and/or the District's attorney to determine how best to proceed.

Procedures To Seek To Correction of Education Records. Parents of students or eligible students have a right to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights. To establish an orderly process to review and correct the education records for a requester, following processes are established.

1. First-level decision. When a parent or eligible student finds an item in the student's education records that he/she believes is inaccurate, misleading or in violation of student rights, he/she should submit a written request asking the building principal to correct it. If the records are incorrect because of clear error and it is a simple matter to make the change, the principal should make the correction. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

If the principal believes that the record should not be changed, he/she shall:

1. Provide the requester a copy of the questioned records at no cost;
2. Ask the parent/eligible student to initiate a written request for the change, which will be forwarded to the Superintendent;
3. Forward the written request to the Superintendent; and
4. Inform the parents/eligible student that the matter has been forwarded to the Superintendent for subsequent processing.

2. Second-level decision. If the parent/eligible student wishes to challenge the principal's decision to not change the student record, he/she may appeal the matter to the Superintendent. The parent/eligible student shall submit a written request to the principal asking that the matter be appealed to the Superintendent. The principal will forward to the Superintendent the request.

The Superintendent shall, within ten business days after receiving notification of the request:

1. Review the request;
2. Discuss the request with other school officials;
3. Make a decision to comply or decline to comply with the request;

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4. Schedule a meeting with the parents/eligible student if the Superintendent believes such a meeting would be necessary; and
5. Contact the parents/eligible student of his/her decision concerning the request for amendment.

If the Superintendent determines the records should be amended, he/she will make the change and notify the parents/eligible student in writing that the change has been made. The letter stating the change has been made will include an invitation for the parent/eligible student to inspect and review the records to verify that the records have been amended and the correction is satisfactory. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

If the Superintendent determines the records are will not be amended, he/she will notify the parents/eligible student in writing of his/her decision. Such letter will also notify the parents/eligible student of their right to an appeal hearing before the school board.

3. Third-level decision. If the parents or eligible student are not satisfied with the Superintendent's decision, they may submit a written request for a hearing before the School Board. The parents/eligible student shall submit the request for a hearing with the Superintendent within ten (10) business days of the Superintendent's written decision in level-two. The Superintendent will inform the school board of the request for a hearing and will work with the school board to schedule a hearing within 45 days of receipt of the request. Once the meeting is scheduled, the Superintendent will inform the parents in writing of the date, time and place of the hearing.

The hearing will be held in non-public session consistent with the provisions of RSA 91-A:3, unless the parent/eligible student requests that the hearing be held in public session, The school board will give the parent/eligible student a full and fair opportunity to present evidence relevant to the issues raised under their request/complaint. Parents/eligible students may be assisted or represented by one or more individuals of their own choice, including an attorney.

The school board will issue its final decision in writing within 30 days of the hearing, and will notify the parents/eligible student thereof via certified mail, return receipt requested. The school board will base its decision solely on the evidence presented at the hearing. The school board's written decision will include a summary of the evidence and the reasons for its decision.

If the school board determines that the student record should be changed or amended, it will direct the Superintendent to do so as soon as possible. The Superintendent will then contact the parents/eligible student for a meeting so they can review and inspect the records to verify that they have been changed or amended. At this meeting, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

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The school board's decision will be final.

Disclosure of Student Records and Student Information. In addition to directory information, the District may disclose student records and student information without consent to the following parties or under the following conditions.

1. School Officials With a Legitimate Educational Interest. School officials with a legitimate educational interest may access student records. "Legitimate education interest" refers to school officials or employees who need to know information in a student's education record in order to perform the employee's employment responsibilities and duties.
2. Other schools into which a student is transferring or enrolling.
3. Officials for audit or evaluation purposes.
4. Appropriate parties in connection with financial aid.
5. Organizations conducting certain studies for, or on behalf of the school district. Student records or student information will only be provided pursuant to this paragraph if the study is for the purpose of: developing, validating or administering predictive tests; administering student aid programs; or improving instruction.
6. Accrediting organizations.
7. Judicial orders or lawfully issued subpoenas.
8. Health and safety emergencies.

Maintenance of Student Records and Data. The principal of each building is responsible for record maintenance, access and destruction of all student records. All school district personnel having access to records shall place great emphasis upon privacy rights of students and parents.

All entries into student records must be dated and signed by the person access such records.

