



DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #3
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, March 13, 2017
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. Special Session #4, February 6, 2017
 - 2. Regular School Board Meeting #2 February 15, 2017
- G. CONSENT AGENDA**
 - 1. Correspondence:**
 - a. UNH Dept. of Math and Statistics Study
 - 2. Resignations/Retirements:**
 - a. John Clark, DMS Technology Education
 - b. Debra Cheney, GES Media Specialist
 - 3. Leaves of Absence:**
 - a. Allison Friend-Gray-DMS Teacher
 - 4. Nominations: none**
 - 5. Extended Travel (Student Trips):**
 - a. NJROTC Maine Maritime Academy-Final Approval
 - b. DHS Athletic Leadership Conference—Final Approval
 - c. DHS Varsity Baseball team trip to Cooperstown—Final Approval
 - d. DHS Band and Chorus Trip to NYC—Preliminary Approval
 - e. DHS Art Department Trip to Europe—Final Approval
 - 6. Donations: none**
- H. STUDENT REPRESENTATIVE REPORT:**
- I. POLICY – CHANGES – PROPOSALS:**
 - a. AC—Nondiscrimination/Equal Opportunity
 - b. ACAA—Harassment and Sexual Harassment of Students
 - c. ACAA-R—Student Discrimination, Harassment and Bullying Complaint Procedure
 - d. ACAA-E—Student Discrimination, Harassment and Bullying Report Form
 - e. ACAB—Harassment and Sexual Harassment of Employees
 - f. ACAB-R—Employee and Third Party Discrimination and Harassment Compliance Procedure
 - g. JICK—Pupil Safety and Violence Prevention Policy/Bullying and Cyberbullying
 - h. JICD—Student Conduct, Discipline and Due Process



**DOVER SCHOOL
DISTRICT**

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- i. JICD-R—Memorandum of Understanding
- j. IKFB—Credits and Graduation for Fifth Year High School Students
- k. GBEBB—Staff Conduct with Students

J. POLICY ADOPTION:

- a. EBCA--Emergency Plans
- b. EBCB--Fire Drills
- c. EBC--Crisis Prevention and Response

K. RESOLUTIONS: none

L. OLD BUSINESS:

M. NEW BUSINESS:

- a. DHS Graduation Date
- b. Make up Options for Snow Days
- c. February 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.

Checklist for Education Survey/Research Approval (Per Policy LAA)

Organization Requesting Permission: University of New Hampshire (UNH), Department of Mathematics and Statistics

Name of Research: *Enhancing Preparation of Secondary Preservice Mathematics Teachers: Mathematical Reasoning and Proving as a Lens for Teaching*

Time Frame of Research: Fall 2017 – Fall 2019, The research will take place during Fall semester only, once per each year.

Brief Description of the Research: The goal of this study is to improve preparation of highly qualified mathematics teachers who are capable to cultivate and promote deep understanding, problem solving, reasoning, and justification skills within their students. Such training cannot be achieved theoretically, hence we developed an innovative project that integrates university-based and school-based training, which will contribute to both UNH undergraduate Mathematics Education majors and to Dover HS/MS students and teachers. As a part of their capstone experience, UNH Mathematics Education majors will develop engaging mathematical lessons focused on mathematical reasoning, justification and proving.

The UNH Mathematics Education majors will teach these lessons to small groups of Dover HS/MS students, who will be identified by their teachers as either needing an enrichment or additional support. The lessons will take place in the school, primarily during students' study hall periods. To facilitate development of pedagogical knowledge and skills of UNH Mathematics Education majors, these lessons will be video recorded and analyzed by the pre-service teachers themselves, and by the researchers. Since the Dover HS/MS students will be captured on these videos, and students' responses are an imperative component of the project's feedback, we request permission to conduct this research. We will obtain formal parental consent and students assent to take part in the project.

The lessons will be carefully planned around the topics requested by Dover HS/MS teachers, and will be reviewed by UNH instructors (researchers) prior to their implementation. Given that such planning process, and careful analysis of the video feedback, are time consuming, we plan to implement no more than 4 lesson cycles in each semester. In terms of the school students' time, we hope to have HS students participate in a 50 min block, and MS students to participate in 30-45 min enrichment lesson during their Encore block.

