



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #12
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, December 12, 2016
Meeting Time:	7:00 pm

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. CITIZENS' FORUM**
- E. AGENDA APPROVAL**
- F. APPROVAL OF MINUTES**
 - 1. Public Meeting to Enter Nonpublic Meeting #16, November 14, 2016
 - 2. Nonpublic Meeting #16, November 14, 2016
 - 3. Regular School Board Meeting #11, November 14, 2016
 - 4. Public Meeting to Enter Nonpublic Meeting #17, November 14, 2016
- G. CONSENT AGENDA**
 - 1. **Correspondence:** none
 - 2. **Resignations/Retirements:**
 - a. Elaine Arbour
 - 3. **Leaves of Absence:**
 - a. Margo Martin
 - 4. **Nominations:**
 - 5. **Extended Travel (Student Trips):**
 - a. World Language Trip to Italy-Preliminary Approval
 - 6. **Donations:**
- H. STUDENT REPRESENTATIVE REPORT:**
- I. POLICY – CHANGES – PROPOSALS:** none
- J. POLICY ADOPTION:**
 - a. JICH—Student Substance Use Policy
- K. RESOLUTIONS:** none
- L. OLD BUSINESS:**
 - a. Clarification of Terminations
- M. NEW BUSINESS:**
 - a. FY18 Budget Presentation
 - b. GES JBC Discussion/Update/Approval
 - c. Supt Search Update



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- d. Nottingham Tuition Rate Approval
- e. November 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.

ELAINE M. ARBOUR, Ed.D.
Superintendent of Schools
e.arbour@dover.k12.nh.us

LIBBY SIMMONS
Business Administrator
l.simmons@dover.k12.nh.us



CHRISTINE BOSTON
Director of Pupil Personnel Services
c.boston@dover.k12.nh.us

PAULA GLYNN
Director of Curriculum, Instruction and
Assessment
p.glynn@dover.k12.nh.us

JEFFREY MYERS
Director of Technology
j.myers@dover.k12.nh.us

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

November 29, 2016

Amanda Russell, Dover School Board Chair
a.russell@dover.k12.nh.us

Betsey Andrews Parker, Dover School Board Vice Chair
b.andrewsparker@dover.k12.nh.us

Dear Chair Russell and Vice Chair Andrews Parker:

Please accept this letter as my intent not to seek a new contract with the Dover School District. My current two-year contract expires on June 30, 2016, which will be my last day of employment in Dover.

I have appreciated the opportunity to serve as Dover's Superintendent of Schools since 2014. In that time, I have had the privilege to work with many wonderful colleagues to advance the school district on behalf of Dover's young people. Together we have accomplished much, including securing funding for and beginning work on the construction of the new Dover High School and Career & Technical Center; initiating a feasibility study for the renovation of Garrison Elementary School; initiating and engaging in strategic planning for the school district; developing and implementing evaluation systems for teachers and administrators; reinstating several staff positions lost in previous budget cycles; writing and revising School Board policies; and passing school district budgets. The district is also beginning its journey toward competency-based education K-12, which will be a four to five-year process.

As you know, I have been living away from home during my tenure as Dover's Superintendent. I am looking forward to returning to my family and my home in the western part of the state. I wish you and the community well as you plan for the future.

Sincerely,

Elaine M. Arbour, Ed.D.
SAU #11 Superintendent of Schools

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

November 18, 2016

Dear Dr. Arbour,

I am writing to express my intent to take an academic leave for the 2017-2018 school year. During this time I will be completing my doctoral dissertation. I will resume my position of biology teacher at Dover High School for the 2018-2019 academic year.

Thank you,


Margo Martin



**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
(603) 516-6900 Fax (603) 516-6926
www.dover.k12.nh.us/DHS

LOUISE PARADIS
Director of Career Technical Education
l.paradis@dover.k12.nh.us

EMILY SHERMAN
Dean of Instruction
e.sherman@dover.k12.nh.us

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

THOMAS WALDRON
Dean of Students
t.waldron@dover.k12.nh.us

November 29, 2016

Dear Dover School Board Members,

This letter is being written in support of the World Language Department's request to provide an opportunity for Latin students to travel to Italy from 4/20/18 through 4/28/18. The World Language Department has run this trip several times, with the last trip being in April 2016 when 22 students traveled to Rome. Florence, Sorrento, and Capri have been added to the trip for 2018.

Thank you for your consideration.

Sincerely,

Peter Driscoll
Dover High School Principal



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



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

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k.stephens@dover.k12.nh.us

THOMAS WALDRON
Dean of Students
t.waldron@dover.k12.nh.us

November 29, 2018

Dear Mr. Driscoll and Dr. Arbour,

The World Language Department requests your permission to submit a proposal for extended travel to Italy for Latin students during April vacation of 2018.

Preliminary dates are 4/20/2018-4/28/2018. For more details, please see the attached documents.

Twenty-two Latin students traveled to Rome, Italy in April of 2016. This was a successful trip, and the company, WorldStrides did a great job with all details. This time we are adding Florence, Sorrento and Capri.

Thank you for considering this request.

Respectfully,

Jennifer Connelly
Academic Coordinator
Latin Teacher
World Language Department
(603) 516-6872
j.connelly@dover.k12.nh.us

Extended Travel Proposal

Jennifer Connelly
Latin Teacher
World Language Department
Dover High School

Rome, Florence, Sorrento Italy during April vacation of 2018

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

We will visit Florence, Siena, Naples, Sorrento, Rome, and Pompeii. Only students who are currently studying Latin are allowed on the trip. Studying the city of Rome and the town of Pompeii and relating their historical implications to our culture today are essential elements of the Latin curriculum. Students from the first level to the IV Honors course will have the opportunity to witness, observe, and experience the ancient Roman culture, along with Italian language (modern Latin). This is experiential learning at its best.

Through this direct-contact adventure, Dover High School students will become global learners. They will return to Dover with a better understanding of another country, its culture and history and eternal language, as well as an appreciation of their own. This total immersion experience is a classroom without walls. *Please see attached: World Language Department "Vision Statement."*

2. If a travel agency is utilized, evidence of a performance bond or other security for deposits from the agency is required.

Yes, Worldstrides International Discovery is the travel agency. The cancellation Protection Plus Program is \$200. Please see attached.

3. Inclusive dates of trip.

During the 2018 Spring Recess (April vacation) for 9 days. We would leave Friday, April 20, and return April 28, 2018.

4. General itinerary. Place or places to be visited:

DAY 1-2 FLY TO ITALY. Board an overnight flight to Florence and begin exploring.

DAY 3 FLORENCE. Join a local guide for a tour of the Duomo, Ghiberti's Baptistry doors, Ponte Vecchio, and the Church of Santa Croce. A visit is included to the Accademia to view Michelangelo's *David*. You may lean toward an optional afternoon visit to Pisa to see Ghiberti's Baptistry. Tonight, roll up your sleeves and create delicacies in Cucina Fiorentina.