The principal will ensure that all records are maintained in accordance with application retention schedules as may be established by law.

Disclosures Made From Education Records. The District will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.

The record includes:

1. The name of the person who or agency which made the request;
2. The interest which the person or agency has in the information;

DOVER SCHOOL DISTRICT	POLICY CODE: JRA
DATE OF ADOPTION:	

3. The date on which the person or agency made the request;
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made and
5. In the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and the parties to whom the agency or institution disclosed the information.

The District will maintain this record as long as it maintains the student's education record. The records do not include requests for access or information relative to access which has been granted to parent(s) of the student or to an eligible student, requests for access or access granted to officials of the District who have a legitimate educational interest in the student; requests for, or disclosures of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent(s) or eligible student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student.

Legal References:

RSA [91-A](#):5,III, Exemptions, Pupil Records

RSA [189](#):1-e, Directory Information

20 U.S.C. §1232g, Family Educational Rights and Privacy Act

34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations

DOVER SCHOOL DISTRICT CALENDAR

2016-2017 **DRAFT**

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

S=Students (177 - Total) T=Teachers (184 - Total)

* = Snow Days

DAYS OUT

August 29	Teacher Return/Teacher Workshop
August 30	Teacher Workshop
September 2-5	Labor Day Recess
October 7	Teacher Workshop
October 10	Columbus Day
November 10	Teacher Workshop/ Parent-Teacher Conferences
November 11	Veterans Day
November 23-25	Thanksgiving Recess
December 23-January 1	Holiday Recess
January 16	Martin Luther King Day
January 23	Teacher Workshop
February 27-Mar 3	Winter Recess (Includes Presidents' Day holiday)
March 24	Teacher Workshop
April 24-28	Spring Recess
May 26	Teacher Workshop
May 29	Memorial Day

177 days required attendance for instructional purposes, or the equivalent number of hours and an additional 9 days for time lost due to inclement weather.

Schools close on June 15, 2017 (half-day), or upon **completion of the 177th day**.

Teachers report on August 29, 2016. **Students return** on August 31, 2016.

Teacher workshops will be held on **August 30, Oct. 7, Nov. 10, 2016; January 23, March 24, May 26, 2017**

MEMORANDUM OF UNDERSTANDING
Dover Family School Alliance and Dover School District

I. Background, Purposes and Terms

This Memorandum of Understanding (MOU) is between the Dover School District, located at 61 Locust Street, Dover New Hampshire 03820 and the Dover Family School Alliance, address of Box 1044, Dover New Hampshire 03821.

The purposes of this Memorandum of Understanding (MOU) between the Dover Family School Alliance (DFSA), a 501c3 organization and the Dover School District (DSD), are as follows:

- a. To foster the achievement of both DFSA and the DSD missions and goals through a collaborative working relationship; and
- b. To promote and improve the relationship between educators and families within the community of Dover, particularly those families whose children qualify for special education services
- c. To facilitate efficiencies by promoting economies of scale and avoiding duplication of effort. Operational efficiencies include but are not limited to staff development, voice/network and parent outreach; and event promotion

This MOU has an effective date of November 1, 2015 and has an initial term of three (3) years, or October 31, 2018.

II. Dover School District Responsibilities

The responsibilities of the DSD under this MOU are as follows:

- a. The DSD will have two (2) staff members participate as members of the Board of Directors for the DFSA. These individuals will be selected by the DSD and may be either faculty or staff, but must be able to speak "on behalf" of the DSD's perspective. These individuals will not represent a binding voice on financial or other resource commitments that will need authorization from the Director of Pupil Personnel Services or Superintendent of Schools.
- b. The DSD School Board will designate one (1) member to serve as a "liaison" to the DFSA Board of Directors. The individual will be considered a non-voting member and will be invited to all board meetings/functions so that they may play an active advisory role to help ensure communications and continuity amongst the DFSA, DSD staff and DSD School Board.
- c. The DSD will provide facility space for DFSA to hold meetings, conduct trainings or other educational/organizational activities germane to the DFSA meeting its mission. DFSA will adhere to the DSD's Facilities Use Policy.
- d. The DSD Director of Pupil-Personnel Services will meet regularly (typically monthly) with the DFSA representative(s) to keep lines of communication open, collaborate on joint goals and receive updates on DFSA activities.
- e. In accordance with DSD's policy and procedure on policy development, the DSD is willing to invite DFSA representatives to participate in designing/amending policies that have particular impact on the DSD special education population.
- f. Willingness to collaborate on joint funding opportunities for programs or projects that support the DSD and DFSA's overlapping missions and goals. These funding opportunities may include, but are not limited to: individual gift solicitation, application for private/corporate grant funding, event sponsorship, government project fund opportunities. Such opportunities may range from a letter of endorsement to full joint-applications.