Dover HS/MS have a long-established relationship with UNH.

Mrs. Sherman - Dean of Instruction, Mr. Driscoll - Dover HS Principal, and Mrs. DeMatteo – Academic Coordinator of the math department, have all expressed their support of the project.

In addition, we have a strong support for this project from Karen Berg – Dover MS 5-8 Mathematics Facilitator, and Kim Lyndes – Dover MS Principal.

Who will be involved in the study: For each year of the project, we hope to work with a maximum of 90 students from both Dover HS/MS. The expected average enrolment in the capstone course is 15 UNH Mathematics Education majors. Each will be working with a group of 4-6 students per semester. At the end of each semester we plan to have a focus group comprised of 2-3 students who participated in the project and 1-2 teachers, to explore the impact of the project on students' learning and attitudes towards mathematics.

Objectives of the Research: The goals of our study are to explore the educational model of university-school collaboration; the impact of this model on improving preparation of highly-qualified mathematics teachers, and the impact on Dover HS/MS students' learning and attitudes towards mathematics through engagement in reasoning and justification.

How will Research contribute to the improvement of education or general welfare of children:

Research shows that the nature and quality of students' pre-college mathematical experiences greatly affect their decision to choose STEM-oriented majors in college (Wang, 2013). Through participation in this project, Dover HS/MS students will be exposed to exciting and engaging mathematical activities which would provide enrichment and support students' mathematical learning of the current school topics. At the same time, the mathematical activities that emphasize reasoning and justification have a potential to improve students' attitudes towards mathematics, the feeling of self-efficacy as mathematics learner; and ultimately contribute positively to students' decision to pursue STEM-oriented majors in the future.

This closely aligns with the STEAM pilot program in the middle school and the growth-mindset work that math teachers throughout the district have been implementing after participating the Jo Boaler workshop sponsored by SEED.

Another way in which the project will improve educational and general welfare of the children is by improving the future teachers' abilities to teach mathematics in meaningful ways.

Advanced Authorization form attached? N/A

Written approval by a faculty member of the institution in which student researcher is enrolled attached? N/A



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



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

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Commitment Letter: Improving Undergraduate STEM Education

October 27, 2016

Orly Buchbinder, Ph.D.
Assistant Professor of Mathematics Education
Department of Mathematics and Statistics
University of New Hampshire

Dear Dr. Buchbinder,

The Dover School District is pleased to support and partner with the University of New Hampshire's IUSE proposal. Both Dover High School and Dover Middle School commit to hosting the practicum portion of the course *Reasoning and Proof for Secondary Teachers*. We understand that this entails forming small groups of students to participate in enrichment lessons taught by UNH math-education majors enrolled in this course. This also entails coordinating between Dover classroom teachers, UNH pre-service teachers and course instructors (Dr. Buchbinder and Prof. McCrone) regarding the mathematical topics of the enrichment lessons and the mathematical background of participating students. We also understand that these lessons will be videotaped by UNH pre-service teachers for educational purposes. These recordings will be made, handled and stored in complete compliance with **UNH Institutional Review Board (IRB)** for the Protection of Human Subjects in Research requirements; school, parent and student consent will be obtained prior to commencing the study.

This opportunity would be particularly useful for our students and teachers to improve our current mathematical education practices. Many of our math teachers come to us through alternative certification methods rather than traditional teacher preparation. While strong in content, these teachers are often untrained in pedagogical content knowledge. The work of the pre-service teachers would double as a professional development opportunity for our teachers to help them increase student engagement through classroom experiences that elicit high-cognitive demand.

The need for our students is high. Last year, the State of New Hampshire switched to the SAT for its state assessment given to all juniors. While 62% of our students met the state benchmark for English, only 31% met the benchmark in math. In our subscores, only 11% of our students met the problem solving and data analysis benchmark. We are hopeful that this opportunity could be a stepping stone for our students and teachers to start closing our achievement gap in mathematics and prepare more of our students for a successful future.