DAY 4 SIENA-SAN GIMIGNANO. Visit Siena, a town of seventeen medieval neighborhoods, each with its own church and symbol. Then explore San Gimignano, famous for its fourteen fortified, crumbling towers. Discover the Siena Cathedral. Today, a Tuscan farm lunch is included in place of dinner.

DAY 5 POMPEII-SORRENTO. Take a high speed train to Naples. Later, journey south to the Mediterranean resort town of Sorrento. Consider your role carefully in the Great Renaissance Debate. A guided tour reveals Pompeii, a mysterious city left remarkably preserved after being buried by a catastrophic volcanic eruption in 79 A.D.

DAY 6 CAPRI. Cross the Bay of Naples to the island of Capri, summer home of the Roman Emperor Tiberius. Tonight, enjoy an Italian evening in Sorrento, complete with Italian cuisine and musical entertainment.

DAY 7 ROME. Travel to Rome, the capital of Italy and discover the city with a local guide. See the Arch of Constantine and listen for the roar of the ancient crowds at the Colosseum. Visit the Roman Forum. Later, take a walking tour of the city with your Tour Director.

DAY 8 VATICAN CITY. This morning, visit the Vatican Museum and discover the artistic legacy of Catholicism. Marvel at the ceiling of the Sistine Chapel before moving up the broad steps of the world's largest Christian church, St. Peter's Basilica. Later, opt to train as one of Caesar's Gladiators.

DAY 9 RETURN HOME TO THE UNITED STATES.

Note: There are no travel advisories to Italy.

5. Cost per student: \$3939.00

Included:

- Air fare to/from Florence, and depart from Rome, Italy
- Coach transportation during stay
- All breakfasts and dinners
- Bilingual tour leader
- Admissions to all services and attractions
- Centrally located 3 and 4 star hotels
- Bonded trust account for all deposited money
- Ratio of 6 students: 1 teacher

Students who enroll before December 15, 2016 \$3939

Tips and US ground transportation \$150.00

Final payment is due in February 2018

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

Any Dover High School student studying Latin during academic years 2016-18. The World Language Department student behavior policy is as follows:

- Any student receiving an OSS or ISS starting the day after December 15, 2016 will not be allowed to go on the trip. If a student can find another student to replace them, they will receive their deposit back. Any student with an ASI will meet with their parent, Mrs. Connelly, trip director; and Mr. Driscoll, Principal.
- Alcohol, drugs, and tobacco are strictly forbidden. Trip participants must sign the behavior policy document. *Please see behavior policy document attached.*
- During the trip students are not allowed to leave the hotel after the group has returned in the evening. This is generally at 10:00 p.m.
- The buddy system is strictly enforced. Students will be in groups of three or more during all free time.

When the tour guide is speaking, all students will listen quietly and attentively. Students are expected to participate in all events.

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

See attached documents: *"Sample consent letter for a child traveling out of country without either parent."*

8. Statement of source and nature of insurance coverage.

See attached documents.

9. Decision and opinion of the Principal and Superintendent.

See attached documents.

10. Release from duty of any staff member.

None. The trip will take place during Spring Recess.

11. Cost to the District.

None.

12. Disclosure of financial benefit to trip leader and chaperones.

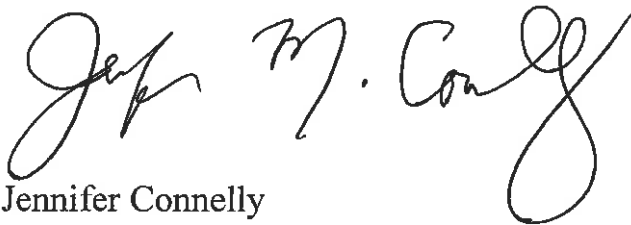
The trip leader and chaperones will receive bus transportation and multiple-occupancy hotel accommodations.

Finally, accordance with Policy Code IJOAA which states, *"The sponsoring organization is required to arrange fundraising opportunities to minimize the financial burden to participants..."* (Pg. 1, Para. 5)

1. The Latin teacher has organized a cakewalk raffle on 11/4/2016 as a vehicle for students to secure additional funding.
2. By opening the trip 16 months in advance, students and families have more time to pay for the trip. Final payment is due in February 2018 for students who choose EZ Pay. Most students pay for the trip through gifts and jobs.
3. Discounted price of the trip by Worldstrides is \$600.
4. Scholarship: Worldstrides provides grants to students meeting financial criteria who apply. Whether or which students apply is unknown, due to confidentiality policy.

Thank you for considering this proposal.

Respectfully,

A handwritten signature in cursive script, appearing to read "Jen M. Connelly".

Jennifer Connelly

Latin Teacher

World Language Department

Dover High School

World Language Department

Mission and Vision Statement

The World Language Department shares the philosophy of the National Standards for Foreign Language Learning in the 21st Century which calls for a future in which students are well-versed in English and at least one other language, modern or classical.

- Dover students will have the opportunity to specialize in at least one language: French, Latin, or Spanish. They will learn to communicate in this/these language(s) and develop the 21st century skills of cross-cultural competence, global awareness, multiple literacies, critical thinking, problem solving, collaboration, flexibility, adaptability, and mutual responsibility.
- Dover students will develop respect of other peoples and their customs, histories, and perspectives by exploring their language and culture.
- Dover students will improve their competency in the English language by comparing and contrasting structure and vocabulary of another language.
- Dover students will develop stronger reading, writing, listening, and speaking skills through their investigation of non-English literature and media.

Florence Sorrento and Rome Trip

TRIP INFO

Tour: Florence Sorrento and Rome

Travel Dates: 04/23/2018 - 05/01/2018

TRIP PRICE

Student: \$3939.00 Price includes a \$300 early enrollment discount

Adult: \$4289.00 for signing up by 10/18/2016.

When signing up, be sure to select **EZPay**, our easiest and most popular payment plan. Payments are automatically deducted from your bank account avoiding handling fees and any missed payments.*

FLAG financial assistance may be available for families with an adjusted gross income up to \$85,000. See reverse for details.

Cancellation Protection Plus: An additional \$225 protects your investment if you need to cancel for any reason. It is recommended that you enroll in this valuable program by electing the Cancellation Protection Plus program when you sign up. See reverse for more information.

*Installment amounts may vary in price based on when you sign up and optional inclusions. Your last payment must be made by the final payment deadline and may be larger than your previous installment payments.

INCLUDES

- Round-trip airfare
- All airport taxes and fuel surcharges
- All transportation
- 24/7 Tour Director
- Quality hotel accommodations
- Accident/health insurance
- Online educational resources
- Daily breakfast & dinner
- All excursions, cultural activities, & pre-booked admissions
- Evening activities
- 24-hour emergency support

SIGN UP TODAY!

Sign Up By: October 18, 2016

Deposit Amount: \$300 (non-refundable)

Sign up:

- Online at www.worldstrides.com/enroll
- Username: Florence
- Password: Trip
- By phone - call WorldStrides' Customer Service Team at 1-800-771-5353
- By mail - use the registration form on reverse

Sign up today for the trip of a lifetime!



ONLINE

worldstrides.com/enroll



PHONE

800-771-5353



MAIL

Fill out the attached form and return in the enclosed envelope

Want more information?