III. Dover Family School Alliance Responsibilities

The responsibilities of the DFSA under this MOU are as follows:

- a. To maintain its 501c3 status, including ownership of separate and distinct bank accounts, and preparation/filing of all requisite paperwork.
- b. To maintain a Board of Directors for the purpose of providing oversight of DFSA's operational and fiscal performance, reviewing and recommending strategic initiatives, promoting programs offered throughout Dover and surrounding area, fundraising, accepting and administering grants other than those administered by the SAU, and making recommendations to the Superintendent and Director of Pupil-Personnel Services relative to items of joint interest to DFSA and the DSD.
- c. Willingness to collaborate on joint funding opportunities for programs or projects that support the DSD and DFSA's overlapping missions and goals. These funding opportunities may include, but are not limited to: individual gift solicitation, application for private/corporate grant funding, event sponsorship, government project fund opportunities. Such opportunities may range from a letter of endorsement to full joint-applications.
- d. To remit to the DSD within thirty (30) days any receipts for expenses related to joint activity that DSD has agreed to cover.
- e. To provide to the DSD a semi-annual update on activities conducted to date and anticipated activities. These reports will contain dates when available, anticipated needs from the DSD (e.g., use of meeting space) and other pertinent information to maintain clear and transparent collaboration.
- f. To provide to the DSD a copy of DFSA's general liability insurance certificate, updated annually

IV. Assignment

This MOU shall inure to the benefits of, and be binding upon, each of the parties hereto and their respective successors and assigns. Notwithstanding the preceding sentence, neither DFSA nor the DSD shall be permitted to transfer or assign its responsibilities under this MOU to any other person or organization without the prior written consent of the other party, which either party may grant or withhold in its sole and absolute discretion.

V. Counterparts

This Memorandum may be executed in any number of counterparts, all of which shall constitute a single agreement binding on the parties hereto.

VI. Mutual Indemnity & Hold Harmless

To the extent permitted by law, the DSD shall indemnify, defend and hold DFSA, its directors, subcontractors and agents harmless from and against any and all claims, liabilities, loss and expense arising by reasons of the act or omissions of the DSD, its agents or employees or arising in any area under the control of the DSD, its agents or employees.

To the extent permitted by law, DFSA shall indemnify, defend and hold DSD, its directors, subcontractors and agents harmless from and against any and all claims, liabilities, loss and expense arising by reasons of the act or omissions of the DFSA, its agents or employees or arising in any area under the control of the DFSA, its agents or employees.

VII. Miscellaneous

- a. This MOU may be modified only by a written agreement executed by all of the parties hereto, with all the formalities of this MOU

- b. This MOU merges and supersedes all prior agreements and understandings of the parties whether written or oral, and DFSA and the DSD mutually agree that any such prior agreements and understandings are hereby terminated
- c. All captions used herein for purposes of convenience only and shall not be referred to in construing the MOU
- d. Termination of this MOU may be made for convenience of either party with sixty (60) days' notice or immediately for cause.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/28/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425	CONTACT NAME: Fairley Kenneally PHONE (A/C No. Ext.): (603) 293-2791 FAX (A/C No.): (603) 293-7188 E-MAIL ADDRESS: fairley@esinsurance.com														
INSURED Dover Family School Alliance Po Box 1044 Dover NH 03821	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A: Sentinel Insurance Co LTD</td><td>11000</td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Sentinel Insurance Co LTD	11000	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES **CERTIFICATE NUMBER:** 2015 Cert **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:		04SBMNW5925	10/16/2015	10/16/2016	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 1,000,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 10,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 2,000,000</td></tr><tr><td>Employment Practices Liab Ins</td><td>\$ 10,000</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000	MED EXP (Any one person)	\$ 10,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000	Employment Practices Liab Ins	\$ 10,000
EACH OCCURRENCE	\$ 1,000,000																			
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Employment Practices Liab Ins	\$ 10,000																			
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS					<table border="1"><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
COMBINED SINGLE LIMIT (Ea accident)	\$																			
BODILY INJURY (Per person)	\$																			
BODILY INJURY (Per accident)	\$																			
PROPERTY DAMAGE (Per accident)	\$																			
	\$																			
	UMBRELLA LIAB EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE DED RETENTION \$					<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$</td></tr><tr><td>AGGREGATE</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$	AGGREGATE	\$		\$								
EACH OCCURRENCE	\$																			
AGGREGATE	\$																			
	\$																			
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N ☐ N/A					<table border="1"><tr><td>PER STATUTE</td><td>OTH-ER</td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td></tr></table>	PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$						
PER STATUTE	OTH-ER																			
E.L. EACH ACCIDENT	\$																			
E.L. DISEASE - EA EMPLOYEE	\$																			
E.L. DISEASE - POLICY LIMIT	\$																			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