Sincerely,

Emily Sherman
Dean of Instruction Grades 7-12
Dover School District, Dover, NH

John R. Clark
134 South Road
Kensington, NH 03833
(603) 944-6565
jri265@wildcats.unh.edu

March 7, 2017

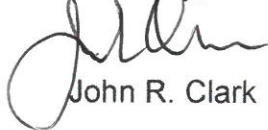
Kimberly Lyndes
Principal
Dover Middle School
16 Daley Drive
Dover, NH 03820

Dear Principal Lyndes,

I am writing to formally notify you of my resignation from the position of Technology Education Teacher at Dover Middle School. I was recently offered a new opportunity with another school and have decided to accept their offer. This new position requires an immediate start, so my last day of employment with Dover Middle School will be March 20th.

My time here has been amazing and I will miss my students and the incredible group of professionals I have had the pleasure of working with. I cannot thank you enough for all of the opportunities and experiences you have provided me. I appreciate your support and understanding, and I wish you all the very best. Please let me know if I can be of any assistance during the remainder of my time here.

Sincerely,



John R. Clark

7 March 2017

Dear Dr. Arbour and members of the Dover School Board,

I would like to retire on 30 June 2018.

Thank you,

A handwritten signature in cursive script that reads "Debra Cheney". The signature is written in black ink and is positioned above the printed name.

Debra Cheney

Library Media Specialist

Garrison School

March 8, 2017

Dear School Board Members:

I am requesting an academic leave for the 2017-2018 school year.

I plan to use this time in a way that will benefit my students, colleagues, and school district. I intend to spend the year exploring connections between the State Standards (particularly in the mathematics content area) and NH Work-Study Practices (of communication, creativity, collaboration, and self-direction). I want to write lessons and activities that integrate content with positive behavior and habits of mind; I will share these tasks with teachers around the state. I have started to engage in this work through my focused inquiry projects over the past few school years. I've visited schools doing this work, read books on mindset and grit, interviewed teachers, done research, and tested out lesson plans. At this point, I have gathered a lot of background information and experience; I can effectively use an academic leave to make lesson plans for myself and other teachers in a deeper and more meaningful way than I can do while working full time.

To support this endeavor, I have applied for a Christa McAuliffe Sabbatical through the New Hampshire Charitable Foundation. This grant would pay my full year's salary plus FICA and project expenses; receiving the grant would allow me to do this work on a bigger scale, find more outside resources, and share it with other districts. My application has been received by the Foundation, and I am a finalist. I will have an interview next week and should know my status by the end of the month.

If I do not receive the McAuliffe Sabbatical, I will withdraw my request for academic leave for the 2017-2018 school year and continue teaching 5th grade at the middle school. As mentioned above, I should know if I've received the grant by the end of March and will appraise you of my status.

I have spoken with Principal Lyndes about this request, and she has given me her approval to proceed. I will notify the school board by March 15, 2018, of my intent to return at the beginning of the next school year.

Thank you,

Allison Friend-Gray

From: Senior Naval Science Instructor, Dover High School
To: Dover School Board, Dover, NH

Ref: (a) Field Trip Request Form
(b) IJOAA – Extended Travel
(c) IJOA – Permission Slip

Subj: Request for Final Approval of Out of State – Overnight Field Trip to Maine Maritime Academy

I. Per references (a) and (b), Commander Tom Gamble, the Senior Naval Science Instructors (SNSI) for the Dover High School, Dover, NH is formally requesting school board approval for an overnight field trip to the Maine Maritime Academy. As per reference (b), please find the following for the final approval:

1. Group Requesting Approval: Dover High School NJROTC
2. Destination: Maine Maritime Academy, Castine, ME
3. Contact Person (s): Commander Tom Gamble, the Senior Naval Science Instructors (SNSI)
4. Dates of Travel: 31 March – 02 April, 2017
5. Number of Students Traveling: 20 from DHS
6. Number of Chaperones: 3
7. Adult/Student Ratio: 1:12

Please Circle appropriate response:

Permission Forms submitted to Principle: ☒ Yes / No

Student Code of Conduct Contracts, inc. Standards of Behavior submitted to Principle: ☒ Yes / No

Telephone Contact Notification submitted to Principle: ☒ Yes / No

List of all students and chaperones submitted to the school and Supt's office: ☒ Yes / No

All Chaperones completed criminal background check: ☒ Yes / No

/s/
T. D. GAMBLE
SNSI, Dover NJROTC, Dover, NH

Checklist for Final Approval of Extended Travel (Per Policy IJOAA)

This document is due to the Superintendent's office on the Wednesday prior to the Monday School Board meeting that is one month before travel. Please call 516-6804 for the specific date or with questions.