Our Customer Service Team is dedicated to helping you get ready for this exciting adventure. Give us a call at 800-771-5353 and we'll be happy to answer any of your questions.



WorldStrides®
Explore. Discover. Become.



To Whom It May Concern:

For more than 30 years, WorldStrides has been devoted to offering unique life-changing educational experiences to young people through our International Discovery programs. We take pride in being the leader in meaningful educational travel overseas and in the high quality of all aspects of our programs. Every year, thousands of young Americans return home with a new perspective on their world, their country, and their own lives thanks to our programs.

Reputation / Education / Safety

WorldStrides utilizes quality services that meet the standards a reasonable parent and teacher would expect, in order to:

- a.) Protect the reputation of the teacher, the school and the school district.
- b.) Ensure the desired educational outcomes of the programs are achieved.
- c.) Ensure the comfort and safety of our students and their teachers.

Hotels / Restaurants / Other Trip Services

WorldStrides uses three and four star hotels in safe, central locations that, in addition to providing safe and comfortable accommodations, enable students to explore the surrounding neighborhoods in small groups and practice their languages. Central locations mean that students do not have to spend their time on long commutes in and out of the cities every morning and evening.

WorldStrides carefully selects restaurants and menus to ensure that students are well nourished and enjoy a variety of food that is both representative of the region they are in, and appeals to students' taste.

Similar care and attention to detail is applied to all of the services WorldStrides provides.

WorldStrides' suppliers (hotels, bus companies, restaurants, etc.) are required to meet local, national, and, where applicable, European Union (or equivalent) standards, and to carry liability insurance. WorldStrides inspects hotels and restaurants and re-evaluates them annually.

Tour Oversight / Support Overseas / Emergency Preparedness

WorldStrides monitors the US Department of State advisories for travelers and follows their recommendations.

Each tour is accompanied by an WorldStrides Tour Director who stays in the same hotel as the group each night and is with them throughout the program. Tour Directors undergo background/criminal checks as applicable in their countries of residence and are rigorously trained. They are supported on tour 24/7 by our overseas and US staff.

WorldStrides can be reached 24 hours a day, both in the United States and overseas, in the event of an emergency. Every WorldStrides participant is covered by an international network that provides emergency services including medical referral, medical translation, medical monitoring, repatriation, and much more.

An international cell phone is made available to each WorldStrides International Discovery Program Leader at no cost, and phones may be rented by students through the WorldStrides website.

WorldStrides has an established crisis management plan and retains a professional crisis management organization to assist us in such an event.

In addition, we offer comprehensive options to protect students against cancellation fees. The Total Surety Plan enables students to cancel their trip at any time and we strongly recommend it. Details of insurance and the protection plans are included in the Student Enrollment Guide.

Liability

Most of the programs are school-sponsored and WorldStrides International Discovery makes extensive provisions to protect teachers, schools and municipalities from liability. The "Release" (included in the Enrollment Guide and at www.EducationalTravel.com/Enrollment), which is signed by all participants and their parents if they are minors, contains a general release of liability and specifically addresses the issue of the use of school property for holding meetings for trip preparation, and the circumstances under which a trip will be deemed to be sponsored by the school.

WorldStrides carries \$30 million in professional liability coverage, in addition to general liability insurance. Teachers leading groups with WorldStrides International Discovery are automatically covered by this policy.

Financial Security/Bonding and Accreditation

WorldStrides is an active member of the United States Tour Operators Association (USTOA) and has posted a \$1 Million bond in accordance with the terms and conditions of the USTOA Travelers Assistance Program. Additional information is available at www.USTOA.com

WorldStrides is approved for listing and carries the maximum bond with the Airlines Reporting Corporation and the International Airlines Travel Agent Network.

WorldStrides is also a member of the European Tour Operator's Association.

WorldStrides programs are extraordinary learning experiences that help students mature and open their eyes to foreign cultures, so very different from our own and at the same time, so much the same. We hope that your students will be able to benefit from this wonderful opportunity.

Thank you for your interest in our organization. Please do not hesitate to contact me if you would like additional information.

Sincerely,

Justin Sockett
Executive Vice President



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/17/2013

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 Marsh USA Inc. Three James Center 1051 East Cary Street, Suite 900 Richmond, VA 23219 337887-13-14	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL: ADDRESS: INSURER(S) AFFORDING COVERAGE <table border="1"><thead><tr><th>INSURER</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A: Steadfast Insurance Company</td><td>26387</td></tr><tr><td>INSURER B: American Guarantee & Liability Ins Co</td><td>26247</td></tr><tr><td>INSURER C: North River Insurance Co</td><td>21105</td></tr><tr><td>INSURER D: Everest National Insurance Co</td><td>10120</td></tr><tr><td>INSURER E: Federal Insurance Company</td><td>20281</td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table>	INSURER	NAIC #	INSURER A: Steadfast Insurance Company	26387	INSURER B: American Guarantee & Liability Ins Co	26247	INSURER C: North River Insurance Co	21105	INSURER D: Everest National Insurance Co	10120	INSURER E: Federal Insurance Company	20281	INSURER F:	
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INSURER E: Federal Insurance Company	20281														
INSURER F:															

COVERAGES	CERTIFICATE NUMBER: CLE-004017732-01	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 INSR W/D	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Hired Autos ☒ Non-Owned Autos GENL AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC		EOL5329376-09	09/30/2013	09/30/2014	EACH OCCURRENCE \$ 10,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 10,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 10,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COM/OP AGG \$ 10,000,000
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☒ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS		PRA 9319568-02	09/30/2013	09/30/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	UMBRELLA LIAB ☒ OCCUR		582-101399-7	09/30/2013	09/30/2014	EACH OCCURRENCE \$ 30,000,000
E	EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$ 0		93635915	09/30/2013	09/30/2014	AGGREGATE \$ 30,000,000
D	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 N/A	CF4WC00091-131	09/30/2013	09/30/2014	☒ WC STATUTORY LIMITS ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Errors & Omissions		EOL5329376-09	09/30/2013	09/30/2014	Each Claim 10,000,000 Aggregate 10,000,000

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

RE: Trip Date: 4/17/14-4/26/14; Program Leader: Ann Marie Staples; Fax/E-mail: 603-516-6809

Dover High School is an Additional Insured per the attached endorsement.

CERTIFICATE HOLDERDover High School
Attn: Ann Marie Staples
25 Alumni Dr
Dover, NH 03820-4385**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
of Marsh USA Inc.