For insureds reference only.

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Pat Mack/ANTHO

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ELAINE M. ARBOUR Ed.D.
Superintendent of Schools

KAREN M. TAYLOR
Business Administrator



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FAX (603) 516-6809

THE DOVER SCHOOL DISTRICT

MEMORANDUM

TO: Dr. Elaine Arbour, Superintendent of Schools
Members Dover School Board

FROM: Karen M. Taylor, Business Administrator

DATE: October 22, 2015

RE: Student Tuition Rates for FY: 2015-2016

For your approval, listed below are the tuition rates for school districts in New Hampshire and Maine who send their students through the Dover School System. The rates list Barrington and Nottingham School Districts separately as each District has their own separate contract.

Please let me know if you have any questions concerning these fees.

	Elementary	Middle	High
*Per Pupil Cost-6/30/15 DOE-25	\$10,609.57	\$9,455.47	\$12,106.77
Barrington	0	0	\$13,075.31
Nottingham	0	0	\$12,262.11
*Vocational Tuition	0	0	\$12,106.77
Other NH and Maine Districts	\$11,243.01	\$10,041.33	\$12,846.86

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

Scholarship Name	Trust Acct No.	As of September 30, 2015			
		Principal	Income	Total	
Guy Bergeron Memorial Scholarship	8809	\$9,025.72	\$212.79	\$9,238.51	Income only
Jason P Gabarro Memorial Scholarship	8810	\$0.00	\$1,379.01	\$1,379.01	Income only
Hildred Berwick Teaching Scholarship	8811	\$214,962.54	\$17,459.20	\$232,421.74	Income only
George Kay Vocational Scholarship	8812	\$15,652.24	\$398.06	\$16,050.30	Income only
DHS Merit Scholarship	8813	\$46,520.27	\$5,873.89	\$52,394.16	Income only
Mary McCooey Scholarship	8814	\$12,894.15	\$349.30	\$13,243.45	Income only
Anna K. Buckley Scholarship	8815	\$11,740.78	\$113.40	\$11,854.18	Income only
Raymond Martineau Scholarship	8816	\$7,336.15	(\$5,449.09)	\$1,887.06	Total
Ike Isaacson Scholarship	8817	\$0.00	\$535.54	\$535.54	Income only
Mary Ellen Driscoll Scholarship	8818	\$1,304.73	\$4,264.36	\$5,569.09	Total
Pete McDonough Scholarship	8819	\$3,444.24	\$10,231.09	\$13,675.33	Total
Bernard Ryder Scholarship	8820	\$914.32	\$783.82	\$1,698.14	Total
Linda Ivey Scholarship	8821	\$2,257.02	\$10,022.44	\$12,279.46	Total
Alan Sheldon Scholarship	8822	\$0.00	\$1,107.83	\$1,107.83	Total
Mike Wilson Scholarship	8823	\$0.00	\$2,616.66	\$2,616.66	Total
Arnold 'Bud' Falcione Scholarship	8824	\$2,383.33	\$7,485.78	\$9,869.11	Total
Charles & Zena Boulanger Scholarship	8825	\$285.72	\$1,344.95	\$1,630.67	Total
John F. Kenney Scholarship	8826	\$0.00	\$6,288.64	\$6,288.64	Total
Edward D. Lozier Scholarship	8827	\$0.00	\$5,516.04	\$5,516.04	Total
The Wave Expendable Trust	8828	\$5,913.28	(\$2,727.84)	\$3,185.44	
Donald & Rita McLeod Scholarship	8829	\$0.00	\$4,383.34	\$4,383.34	Total
Maria Faskianos Scholarship	8830	\$3,059.84	\$773.43	\$3,833.27	Total
Class of 1971 Scholarship	8831	\$1,142.89	(\$986.94)	\$155.95	Total
Brandon Cullen Scholarship	8832	\$4,408.65	(\$515.70)	\$3,892.95	Total
Antonia Kretsepes	8834	\$1,285.15	(\$978.69)	\$306.46	Total