Group Requesting Final Approval: Athletic Leadership Council

Destination: Concord, NH

Contact Person (s): Chris George

Dates of Travel: March 16 & 17, 2017

Number of Students Traveling: _8

Number of Chaperones: Chris George

Adult/Student Ratio: 1:8

Please circle appropriate response:

Permission Forms submitted to Principal: YES

Student Code of Conduct Contracts, inc. Standards for Behavior submitted to Principal: YES

Telephone Contact Notification submitted to Principal: YES

List of all students and chaperones submitted to the school and Supt's Office: YES

All Chaperones completed criminal background check: YES

Date Revised: 3/31/2016

Checklist for Final Approval of Extended Travel (Per Policy IJOAA)

This document is due to the Superintendent's office on the Wednesday prior to the Monday School Board meeting that is one month before travel. Please call 516-6804 for the specific date or with questions.

Group Requesting Final Approval: Dover High School Varsity Baseball Team

Destination: Cooperstown NY - Baseball Hall of Fame - Doubleday Field

Contact Person (s): John Carver - Peter Wotton

Dates of Travel: April 15 + April 16

Number of Students Traveling: 20

Number of Chaperones: 5

Adult/Student Ratio: 1 - 4

Please circle appropriate response:

Permission Forms submitted to Principal: yes no
A.D.

The game is part of the schedule. The contract covers permission, insurance, etc.
Student Code of Conduct Contracts, inc. Standards for Behavior submitted to Principal: yes no
A.D.

Telephone Contact Notification submitted to Principal: yes no
A.D.

List of all students and chaperones submitted to the school and Supt's Office: yes no
They are the names of our coaching staff / Athletic Department.

All Chaperones completed criminal background check: yes no



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March 1, 2017

Dear School Board Members,

This letter is being written in support of a trip by the Dover High School Band and Chorus to travel to New York City from May 19-20, 2017. The trip includes the opportunity to see the Broadway production of "Phantom of the Opera" and meet members of the cast and orchestra as well as other notable New York sites including the Statute of Liberty, Ellis island, Madam Tussaud's Wax Museum, the 9/11 Memorial, and the Empire State Building.

This trip would support the classroom instruction and performances of the band and chorus students as well as offer students with an incredible cultural experience.

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

Sincerely,

Peter Driscoll
Dover High School Principal

Proposed Cultural trip for the Dover High School Band and Chorus to go to New York City on May 19-20, 2017.

The educational value of this is overwhelming for the high school musicians. During the trip, the students would attend a Broadway production of "Phantom of the Opera" and have a meet and greet with some of the cast members and orchestra musicians. They would have a tour of the Carnegie Hall, the most famous music hall in the world, and also have a tour of Radio City Music Hall where they would also meet one of the Rockettes.

The students don't get an opportunity to see and hear productions of this caliber very often. Here is an opportunity to see up close where their music could bring them and to visit some of the top music sites in the country.

If this is a two night trip, the students would also have a workshop with Broadway actors/musicians. Other sites visited is the Statue of Liberty, Ellis Island, Madam Tussaud's Wax Museum, 911 Memorial, and Empire State Building.

The agency booking the trip is Bennett Student Travel, Inc. I have used them to bring 175 students to Disney World in 2004. I also used them in 2006 to bring a school group to New York City for this exact type of tour. They have a representative go on the trip also to make sure everything goes well. The students would stay in a hotel in New Jersey to keep the cost down.

Attached is itinerary for a 2 day, 1 night trip. The cost is \$414 per student, based on 47 students, 5 chaperones, 1 director. If more students want to go, we would fill another bus with 47 students to keep the cost the same.

The cost for a 3 day, 2 night trip is \$660 per student. This includes four more activities, meals, additional cost for hotel and bus.

The costs are less than on the attached itinerary because we got a very good deal on Phantom of the Opera tickets.