Kathy L. Dawson

Kathy L. Dawson

2/8

AGENCY CUSTOMER ID: 337687

LOC #: Richmond



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Marsh USA Inc.		NAMED INSURED Lakeland Tours, LLC dba WorldStrides 218 West Water Street Suite 400 Charlottesville, VA 22902
POLICY NUMBER		
CARRIER	NAIC CODE	
EFFECTIVE DATE:		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Named Insureds

Lakeland Tours, LLC
WorldStrides, Inc.
Christian Discoveries
Capstone Programs
Accent Travel Group
Travel MBA
New Century Tours
American High School Theatre Festival
Worldpass Travel Group
USA Student Travel
Music America
GET TRAVEL
Adventures America
Lakeland Holdings, LLC
Lakeland Finance, LLC
Heritage Education and Festivals, LLC
Americas Travel Centre
Bowl Games of America
Skys The Limit
Classic Festivals
Field Studies Center of New York
Field Studies International
Backstage Theatre Tickets
WorldStrides International, LLC
Fawkes Travel, Inc.
National Educational Travel Council, LLC
NETC
International Discovery Programs
Casterbridge Tours, Ltd
Lakeland Seller Finance, LLC
WorldStrides Holdings, LLC
WH Blocker, Inc.
WS Purchaser, Inc.
WS Holdings, Inc.

Additional Insured – Automatic Status for Common Trip Sponsors, Venues and Clients



Policy No.	Eff. Date of Pol.	Exp. Date of Pol.	Eff. Date of End.
EOLS329376-09	09/30/2013	09/30/2014	09/30/2013

Named Insured and Address:

Lakeland Tours, LLC
218 W. Water Street
Charlottesville, VA 22902

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the:

Travel Agents and Tour Operators Professional Liability Policy

A. Section III. PERSONS INSURED is amended to include as an Insured:

F. Any Common Trip Sponsor, Venue and Client the Named Insured is required to add as an additional Insured on this policy under a Standard Tour or Trip Contract.

B. The insurance provided to the additional Insured Common Trip Sponsor, Venue and Client applies only to Bodily Injury, Property Damage, Personal Injury, or negligent acts or negligent omissions covered under Section I. A. Coverages and the defense of Suits seeking Damages on account of such Bodily Injury, Property Damage, Personal Injury or any negligent act or negligent omission under Section I. B. Defense with respect to the Travel Agency Operations of the Named Insured.

However, regardless of the provisions of paragraphs A. above:

1. The Company will not extend any insurance coverage to any additional Insured Common Trip Sponsor, Venue and Client:

a. That is not provided to the Named Insured in this policy; or

b. That is broader coverage than the Named Insured is required to provide to the additional Insured Common Trip Sponsor, Venue and Client in the Standard Tour or Trip Contract.

2. The Company will not provide Limits of Insurance to any additional Insured Common Trip Sponsor, Venue and Client that exceeds the lower of:

a. The Limits of Insurance provided to the Named Insured in this policy; or

b. The Limits of Insurance the Named Insured is required to provide in the Standard Tour or Trip Contract.

C. The Insurance provided to the additional Insured Common Trip Sponsor, Venue and Client does not apply to Bodily Injury, Property Damage, Personal Injury, or any negligent act or negligent omission that results solely from the negligence of the additional Insured.

D. The additional Insured must see to it that:

1. The Company is notified as soon as practicable of an **Occurrence**, a negligent act or negligent omission or an offense that may result in a **Claim or Suit**;
 2. The Company receives written notice of a **Claim or Suit** as soon as practicable; and
 3. A request for defense and indemnity of the **Claim or Suit** will promptly be brought against any policy issued by any other insurer under which the additional **Insured** may be an insured in any capacity.
- E. For the purpose of this endorsement only, **Standard Tour or Trip Contract** means a written contract or written agreement between the **Named Insured** and a **Common Trip Sponsor, Venue and Client** under which:
1. The **Named Insured** has agreed to directly provide or arrange any travel or tour services; or
 2. The **Common Trip Sponsor, Venue and Client** has allowed the **Named Insured** to use or occupy premises with respect to performing travel or tour services.
- F. For the purposes of this endorsement only, **Common Trip Sponsor, Venue and Client** means any of the following groups and/or organizations: universities, schools and school districts, governmental entities or agencies, corporate clients, church groups, senior citizen groups, alumni associations, parks, museums, theaters, convention halls, bus depots and terminals, sponsoring trade groups, including the directors and employees of such.
- G. For the purpose of this endorsement only, Section II, **EXCLUSIONS**, paragraph X., item 1. does not apply to any individual or entity who would qualify as an additional insured under this endorsement with respect to **Travel Agency Operations** of the **Named Insured**.

All other terms, conditions, provisions and exclusions of this policy remain the same.

World Language Department

Requirements to Travel to Italy

I understand that the requirements to go on the trip to Italy are:

1. I am studying Latin in 2016-2018.
2. I do not receive an ASI, ISS, or OSS beginning December 15, 2016.

I understand that if I receive an ISS or OSS for any reason that I will be dropped off the trip at my own expense. If I receive an ASI, I will be put on probation. A second ASI will result in a decision making meeting with a parent, Mr. Driscoll, Mrs. Connelly to determine if the student should attend. I understand that neither Worldstrides nor Dover High School has any responsibility to refund my money.

I understand that while on the trip all school rules are in force.

I have read and agree to the above requirements.

Student _____ signature _____ date _____

Parent _____ signature _____ date _____

**School Board Guidelines on Alcohol, Drugs, Body Art
And Standards of Behavior
For All Dover Students leaving the country.**

- 1. Students will NOT bring, consume, purchase, or ship home ALCOHOL while on a school sanctioned trip.**
- 2. Students will NOT bring, consume, purchase, or ship home illegal DRUGS or PIPES while on a school sanctioned trip.**
- 3. Students will NOT purchase BODY ART or PIERCING services while on a school sanctioned trip.**
- 4. Students will NOT purchase WEAPONS of any kind, such as knives or swords, even if they are considered "souvenirs" while on a school sanctioned trip.**
- 5. Students will NOT purchase or wear any CLOTHING that portrays sex symbols or sex related messages or makes negative comments about any group while on a school sanctioned trip.**

Student: print: _____

Sign: _____ date: _____

Parent/Guardian: print: _____

Sign: _____ date: _____

CONSENT LETTER FORA CHILD TRAVELLING OUT OF COUNTRY WITHOUT EITHER PARENT

.....

To whom it may concern:

I/We, _____ are the parents/guardians of _____, born on _____
at _____. He/she is carrying the following citizenship document:

☐ **Passport**

Number: _____ Issued on (date & place): _____

☐ **Other – please specify**

Our child has our consent to travel with **Dover High School** to visit **Italy** for **8 days & 7 nights:**
April 22-29, 2016. Our child will be residing at the following hotel(s):

Hotel Name: **see itinerary**

City: **see itinerary**

Phone number: _____

Any question regarding this consent can be directed to us at:

Address: _____

Home phone number: _____

Work phone number: _____

Parent/guardian signature

Date

Parent/guardian signature

Date

DOVER SCHOOL DISTRICT	POLICY CODE: IJOAA
DATE OF ADOPTION:	PAGE 3 OF 3

PERMISSION/RELEASE STATEMENTS FOR FOREIGN OR EXTENDED TRAVEL

The undersigned _____,
hereby grants permission for _____ to travel to Italy
with Jennifer Connelly, Tayler Lahaise as chaperones, as part of a Dover School District
extended travel program. The scheduled departure date is April 22, 2016 and the scheduled
return date is April 29, 2016.