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THE DOVER SCHOOL DISTRICT

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TO: Members Dover School Board
FROM: Karen M. Taylor, Business Administrator
DATE: November 9, 2015
RE: Award for ***Pest Management Services***

On September 18, 2015, the District solicited a public bid requesting pricing information from qualified vendors to provide pest management services to include a comprehensive integrated pest management plan and pricing for other related services for all District schools and the CTC barn. Three vendors were present for the mandatory site review on October 9th and two vendors submitted a proposal on October 19, 2015. Results are as follows:

***Base Services at All District Schools and the CTC Barn**

Bidder	Start Up Cost	Per Visit Cost Monthly	Total Annual Cost Year One	Total Annual Cost Year Two
Modern Pest Services	\$6,286.00	\$755.00	\$14,591.00	\$9,333.00
Terminix	\$2,354.00	\$672.00	\$9,746.00	\$8,064.00

Facilities Director, Jeffrey White, has assisted in the review of the bid results. We request that the School Board proceed with an award to **Terminix** for an annual cost in Year One of **\$9,746.00**. The services will be paid through the facilities maintenance and repair budget within the General Fund.

*Base services include a monthly service at each location, a log book for each school, all monitoring devices and trapping stations for the interior, and call back services.

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

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Superintendent of Schools
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TEL (603) 516-6800
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TO: Members Dover School Board
FROM: Karen M. Taylor, Business Administrator
DATE: November 9, 2015
RE: Award for ***Tractor with Attachments***

On September 28, 2015, the District solicited a public bid requesting pricing for the purchase of a tractor with attachments to replace the existing 2004 John Deere Tractor. Two vendors submitted a bid on November 2, 2015. Results are as follows:

Vendor	Year, Make & Model	Tractor *w/Attachments	Trade-In Value Existing Tractor	Total After Trade-In
MB Tractor	2015 Kubota L4760HSTC (49 HP)	\$49,361	\$5,000	\$44,361
MB Tractor	2015 Kubota L5460HSTC (56 HP)	\$50,599	\$5,000	\$45,599
North Country Tractor	2015 John Deere 4052 R Compact	\$49,506	\$3,500	\$46,006

Facilities Director, Jeffrey White, has assisted in the review of the bid results. We request that the School Board proceed with an award to **MB Tractor** for the purchase of the 2015 Kubota L5460HSTC 56 HP tractor with attachments in the amount of **\$45,599** after trade-in. The purchase will be made through the Facilities Special Revenue Fund and are part of the light vehicle replacement schedule within the 2016-2021 CIP Plan (p. 111).

*Attachments include a loader, 60" rotary tiller, 72" rear mounted snow blower and a 42" fork life attachment.