Eligibility for students to go on the trip:
Student must be in band, chorus or color guard

Travel Agent:
Bennett Student Travel, Inc.
Post Office Box 2205
Fitchburg, MA 01420
(978) 342-7188 phone
(978) 342-1579 fax
Email: doughbennett64@hotmail.com
Representative: Doug Bennett

Bennett Student Travel, Inc.

Post Office Box 2205

Fitchburg, Massachusetts 01420

978-342-7188-Phone

978-342-1579-Fax

email: dougbennett64@hotmail.com

**To: James Butka
Dover High School**

**From: Doug Bennett
Bennett Student Travel, Inc.**

Date: December 18, 2016

**Re: New York City Trip
May 19-20, 2017**

Enclosed, please find our initial proposal for the coordination of the travel arrangements for your proposed trip to New York City in May 2017.

This information details how we would accommodate your group and has a specific price breakdown of each item that we have discussed. Please remember that this proposal can be adjusted or changed completely should you need to.

Although we have been as specific as we could with relation to the details of your trip, please feel free to contact me at any time about questions that you may have.

We would look forward to working with your group this coming year. We are very confident that we will be able to put together a trip that will be both rewarding and exciting for your students.

Please call me at any time if you have any questions.

Thank You.

Dover High School

2017 New York City Trip Proposed Schedule

Friday May 19, 2017

5:30 am	Load the bus at Dover High School
6:00 am	The bus will depart from Dover for New York City
11:30 am	The bus will arrive at Rockefeller Center
	Lunch at the Rockefeller Center Food Court - \$15 cash provided
2:00 pm	Tour of Carnegie Hall
4:00 pm	Back-stage tour of Radio City Music Hall
6:30 pm	Dinner at Buca di Beppo Restaurant in Times Square - Included
7:30 pm	Free time to explore Times Square
8:30 pm	The bus will depart from New York City for the hotel in New Jersey
9:15 pm	The bus will arrive at the hotel - The Hilton Meadowlands Hotel
10:30 pm	Room checks will be conducted by the chaperones

Saturday May 20, 2017

6:00 am	Wake Up calls will be made by the hotel
7:00 am	Buffet breakfast at the hotel - Included
8:00 am	Load the bus at the hotel
8:15 am	The bus will depart from the hotel for Liberty State Park
9:00 am	Clear security for the ride to the Statue of Liberty
9:30 am	Boat ride to the Statue of Liberty on Liberty Island and Ellis Island
12:30 pm	Lunch at the Hard Rock Café in Times Square - Included
3:00 pm	Attend a Broadway show
5:30 pm	The bus will depart from New York City for Dover
	Dinner stop en route to Meredith - \$10 cash provided
11:30 am	Approx. arrival at Dover High School

* additional Day would include wax museum, 9/11 Memorial,
workshop with Broadway staff, Empire State Building

Pricing

CONFIDENTIAL

This pricing breakdown includes a line item listing for each component of your group's trip. This price is based on 53 travelers (47 students/1 staff/5 chaperones). Should these numbers drop, some of the items listed below may increase due to less travelers contributing to their costs.

The accommodations for your group will be at the Hilton Meadowlands Hotel.

All of the individual prices listed are net prices. This means that our commission has not been added to each line item or that the listed prices are non-commissionable. We have added a line called Travel Services to cover the cost of our services. We find this approach to be more beneficial to the group instead of adding our commission into the individual items. Our policy is to be up front about our pricing procedures.

The line "Director Expenses" will cover the total cost of the director. The director and the five chaperones will be accommodated in double rooms.

Note - Some of the prices in this proposal have been estimated for 2017. The final pricing cannot be set until the final number of students attending the trip has been determined.