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

LIABILITY RELEASE FORM

Student Name _____ Home Telephone _____
 Address _____ Zip Code/ _____
 Date of Birth _____ Place of Birth _____
 School Dover High School School Telephone 603-516-6872
 School Contact Person Jennifer Connelly Position Teacher, WL Dept
 Parents/Guardians Full Names _____
 Place/Times of Employment _____
 Employment Telephone Numbers () _____
 Person to contact in an emergency _____ Telephone () _____
 Address _____ Relationship _____
 Physician _____ Telephone _____

RELEASE

I, a participant in the excursion to Italy, April 20-28, 2018, sponsored by World Language Department, Dover High School and approved by the Dover School Board, agree to all the following conditions:

The Program organizer(s), group chaperones of Dover High School and the Dover School District shall not be liable for any damages or loss to my person or property arising from my participation in this program.

The Program organizer(s) and/or group chaperones may make reasonable changes in the dates, destinations, or itinerary for the mutual benefit and safety of group participants. In such event, they shall not be liable for any delay, loss or damage resulting there from. In the event of any illness, accident, or incapacity incurred by me, the group chaperone may consider my best interests in securing medical treatment, hospitalization, medication and/or return transportation at my own expense.

Any and all claims, obligations, suits in any liabilities whatsoever against the organizer(s), chaperones, and/or the School District are hereby waived and released.

I certify that I have read and understood this release and agree to abide by its provisions.

Student Signature

Date

Signature of Witness

Date

*I certify that **I am the parent or legal guardian of the student named above** and that I have read the foregoing release. **I allow my child to participate in this trip.** I agree to every part of this release and hereby relinquish any claim that I may have against the program organizers, chaperones, and the School District, both on my behalf and in my capacity as legal representative, while my child is a participant in this program.*

Parent Signature

Date

Signature of Witness

Date



Trip Details

Trip Name: Florence Sorrento and Rome
Group Leader: Jennifer Connelly
Departure Date: Monday, April 23, 2018
Departure City: Boston, MA

Enroll now at worldstrides.com/enroll

Group Username: Florence
Group Password: Trip

An Enriched Educational Experience

WorldStrides programs offer unrivaled travel experiences to more than 90 countries on six continents. For more than three decades we've leveraged personal service, uncompromised quality, expert craftsmanship, and an unwavering focus on educational value to inspire and enrich the lives of our travelers. Our unique LEAP program uses creative and fun contemporary teaching methods to maximize the learning experience. LEAP engages students, making them active learners who translate information into knowledge and understanding.

Why Quality Matters

WorldStrides quality enhances the educational outcomes for our students, provides for the comfort and safety of the whole group and gives peace of mind to teachers and families. We use centrally located hotels in safe neighborhoods, which mean more time where you want to be and less time travelling. Meals are carefully chosen to reflect local cuisine. Our Tour Directors are much more than escorts. They use their extensive training to act as cultural mediators, engaging students throughout the program.

Safety

Your child's safety is always our top priority. Our staff members are on call 24 hours a day and our Tour Directors stay in the same hotels as their groups. Tours have a ratio of one chaperone for every six students. Each Group Leader is provided with an international cell phone. We include travel insurance and strongly recommend the Cancellation Protection Plus.

Included in the Trip Costs

Transportation

— Round-trip airfare and other transportation described in the itinerary

Travel Insurance

— Traveler Assistance, Medical Insurance & Travel Insurance

Hotel Accommodations & Meals

- Centrally located three- and four-star hotels for 7 nights
- Daily breakfast to start the day energized and ready to go
- Appetizing, hearty three-course dinner daily

Tour Director & Local Guides

- Full time, bilingual, WorldStrides Tour Director who is LEAP-trained in experiential education
- Local guide at sites and on city tours as described in the itinerary
- LEAP! Educational Program

Trip Costs

Total Cost \$3939

Using EZpay Plan

15 Payments of \$242.60

Based on enrollment today with deposit of \$300 and then 15 payments of \$242.60

Cost Breakdown

Tuition (Valid through 12/15/16)	\$4239
Early Enrollment Savings (Valid through 12/15/16)	-\$300

WorldStrides.com | 800.772.5322

Perspectives

For more information, visit WorldStrides.com

DAY 1-2 FLY TO ITALY. Board an overnight flight to Florence and begin exploring

DAY 3 FLORENCE. Join a local guide for a tour of the Duomo, Ghiberti's Baptistery doors, Ponte Vecchio, and the Church of Santa Croce. A visit is included to the Accademia to view Michelangelo's *David*. You may lean toward an optional afternoon visit to Pisa to see Ghiberti's Baptistery. Tonight, roll up your sleeves and create delicacies in Cucina Fiorentina.

DAY 4 SIENA-SAN GIMIGNANO. Visit Siena, a town of seventeen medieval neighborhoods, each with its own church and symbol. Then explore San Gimignano, famous for its fourteen fortified, crumbling towers. Discover the Siena Cathedral. Today, a Tuscan farm lunch is included in place of dinner.

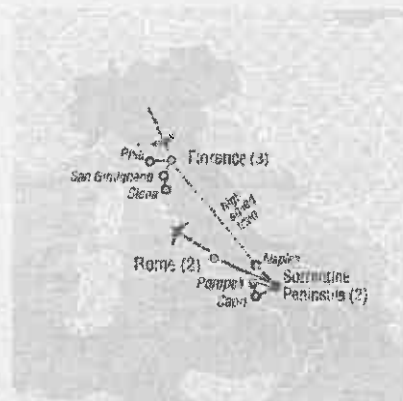
DAY 5 POMPEII-SORRENTO. Take a high speed train to Naples. Later, journey south to the Mediterranean resort town of Sorrento. Consider your role carefully in the Great Renaissance Debate. A guided tour reveals Pompeii, a mysterious city left remarkably preserved after being buried by a catastrophic volcanic eruption in 79 A.D.

DAY 6 CAPRI. Cross the Bay of Naples to the island of Capri, summer home of the Roman Emperor Tiberius. Tonight, enjoy an Italian evening in Sorrento, complete with Italian cuisine and musical entertainment.

DAY 7 ROME. Travel to Rome, the capital of Italy and discover the city with a local guide. See the Arch of Constantine and listen for the roar of the ancient crowds at the Colosseum. Visit the Roman Forum. Later, take a walking tour of the city with your Tour Director.

DAY 8 VATICAN CITY. This morning, visit the Vatican Museum and discover the artistic legacy of Catholicism. Marvel at the ceiling of the Sistine Chapel before moving up the broad steps of the world's largest Christian church, St. Peter's Basilica. Later, opt to train as one of Caesar's Gladiators.

DAY 9 RETURN HOME TO THE UNITED STATES.





FLAG Scholarships: Bringing International Travel within Reach

WorldStrides International Discovery believes that every child, regardless of background, should have access to the benefits of educational travel. To support this vision, more than \$1 million in FLAG Scholarship funding is available for qualifying families with an annual adjusted gross income (AGI) of up to \$85,000. Last year, thousands of families benefited from the FLAG scholarship program.

Families are invited to complete a confidential, simple application to receive travel assistance funds. Scholarships are available in amounts up to \$600. You must apply for the FLAG scholarship within 45 days of enrolling for a WorldStrides International Discovery program.