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

DOVER SCHOOL DISTRICT FACILITIES RENTAL FEES

Available Space for Rent	Seating Capacity	Classroom Teacher Group	*School District Affiliated Group	*Non-Profit (Other) Group	For-Profit Group
Dover High School (DHS)					
Auditorium Fixed Seating	795	\$0	\$0	\$315	\$840
Orchestra Pit	85	\$0	\$0		
Rehearsal Fee	-	\$0	\$0	\$50	\$75
Gymnasium (Regulation)	1,500	\$0	\$0	\$210	\$735
Cafeteria/Kitchen	350	\$0	\$0	\$100/\$100	\$150/\$170
Library	75	\$0	\$0	\$75	\$100
Locker/Team Rooms	-	\$0	\$0	\$50/each	\$50/each
Classroom(s)	-	\$0	\$0	\$75	\$100
Dover Middle School (DMS)					
Renaissance Room	203/292	\$0	\$0	\$160	\$420
Gymnasium	1,484	\$0	\$0	\$200	\$700
Staff Dining	63	\$0	\$0	\$50	\$70
Cafeteria/Kitchen	295	\$0	\$0	\$100/\$100	\$100/\$100
Library	55	\$0	\$0	\$75	\$100
Classroom(s)	45	\$0	\$0	\$75	\$100
Locker Rooms	60	\$0	\$0	\$50	\$100
Woodman Park School (WPS)					
Gymnasium (Regulation)	1,000	\$0	\$0	\$210	\$525
Balcony	322	\$0	\$0		
Cafeteria/Kitchen	304	\$0	\$0	\$100/\$100	\$150/\$150
Library	35	\$0	\$0	\$75	\$100
Garrison Elementary School (GES)					
Gymnasium (Regulation)	700	\$0	\$0	\$260	\$735
Cafeteria/Kitchen	529	\$0	\$0	\$100/\$100	\$150/\$170
Library	35	\$0	\$0	\$75	\$100
Horne Street School (HSS)					
Gymnasium	534	\$0	\$0	\$70	\$100
Cafeteria/Kitchen	304	\$0	\$0	\$100/\$100	\$150/\$170
Library	50	\$0	\$0	\$75	\$100
Other Fees Applied	-	n/a	(B), (C), (D)	(A), (C), (D)	(A), (C), (D)

OTHER FEES

- (A) Custodial Fee: \$40/per hour, minimum charge of three (3) hours for Non-Profit and For-Profit groups per event
- (B) Custodial Fee: Custodial rate of pay for School District Affiliated Groups
- (C) House Manager Fee: \$20/per hour, minimum charge of three (3) hours per event, when applicable
- (D) Facility Usage Fee: \$25 flat fee per event

NOTES

*School District Affiliated Group versus Non-Profit (Other) Group: A School District Affiliated Group includes, but is not limited to, PTAs, PTOs, PTGs, Booster Clubs, DFSA and DALC.

Use of Gymnasiums: Use of WPS, HSS, DMS and DHS gymnasiums for athletic or other recreational types of activities will be charged a flat rental fee of \$30/per hour. Use of GES will be charged a flat rental fee of \$35/per hour. A minimum of three (3) hours for use of any gymnasium will be charged.

Two Events: When there are two events held by one group, one in the afternoon and one in the evening, a separate fee is charged for each event.

Non-Profit Status & Insurance: An IRS tax exempt certificate to substantiate non-profit status and current certificate of insurance is required prior to rental.



USE OF SCHOOL FACILITIES

The Dover School Committee supports the use of school facilities by community groups as a supplement to the primary goal of providing educational activities to students as long as the use by community groups does not interfere with the school program or school sponsored activities.

No use of school facilities is allowed unless the user(s) has/have obtained a written permit approved by the Superintendent or designee. Authorization for use of school facilities shall not be considered an endorsement of, or approval of, the activity, group, or organization nor the purposes they represent.

Procedures for Application for Use of School Buildings and Grounds for School Groups:

1. All requests will be submitted no later than one week prior to event.
2. All after school events will begin after 3:00 P.M. on weekdays and will not extend past 10:30 P.M. unless prior arrangements have been made.
3. Submission of events for the following school year will begin no sooner than April 15th of the current school year.
4. When requesting a PA system, a House Manager is required to be present for said event.
5. Payment of custodian, stage manager, etc. will be required 30 days after receipt of invoice.
6. No teacher/staff member will be allowed to use the school facilities, under any circumstance when children are involved without submitting a permit first.
7. All cancellations or changes to a permit must be submitted to the Facilities Coordinator.
8. Outside groups cannot be re-scheduled if already School Board approved.

Responsibility of the Applicants of the School Groups:

1. The applicant and the organization shall be held responsible for the proper use of the facility, for the conduct of the persons attending and shall see to it that the activities are confined to the areas requested and hours agreed on the application. In the event that property loss or damage is incurred during such use or occupancy of district facilities, the amount of damage shall be decided by the Superintendent of Schools or his/her designee and a bill for damages will be presented to the group using or occupying the facilities during the time loss or damage was sustained.
2. Organizations will provide sufficient competent adult supervision. No person under 21 yrs. of age may rent out the schools.
3. All applicant's for use of district facilities shall hold the Dover School District free and without harm, from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of district facilities.
4. Checks are made payable to the Dover School Department. Billings for custodial, media, tables, etc. will be expected within thirty days from billing date.