	<u>Double</u>	<u>Triple</u>	<u>Quad</u>
Bus Transportation	\$73.00	\$73.00	\$73.00
1 Night Hotel and Tax	\$88.00	\$59.00	\$44.00
Broadway Show Ticket	\$70.00	\$70.00	\$70.00 50.00
Tour of Carnegie Hall	\$15.00	\$15.00	\$15.00
Radio City Music Hall Tour	\$15.00	\$15.00	\$15.00
Statue of Liberty/Ellis Island	\$9.00	\$9.00	\$9.00
Lunch at Rockefeller Center	\$15.00	\$15.00	\$15.00
Dinner at Buca di Beppo	\$27.00	\$27.00	\$27.00
Breakfast at the hotel	\$0.00	\$0.00	\$0.00
Lunch at the Hard Rock Cafe	\$22.00	\$22.00	\$22.00
Dinner in Connecticut	\$10.00	\$10.00	\$10.00
Bus Driver's Room/Tip	\$9.00	\$9.00	\$9.00
Director Expenses	\$10.00	\$10.00	\$10.00
Travel Services	\$100.00	\$100.00	\$100.00
Contingency Funds	\$15.00	\$15.00	\$15.00
	-----	-----	-----
Total Per Student	(47)	\$478.00	\$449.00
Total Per Director	(1)	\$0.00	
Total Per Chaperone	(3)	\$468.00	

414.00 (for 2 day)

(For third day cost goes to \$660)

Note:

If we convert the trip into a 3 day/2 night trip, we could include a visit to the top of the Empire State Building, a visit to Madame Tussaud's Wax Museum, a visit to the 911 Memorial, and a music workshop hosted by Broadway. The additional costs for the third day would need to include an extra night at the hotel, three meals, the admissions and fees for these events, and the additional busing costs. The cost to add on the third day would be approx. \$250.00 per student.

Payment Schedule

		Due From Students -----	Due to Bennett Student Travel -----
Payment #1	\$100.00 per person	01/10/17	01/20/17
Payment #2	\$100.00 per person	02/10/17	02/20/17
Payment #3	\$100.00 per person	03/10/17	03/20/17
Payment #4	Balance Due	04/10/17	04/20/17

Other Deadlines

We need an exact number of participants	3/05/17
The Rooming List is due in our office	3/25/17
Final changes made to the Rooming List	3/31/17

Monthly reviews will be conducted between the group leaders and our company. These reviews can be conducted by telephone or in person.

All travel documents, schedules, etc. will be delivered to the group two weeks prior to the departure date.

A final information meeting is recommended between the group leaders, the chaperones, and our staff just before the trip to review the schedule in detail and answer any questions from the chaperones.

Director Expenses

Based on 53 travelers

The cost for the Director to travel for free is calculated by taking these expenses and dividing that figure by the number of students paying. We have made this calculation based on 47 students. Should this number drop, we would need to recalculate the per student expense and adjust the price of their trip accordingly.

Bus Transportation	\$73.00	x	1	=	\$73.00
1 Night Hotel and Tax - Double	\$88.00	x	1	=	\$88.00
Broadway Show	\$70.00	x	1	=	\$70.00
Carnegie Hall Tour	\$15.00	x	1	=	\$15.00
Radio City Music Hall Tour	\$15.00	x	1	=	\$15.00
Statue of Liberty and Ellis Island	\$18.00	x	1	=	\$18.00
Lunch at Rockefeller Center	\$15.00	x	1	=	\$15.00
Dinner at Buca di Beppo	\$27.00	x	1	=	\$27.00
Breakfast at the hotel	\$0.00	x	1	=	\$0.00
Lunch at the Hard Rock Cafe	\$22.00	x	1	=	\$22.00
Dinners in Connecticut	\$10.00	x	1	=	\$10.00
Bus Driver's Room and Tip	\$9.00	x	1	=	\$9.00
Travel Services	\$100.00	x	1	=	\$100.00
Contingency Funds	\$12.00	x	1	=	\$12.00

					\$474.00
					divided by 47
					=====
Cost Passed on to Each Student:					\$10.00

Payment Schedule

**These are flexible and can be changed*

		Due From Students -----	Due to Bennett Student Travel -----
Payment #1	\$100.00 per person	01/10/17	01/20/17
Payment #2	\$100.00 per person	02/10/17	02/20/17
Payment #3	\$100.00 per person	03/10/17	03/20/17
Payment #4	Balance Due	04/10/17	04/20/17

Other Deadlines

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Monthly reviews will be conducted between the group leaders and our company. These reviews can be conducted by telephone or in person.

All travel documents, schedules, etc. will be delivered to the group two weeks prior to the departure date.