Steps for more information and to apply:

- 1. Call our Customer Service team at 1-800-468-5899.**
- 2. Inform the representative that you are traveling on a WorldStrides International Discovery program.**
- 3. If you are already enrolled, provide your Traveler ID Number.**
- 4. If you are not yet enrolled, request an estimate of scholarship funds based on your International Discovery program.**



www.educationaltravel.com



GIVE THE GIFT OF EDUCATION

Dear _____,

I am planning to participate in an amazing educational program to (insert Destination), this (insert Spring/Summer) with my friends and classmates from (insert school name)! We'll spend a total of (insert number of days) days together in (insert Destination) learning really cool things about our country [or that country]. Click on this link to view some of the awesome activities that are planned for us on our program:

In order to take part in this totally unique adventure, I need to raise \$ (insert price of trip). Please help me by sponsoring a portion of my trip. Any contribution you could make would bring me that much closer to this once-in-a-lifetime experience. Please send your contribution to me at (insert student/parent name, mailing address including state and zip code).

Please call or email me if you have any questions or want to hear more about this great learning opportunity.

Sincerely,

(Name of Student)

.....

Yes, I will sponsor (Name of Student) for:

_____ \$15 _____ \$25 _____ \$50 _____ \$75 Other Amount \$_____

Sponsor's Name (please print)

Please attach a check made payable to me: (insert student/parent name)
Mail it to me: (insert mailing address including state and zip code).

If you would like to talk to the trip organizer, please contact:
(insert teacher name, school, phone number, email address)
(Telephone # and/or email address if desired)

DOVER HIGH SCHOOL
AND
REGIONAL CAREER TECHNICAL CENTER

2016 - 2017 FIELD TRIP REQUEST

Date: 10/17/2016

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

Teacher Requesting the Trip: Jennifer M. Connelly

Destination of Field Trip: Italy (Florence, Sorrento, and Rome)

April vacation
Date of Field Trip: 2018 Time of Departure: ~ noon Time of Return: ~ night (7pm)

Number of Students: ~ 22 Cost Per Student: \$3939.00

Number of Adults Going: 3 Method of Transportation: bus + airplane

LIST ALL CHAPERONES: Jennifer Connelly, Tayler Lahaie, Mrs. Roy

Chaperones who are not employees of the district must fill out a Volunteer Service Form two weeks prior to the field trip.

students: chaperones ~ 6 : 1

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

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

Non-participating teachers will be notified two weeks prior to the trip: Yes ☒ No ☐

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

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

What is the educational purpose of the field trip?
To experience international travel.

What instructional classroom preparations will be done prior to the field trip?
Readings, map identification, itinerary planning

What follow-up classroom activities will take place after the field trip?
Sharing of pictures and information

Approval of Appropriate Administrator (AC, CTC Director): [Signature]

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

_____ Trip Approved

_____ Trip Disapproved

Reason for Denial: _____

Principal's Signature: _____ Date: _____

**Donation Request List for Approval
December 12 School Board Meeting**

School	Group Donating	Value	Items/Service	Purpose
DMS	Jason Ray	\$1,100	Check	To offset the cost of 7 th grade Browne Center trip for students unable to afford it.

DOVER SCHOOL DISTRICT	POLICY CODE: JICH
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STUDENT SUBSTANCE USE POLICY

Preamble

The Dover School District recognizes that use disorders involving alcohol and other substances is a treatable health problem. In some instances, this also involves ~~(? medical, psychological?) conditions and~~ violations of law. It also recognizes that involvement with alcohol, tobacco, drugs, and other impairing substances can interfere with a student's academic, physical, emotional, and social development. Further, the Dover School District recognizes that the schools, as well as families and the community at large, have a responsibility to address this important matter.

The Dover School District acknowledges that every student has a right to a substance-free school and that it is the responsibility of students, parents/guardian, school personnel, and the community at large to work together to achieve this goal.

The Dover School District prohibits the use of alcohol, tobacco, drugs, and other impairing substances as well as alcohol, tobacco, drugs and other impairing substance related activities of any kind on school property at any time by anyone, including at school related, sponsored, or sanctioned events regardless of location.

The Dover School District commits to the following:

- i. Educating students about the risks of alcohol, tobacco, drugs and other impairing substances at a developmentally appropriate level.
- ii. Promoting a climate in which students can seek help if they are in distress from their own or others' use of alcohol, tobacco, drugs and other impairing substances.
- iii. Supporting students whose use of alcohol, tobacco, drugs and other impairing substances interferes with school performance and assisting with in-school interventions as indicated.
- iv. Supporting students recovering from dependency on alcohol, tobacco, drugs and other impairing substances as requested or deemed appropriate.
- v. Providing referrals to community agencies for further assessment, treatment, or other services as appropriate.
- vi. Developing and implementing guidelines and sanctions in each school which:
 1. Define violations and their consequences, both disciplinary and supportive;
 2. Define immediate procedures for handling incidents, including the searching and assessment of students;
 3. Describe a support and referral system, which includes response to self-referrals and suspected users;
 4. Are clearly articulated to staff, parents, and students at least annually;
 5. Train all personnel in school guidelines related to alcohol and other drugs;

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- 6.Support students returning to school from inpatient treatment facilities (including the receipt and of treatment plans);
- 7.Make recommendations and advocate on a student’s behalf, if appropriate;
- 8.Ensure no less than a biannual evaluation of the above efforts.

v. Notifying staff, parents, and students annually of current guidelines and sanctions.

Guidelines & Procedures

a. Prescription medication or over the counter for medicinal purposes

i. Prescription medications shall only be allowed with written orders from a physician. Over-the-counter (OTC) medications, herbal or homeopathic medications for personal use, shall be allowed only with written permission from parents or guardians. Federal, state and local laws shall apply to students and employees alike.

ii. If the student is using such a product for medicinal purposes, the medicinal purpose must be reported to the school nurse and the product kept in the original container by the nurse during school hours. If the administration discovers a student is in possession of such a medicinal product and the nurse has no prior knowledge of the student’s medicinal need of the product, the product shall be considered a controlled substance or alcohol for the purposes of this policy.