HOUSE MANAGER RESPONSIBILITIES

1. Opening up Auditorium
2. Lighting
3. Setting up PA system
4. Assuring the Auditorium does not exceed its capacity during functions
5. Accounting for all sound equipment that is needed and used

TIME LIMITS

Schools will not be rented out until 3:00 P.M. and may not extend beyond 10:30 P.M. without prior authorization.

CANCELLATIONS:

Request for cancellation must be received at least 24 hrs. in advance of agreed upon starting time. If event is held on the weekend a 48 hr. cancellation is required. Failure to cancel shall obligate the applicant to pay the custodial service fee and any other expenses incurred.

Cancellation of permission to use school facilities may be ordered by the superintendent or his/her designee and/or Dover School Board whenever such action is deemed in the best interest of the school district. As much notice as possible will be granted. In general, when schools are closed due to inclement weather or other reasons all after school and evening activities, including rentals are also cancelled. Organizations and groups should check the District website and local media (radio, television, etc.) for information about school closings and cancellations.

RULES FOR ALL GROUPS USING SCHOOLS AFTER HOURS

FIRE/POLICE SAFETY:

Groups receiving permission to use school facilities are responsible for the observance of local and state fire and safety regulations at all times. Police/firemen must be on duty at all major functions under the discretion of the Superintendent and/or his/her designee. Arrangements must be made with the proper officials of the Police and Fire Depts. by the applicant. The exact number of policemen and firemen required and rates to be paid will be determined by the Police and Fire Departments. Fees shall be paid directly to them.

Prior to the performance of any stage production in the Auditorium, or large event in the gym and/or cafeteria areas all exits will be pointed out as part of opening statements or ceremony. (See attached announcement statement to be read)

DRINKING, DRUGS, PROFANE LANGUAGE, SMOKING AND GAMBLING IN ANY FORM IS STRICTLY PROHIBITED ON SCHOOL PROPERTY.

ACCIDENTS AND DAMAGE TO BUILDINGS:

The permit holder is responsible for the cost of repairs needed for damage occurring during his/her use. Failure to pay could lead to denial of future permits for the individual and organization. Interest charges will apply to the cost incurred.

CUSTODIAL SUPPORT

Any organization using school facilities must agree to the assignment of the custodial personnel for continuous duty during the time stated on the application. Custodians will be available at all times and notify the renters of how they can be reached.

USE OF GYMNASIUM:

1. No food or drink permitted. Only non-glass containers of water are allowed.
2. Hardballs are not permitted in gymnasiums for the protection of the walls, fixtures and floor surface
3. Appropriate athletic footwear is required on floors unless floor is covered with tarp.
4. Gymnasiums are to be used for athletic activities ONLY, unless special permission is granted.

USE OF AUDITORIUM:

1. No food or drink permitted
2. House Manager is required when using the Auditorium unless approved by Superintendent or his/her designee
3. All equipment must be removed immediately after the event
4. Organizations wishing to bring in equipment must do so after school hours

KITCHEN SUPPORT AND EQUIPMENT:

1. The Food Service Director will assign a food service worker for any function requiring the use of a kitchen
2. Kitchen equipment and utensils will not be used and cannot be rented.

APPARATUS/EQUIPMENT/ALTERATIONS

Requests to use public address systems, pianos, tables, chairs, bleachers, audio visual aids, etc. must be indicated on the application. There will be a fee charged for the preparation, operation and return of such equipment. Persons or organizations requiring the piano to be tuned shall be charged for such expenses.

Alterations of school buildings and equipment, such as lighting (and lighting controls) and hanging decorations are prohibited unless special permission is granted to the applicant. Any additional time incurred by School Department employees will be charged to the applicant. The use of nails, thumbtacks or staples shall not be permitted in the arranging of decorations.

ENTRANCES, CLASSROOMS, OFFICES, HALLWAYS, TEACHERS' ROOMS:

Entrances – DEIS Auditorium: entrance through the two main doors in the main foyer. The door at the rear of the auditorium and the door leading to the parking area shall not be used as entrances to any event. These doors shall remain closed during all events and shall serve only as exits after an event.

Entrances – DMS gymnasium: entrance and exit to and from the Dover Middle School gymnasium at the time it is being used shall be made behind the school off of Daley Drive.