A final information meeting is recommended between the group leaders, the chaperones, and our staff just before the trip to review the schedule in detail and answer any questions from the chaperones.

Cancellation Penalties

There are many factors to consider when discussing the topic of cancellation penalties for a group.

Many items in this program are priced out based on 53 travelers contributing to their costs. Should the number of paying students drop below 47, then these costs would need to be spread out over a smaller number thus increasing the per person price for the trip. Therefore, the amount of the penalty per person would need to be high enough to prevent an increase from being passed on to those students remaining on the trip.

With this in mind, we have established the following cancellation policies.

Cancellation of Individuals

If an individual needs to cancel, the following penalty will apply based on the date that the cancellation is received in writing at our office.

Now	to	Jan 10, 2017	-	No Penalty
Jan 11, 2017	to	Feb 10, 2017	-	\$100.00 Penalty Per Person
Feb 11, 2017	to	Mar 10, 2017	-	\$200.00 Penalty Per Person
Mar 11, 2017	to	Apr 10, 2017	-	\$300.00 Penalty Per Person
Apr 11, 2017	to	May 19, 2017	-	Full Amount Paid Penalty

Cancellation of the Entire Group

If the entire group needs to cancel, the following penalty will apply based on the date that the cancellation is received in writing at our office.

Now	to	Jan 10, 2017	-	No Penalty
Jan 11, 2017	to	Feb 10, 2017	-	\$80.00 Penalty Per Person
Feb 11, 2017	to	Mar 10, 2017	-	\$180.00 Penalty Per Person
Mar 11, 2017	to	Apr 10, 2017	-	\$265.00 Penalty Per Person
Apr 11, 2017	to	May 19, 2017	-	Full Amount Paid Penalty

Optional Cancellation Insurance

Optional cancellation insurance is available to individuals at an additional cost. This would allow for a full refund of the amount paid for the trip if the individual needed to cancel due to a covered medical reason. Further details about this insurance are available upon request.

Travel Escort and On-Site Services

There is a unique advantage for a group to hire our company to manage the detailed arrangements for a group trip. No other travel company provides this type of service the way that we do.

We will send a trained travel professional along with your group to facilitate the various components of your group trip.

This staff member will travel with the group and stay with the group in the same room block as the students and chaperones. The escort will work behind the scenes during the trip and arrive at the hotel before the group to facilitate the check-in process. This escort will also travel with the group to events, theaters, and the meal venues.

By doing this, room keys will always be ready on time, buses will never arrive late, meals will be ready when the students are seated, and any glitches are quickly and efficiently handled by our staff, not by the chaperones or group leaders.

The most beneficial aspect of this service is that there are no additional costs associated with it. This is part of the service that we provide to each group.

Declarations

Travel Agents And Tour Operators Professional Liability Insurance Policy



This insurance is provided by:

Steadfast Insurance Company

Policy Number: EOL5961147-10

Item 1. Named Insured: Bennett Student Travel, Inc.

Address: 168 Bridle Cross Road
Fitchburg, MA 01420

The Named Insured is: ☐ Individual ☐ Partnership ☐ Joint Venture ☒ Corporation ☐ Organization ☐ LLC

Item 2. Policy Period: From: 12/01/2016 To: 12/01/2017
12:01 A.M. Standard Time at the address shown in Item 1.

Item 3. Coverages		Limits of Liability	Deductible
A. Bodily Injury And Property Damage (except Auto)	Each Occurrence	\$1,000,000	\$2,500
B. Bodily Injury And Property Damage Automobile (except owned auto)	Each Occurrence	\$1,000,000	\$2,500
C. Professional Liability	Each Negligent Act Or Negligent Omission	\$1,000,000	\$2,500
D. Personal Injury	Each Offense	\$1,000,000	\$2,500
General Aggregate Limit		\$1,000,000	

Item 4. Fire Legal Liability (if applicable) Any One Fire \$50,000 \$2,500

Item 5. Premium: \$3,525.00
Surplus Lines Tax: \$141.00
Grand Total: \$3,666.00

Item 6. Endorsements Effective At Inception: See Attached Schedule of Forms and Endorsements

Agent: Affinity Insurance Services, Inc.
In CA: Aon Affinity Insurance Services, Inc.
In MN: AIS Affinity Insurance Agency, Inc.
In OK: AIS Affinity Insurance Services, Inc.
In NY: AIS Affinity Insurance Agency

This policy is insured by a company which is not admitted to transact insurance in the commonwealth, is not supervised by the commissioner of insurance and, in the event of an insolvency of such company, a loss shall not be paid by the Massachusetts Insurers Insolvency Fund under chapter 175D.