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b. Apparel

Apparel displaying messages exhibiting or promoting alcohol, tobacco, drugs and other impairing substances are prohibited.

c. Suspected Use

Any member of the school community concerned that a student is involved with alcohol, tobacco, drugs or other impairing substances should report that concern to any staff member. The receiving staff member must report the concern to a building administrator as soon as possible. All referrals are confidential. A trained staff member must evaluate students expected to be under the influence.

d. Self-Referral

If a student voluntarily seeks treatment for a substance use disorder (including alcohol, tobacco, or other impairing drugs) the school will cooperate as fully as possible with the student. Typically, a self-referral will not initiate a disciplinary

DOVER SCHOOL DISTRICT	POLICY CODE: JICH
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action.

e. Student Found in Violation

If a student is found possessing, using, distributing, selling, promoting and/or under the influence of alcohol, tobacco, drugs, e-cigarettes or other impairing substances or paraphernalia:

1. The teacher or staff member must bring the student and any alcohol, tobacco, drugs and other impairing substances to the school principal or designee.
2. The principal or his/her designee and nurse will make the judgment regarding the immediate medical needs of the student.
3. The principal or his/her designee will notify the parents, the superintendent, and law enforcement in the event a local, state, or federal law has been violated.

f. Post Incident

- i. The principal or his/her designee shall meet with the student's school counselor, ~~the Student Assistant Program Coordinator~~, and review the student's file to support the determination of the appropriate consequences for the violation.
- ii. School guidelines and procedures shall be established to dictate the degree of discipline imposed for alcohol or drug use (e.g. in-school suspension, out-of-school suspension, expulsion, etc.).
- iii. The student shall be referred to the superintendent of schools as part of the re-entry determination process.

g. Students in Treatment

- i. Students who enter into residential treatment for substance abuse services will be encouraged to remain enrolled in school. The school will comply with treatment recommendations. The school district may or may not be financially responsible for a student's education while s/he is in treatment. The student's school counselor will:
 1. Obtain written releases to discuss the student's educational and aftercare program with the appropriate person(s) at the treatment facility. Students who are 13 and older must provide their written consent.
 2. When appropriate, provide the necessary assignments and materials.
 3. When appropriate, ensure that the student receives credit for education efforts while in treatment.

h. Extra-Curricular and Co-Curricular Activities

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Students participating in extra-curricular and co-curricular activities carry a responsibility to themselves, fellow students, coaches/advisors, parents/guardians, and school to set the highest possible example of conduct, sportsmanship and training. These responsibilities include avoiding any involvement with prohibited substances. Students participating in extra-curricular and co-curricular activities face the additional regulations outlined in the Dover School District Athletic/Extra-Curricular/ Co-Curricular Agreements and policies.

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i. Search and Seizure

A search may be conducted when it is justified at its inception and the scope of the search is reasonably related to the circumstances which justify the search (*New Jersey v. T.L.O.*, 469 U.S. 325 (1985)). In accordance with school policy, a student may be searched. As their lockers are school property, these too may be searched, as well as their backpack, car, and other bags or items brought to school. The Dover School District reserves the right to utilize detection dogs to aid in the search of the school. Students refusing a reasonable search may be will (? Can be) suspended for a length of time commensurate with the normal discipline applied if a substance was to be found.

j. Retaliation

- i. It shall be a violation of this policy and other applicable school policies for anyone to retaliate in any way against any person who may have or has participated or cooperated in an investigation of the above violation. Retaliation is a very serious matter and will be the basis of separate disciplinary action.
- ii. A student suspected of a violation will be expected to comply with a school and/or police investigation.

k. Emergency

- i. Nothing in this policy shall deter any school employee from initiating quicker and more effective action than outlined in the regulations if a student is obviously in need of immediate medical assistance. The priority is protecting the student and other students from physical harm and from disrupting the school environment.
- ii. Should an emergency arise the following steps shall be taken (911 may be called prior to retrieving the nurse if deemed appropriate):
 1. Notify a teacher, staff member immediately

DOVER SCHOOL DISTRICT	POLICY CODE: JICH
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2. Remain with the student
3. Send for the school nurse/call 911 for emergency medical assistance if nurse is not available
4. Contact an administrator
5. If indicated, release the student to the custody of appropriate medical personnel
6. Contact parents/guardians

Legal References:

New Jersey v. T.L.O., 469 U.S. 325 (1985)

[21 U.S.C. § 812\(c\)](#), *Controlled Substances Act*

RSA [318-C](#), *Controlled Drug Act*

RSA [571-C](#):2, *Intoxicating Beverages at Interscholastic Athletic Contests*

Code

Required

ELAINE M. ARBOUR, Ed.D.
Superintendent of Schools
e.arbour@dover.k12.nh.us

LIBBY M. SIMMONS
Business Administrator
l.simmons@dover.k12.nh.us



CHRISTINE BOSTON
Director of Pupil Personnel Services
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PAULA GLYNN
Director of Curriculum, Instruction and
Assessment
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JEFFREY MYERS
Director of Technology
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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: Dr. Elaine M. Arbour, Superintendent of Schools
Members Dover School Board

FROM: Libby M. Simmons, Business Administrator

DATE: December 12, 2016

RE: Nottingham Tuition Rate Approval for FY2016-2017

Below is the tuition rate for Nottingham students who will attend Dover High School during the 2016-2017 school year. The general tuition rate is calculated using the 2015-2016 base tuition rate and adjusting it by the percentage increase or decrease in the District's general fund appropriations as compared to appropriations contained in the general fund in the previous year.

Nottingham's tuition rate increase, using the above formula, was calculated at 11.22%. Per Nottingham's agreement, if a tuition increase exceeds the prior year's tuition by 4.0%, Nottingham and Dover are permitted to negotiate the base tuition rate. On November 21, 2016, representatives from both Dover and Nottingham school boards met and agreed to a 6.0% tuition increase for the 2016-2017 school year at a rate of \$12,741.50 per high school student.

	Elementary	Middle	High
*Cost per Pupil, DOE-25 FY2016	\$11,480.66	\$10,357.62	\$12,556.86
Nottingham	-	-	\$12,741.50

* *Cost per Pupil* rates are subject to final approval of by the New Hampshire Department of Education.