Entrances – GIS gymnasium: entrance and exit to and from the Garrison Elementary School gymnasium at the time it is being used shall be made behind the school through the gym doors.

PARKING:

Parking lots are the designated places for leaving vehicles. Automobiles will not be parked in, or obstruct, fire lanes around the school buildings. Illegal parking may result in vehicles receiving tickets, warning tags or towing at owner's risk.

USE OF SCHOOL FIELDS

PERMITTED USE OF SCHOOL FIELDS:

1. School District
2. Recreation-sponsored groups
3. Recreation-affiliated groups (seventy-five percent Dover residents)
4. Private groups in Dover
5. Private groups outside Dover

A permanent waiver of rental fees for indoor and outdoor facilities shall exist for all school-sponsored groups and all recreation-sponsored groups. All other waivers of fees shall require a review and demonstration of financial need. To request a waiver the waiver form that's attached to the rental request can be filled out or a letter may be written to the school board.

FIELD USE FEES

NON-RECREATION DEPARTMENT USERS

1. School Fields, except Dunaway Field: \$100 per event (3 hour minimum)
2. Dunaway Football Field-\$675 per 3 hr. (3 hour minimum)
3. Dunaway Football Field-\$750 per hour after 5:00 P.M. (3 hour minimum)

All use of fields may involve grounds/custodian and police detail charges on a case by case basis depending on the use. Police details will be invoiced and paid through the Police Department. A deposit for grounds/custodian shall be made in advance.

Dunaway Football Field may only be rented a total of forty (40) times per year for all users.

RECREATION DEPARTMENT USERS

School fields except Dunaway Football Field: \$5 per person and must be 75% or over Dover residents (rosters required at the time of the rental application) per person, per season, per sport.

Dunaway Football Field: \$50 per hr. for 4 hr. minimum

ANY VIOLATIONS OF THESE REGULATIONS WILL RESULT IN IMMEDIATE SUSPENSION OF APPLICANT'S RIGHT TO USE THE FACILITIES.

ELAINE M. ARBOUR, Ed.D.
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THE DOVER SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT #11
McCONNELL CENTER
61 LOCUST STREET SUITE 409
DOVER, NEW HAMPSHIRE 03820-4132
TEL (603) 516-6800
FAX (603) 516-6809

TO: Members Dover School Board
FROM: Elaine M. Arbour, Superintendent of Schools
DATE: November 9, 2015
RE: C&W Services Contract Extension

On July 7, 2008, the District entered into a three (3) year agreement, with two (2) one (1) year renewal terms, for comprehensive facilities management services with C&W Services (hereinafter referred to as "CWS"), formerly Unicco Service Company. In February 2011, the School Board approved a two (2) year contract extension through July 7, 2013 with CWS. In April 2013, the School Board approved a three (3) year contract extension through July 7, 2016 with CWS.

In our opinion, it would be in the best interest of the District to engage in negotiations with CWS for a contract extension to maintain stability through the upcoming construction of the new high school and career technical center that CWS has been an ongoing contributor to, as well as to preserve the reliable and dependable service consistently provided by CWS at all schools. Our request to the School Board is to allow the business office to begin contract negotiations with CWS on the following key topics and amendments to the original services agreement entered into in July 2008:

- Capital: To provide a clear definition of what school expenses are versus CWS expenses with respect to repair and/or replacement of capital assets.
- Purchase of Capital: An option within the contract for CWS to purchase capital expenditures as part of the District's negotiated annual contract amount.
- Consumables/Disposables: While the contract states all paper and plastic goods will be provided by CWS, the District would be seeking additional items such as cleaning wipes for all classrooms and offices, upgrades to current items being used such as paper products, etc.
- Term of Service/Extension: Extend services for an additional thirty-six (36) months commencing on July 7, 2016 through July 7, 2019.
- Facilities Director: For consistency, the District would request that the current facilities director remain in Dover for the term of the agreement if feasible. In the event that a new facilities director needs to be hired, this position would be subject to school district approval.
- SAU Offices: Cleaning services performed by CWS in all SAU offices.

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

- Quarterly Review Meetings: Regular quarterly review meetings with a CWS senior management representative, facilities director and school district administration.

Upon successful completion of contract negotiations with CWS, the business office will bring before the School Board an amendment outlining the changes to the original services agreement, the term of service/extension, as well as charges for Fiscal Years 2017, 2018 and 2019.