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

GENERAL FUND - FY2017 CONDITION OF ACCOUNTS					
REVENUE - ESTIMATED NOVEMBER 30, 2016					
Account Description	FY2017 Budget	Received To Date 11/30/2016	Add'l Anticipated Estimated Revenue	Total Estimated Revenue	(Over)/ Under Budget
Tuition - Regular From Parents	\$ -	\$ -	\$ -	\$ -	\$ -
Tuition - Other NH Districts	\$ (64,235.00)	\$ (2,951.58)	\$ (23,612.62)	\$ (26,564.20)	\$ 37,670.80
Tuition - Barrington	\$ (2,654,225.00)	\$ (660,179.00)	\$ (1,980,537.00)	\$ (2,640,716.00)	\$ 13,509.00
Tuition - Nottingham	\$ (988,174.00)	\$ (177,502.62)	\$ (756,910.88)	\$ (934,413.50)	\$ 53,760.50
Tuition - SPED Aides	\$ (312,000.00)	\$ (52,298.39)	\$ (345,228.00)	\$ (397,526.39)	\$ (85,526.39)
Tuition - Voc - NH Districts	\$ (80,000.00)	\$ -	\$ (59,748.15)	\$ (59,748.15)	\$ 20,251.85
Tuition - Voc - Out of State	\$ (50,000.00)	\$ -	\$ (76,286.96)	\$ (76,286.96)	\$ (26,286.96)
Other Local Revenue - Districtwide	\$ (163,000.00)	\$ (16,975.90)	\$ (28,024.10)	\$ (45,000.00)	\$ 118,000.00
Other Local Revenue - DHS	\$ -	\$ (401.97)	\$ -	\$ (401.97)	\$ (401.97)
State Adequate Education Grant	\$ (9,008,538.00)	\$ (3,588,464.00)	\$ (5,345,317.96)	\$ (8,933,781.96)	\$ 74,756.04
School Building Aid	\$ (652,673.00)	\$ (325,436.64)	\$ (325,436.62)	\$ (650,873.26)	\$ 1,799.74
Catastrophic Aid	\$ (260,000.00)	\$ -	\$ (263,520.00)	\$ (263,520.00)	\$ (3,520.00)
Voc Tuition Aid	\$ (225,000.00)	\$ -	\$ (179,831.01)	\$ (179,831.01)	\$ 45,168.99
Voc Transportation Aid	\$ (3,000.00)	\$ -	\$ (3,000.00)	\$ (3,000.00)	\$ -
Indirect Cost Allocation	\$ (100,000.00)	\$ (8,637.53)	\$ (91,362.47)	\$ (100,000.00)	\$ -
ABE Allocation	\$ (43,000.00)	\$ -	\$ (39,011.00)	\$ (39,011.00)	\$ 3,989.00
Impact Aid	\$ (5,000.00)	\$ -	\$ (5,000.00)	\$ (5,000.00)	\$ -
Medicaid Distribution	\$ (650,000.00)	\$ (179,996.38)	\$ (470,003.62)	\$ (650,000.00)	\$ -
School - Transfer from Special Reserves	\$ (200,000.00)	\$ -	\$ (200,000.00)	\$ (200,000.00)	\$ -
School - Transfer from Capital Reserves	\$ (2,729,000.00)	\$ -	\$ (2,684,000.00)	\$ (2,684,000.00)	\$ 45,000.00
Tuition - Preschool Program	\$ (14,400.00)	\$ (7,250.00)	\$ (4,350.00)	\$ (11,600.00)	\$ 2,800.00
Tuition - Summer School, WPS	\$ (8,000.00)	\$ (6,140.00)	\$ -	\$ (6,140.00)	\$ 1,860.00
Athletic Transportation, DMS	\$ (10,000.00)	\$ (7,185.42)	\$ (7,814.58)	\$ (15,000.00)	\$ (5,000.00)
Tuition - Summer School, DHS	\$ (27,650.00)	\$ (2,160.00)	\$ -	\$ (2,160.00)	\$ 25,490.00
Athletic Transportation, DHS	\$ (55,000.00)	\$ (18,694.81)	\$ (36,305.19)	\$ (55,000.00)	\$ -
Total Non Tax Revenue	\$ (18,302,895.00)	\$ (5,054,274.24)	\$ (12,925,300.16)	\$ (17,979,574.40)	\$ 323,320.60
State Wide Property Tax	\$ (6,844,285.00)	\$ -	\$ (6,844,825.00)	\$ (6,844,285.00)	\$ -
Local Property Tax	\$ (30,985,059.00)	\$ -	\$ (30,985,059.00)	\$ (30,985,059.00)	\$ -
Total Tax Revenue	\$ (37,829,344.00)	\$ -	\$ (37,829,884.00)	\$ (37,829,344.00)	\$ -
Total Operating Revenue	\$ (56,132,239.00)			\$ (55,808,918.40)	\$ 323,320.60
EXPENSES & ENCUMBRANCES - ESTIMATED NOVEMBER 30, 2016					
Account Description	FY2017 Budget	Expenses to Date 11/30/2016	Encumbrances 11/30/2016	Total Estimated Exp/Enc to Date	Over/ (Under) Budget
(1100) Regular Education Programs	\$ 21,061,806.95	\$ 5,005,277.08	\$ 15,762,001.54	\$ 20,767,278.62	\$ (294,528.33)
(1200) Special Education Programs	\$ 9,514,172.81	\$ 2,710,783.56	\$ 6,728,390.57	\$ 9,439,174.13	\$ (74,998.68)
(1300) Career and Technical Education Programs	\$ 1,879,648.62	\$ 461,607.75	\$ 1,253,764.47	\$ 1,715,372.22	\$ (164,276.40)
(1400) Co-Curricular Activities and Athletics	\$ 630,912.05	\$ 227,264.94	\$ 299,651.21	\$ 526,916.15	\$ (103,995.90)
(1600) Adult/Continuing Education Programs	\$ 238,400.88	\$ 87,995.73	\$ 138,654.07	\$ 226,649.80	\$ (11,751.08)
(2100) Support Services - Students	\$ 3,506,649.58	\$ 858,267.98	\$ 2,534,307.68	\$ 3,392,575.66	\$ (114,073.92)
(2200) Support Services - Instructional Staff	\$ 993,827.17	\$ 289,253.14	\$ 623,964.11	\$ 913,217.25	\$ (80,609.92)
(2300) Support Services - General Admin.	\$ 1,343,999.66	\$ 587,496.49	\$ 671,977.30	\$ 1,259,473.79	\$ (84,525.87)
(2400) Support Services - School Admin.	\$ 2,609,812.53	\$ 1,026,473.17	\$ 1,554,382.73	\$ 2,580,855.90	\$ (28,956.63)
(2600) Support Services - Operation Maint/Plant	\$ 3,989,489.39	\$ 971,904.42	\$ 3,004,802.18	\$ 3,976,706.60	\$ (12,782.79)
(2700) Support Services - Student Transportation	\$ 2,199,996.00	\$ 538,029.45	\$ 1,755,584.42	\$ 2,293,613.87	\$ 93,617.87
(2800) Support Services - Centralized Services	\$ 958,679.36	\$ 439,700.30	\$ 380,401.79	\$ 820,102.09	\$ (138,577.27)
(2900) Support Services - Other	\$ 9,745.00	\$ 6,897.74	\$ 2,847.26	\$ 9,745.00	\$ -
Fund Transfer to Special Revenue Funds	\$ 525,280.00	\$ 94,912.34	\$ 430,367.66	\$ 525,280.00	\$ -
Fund Transfer to Capital Reserves	\$ 80,000.00	\$ -	\$ 80,000.00	\$ 80,000.00	\$ -
Total Operating Expenses	\$ 49,542,420.00	\$ 13,305,864.09	\$ 35,221,096.99	\$ 48,526,961.08	\$ (1,015,458.92)
School Debt - Principal Payments	\$ 2,046,065.00	\$ 168,577.79	\$ 1,877,487.21	\$ 2,046,065.00	\$ -
School Debt - Interest Payments	\$ 4,543,754.00	\$ 191,589.64	\$ 4,352,164.36	\$ 4,543,754.00	\$ -
Total Debt Service	\$ 6,589,819.00	\$ 360,167.43	\$ 6,229,651.57	\$ 6,589,819.00	\$ -
Total Expenses, Encumbrances and Anticipated Expenses	\$ 56,132,239.00	\$ 13,666,031.52	\$ 41,450,748.56	\$ 55,116,780.08	\$ (1,015,458.92)
		Estimated Operating Revenue (over)/under budget			\$ 323,320.60
		Estimated Net revenue/expenses, (unexpended funds)/deficit			\$ (692,138.32)

Note: Adequacy Aid Settlement of \$1,347,797 is currently in the School General Fund as unanticipated revenue, not reflected in this COA.