Signed by:

Albert Williams Sub 1

Authorized Representative

Date: December 2, 2016

Bennett Student Travel, Inc.

Post Office Box 2205

Fitchburg, Massachusetts 01420

978-342-7188-Phone

978-342-1579-Fax

email: doughbennett64@hotmail.com

**To: James Butka
Dover High School**

**From: Doug Bennett
Bennett Student Travel, Inc.**

Date: December 21, 2016

**Re: New York City Trip
May 19-20, 2017**

Fax: 603-516-6926

Enclosed, please find the information that you requested.

Total number of pages faxed: 2

Checklist for Final Approval of Extended Travel (Per Policy IJOAA)

This document is due to the Superintendent's office on the Wednesday prior to the Monday School Board meeting that is one month before travel. Please call 516-6804 for the specific date or with questions.

Group Requesting Final Approval: Art Department

Destination: Italy, France, Monaco and Spain (Mediterranean Coast)

Contact Person (s): Francine Kontos

Dates of Travel: 4/20/2017 – 4/28/2017

Number of Students Traveling: 16

Number of Chaperones: 3

Adult/Student Ratio: 1/6

Please circle appropriate response:

Permission Forms submitted to Principal: yes

Student Code of Conduct Contracts, inc. Standards for Behavior submitted to Principal: yes

Telephone Contact Notification submitted to Principal: yes

List of all students and chaperones submitted to the school and Supt's Office: yes

All Chaperones completed criminal background check: yes

DOVER SCHOOL DISTRICT	POLICY CODE: AC
DATE OF ADOPTION: October 1, 2012	PAGE 1 OF 1

NONDISCRIMINATION/EQUAL OPPORTUNITY

FIRST READING

Discrimination against and harassment of school employees because of age, sex, race, creed, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry, ~~or~~ sexual orientation, or gender identity are prohibited. Discrimination against and harassment of students because of sex, race, creed, religion, color, age, marital status, familial status, economic status, physical or mental disability, national origin, ancestry, veteran status, ~~or~~ sexual orientation, or gender identity are prohibited.

The Board directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students, and other individuals ~~with disabilities~~ having access rights to school premises and activities. The District will designate a Nondiscrimination Officer who will be responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination. The Nondiscrimination Officer will be a person with direct access to the Superintendent.

The Board directs the administration to implement internal complaint procedures for resolving complaints of discrimination under this policy and to provide adequate notice of the availability of such complaint procedures.

The Board directs the administration to provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

~~The District will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the District to subscribe to all applicable federal and state laws pertaining to contract compliance.~~

Legal Reference: ~~Equal Employment Opportunities Act of 1972 (P.L. 92-261)~~
~~amending~~
~~Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.)~~
~~Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000(e) et seq.)~~
~~Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.)~~
~~Title VI of the Civil Rights Act of 1964 (P.L. 88-352)~~
~~Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq.)~~
~~Equal Pay Act of 1963 (29 U.S.C. § 206(d))~~
~~Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. § 794 et seq.);~~
34 ~~CFR § 104.7, as amended~~
~~Americans with Disabilities Act (42 U.S.C. § 12101 et seq.), as amended~~
~~Genetic Information Nondiscrimination Act of 2008 (42 U.S.C. § 2000ff et seq.)~~
~~NH RSA 186:11;~~
NH RSA 354-A:7
NH Code Admin. R. Ed. 303.01(i) and (j)

Cross Reference: ACAA - Harassment and Sexual Harassment of Students
ACAA-R – Student Discrimination, ~~and~~ Harassment, and Bullying Complaint
Procedure
ACAB - Harassment and Sexual Harassment of ~~School~~ Employees
ACAB-R– Employee and Third Party Discrimination and Harassment Complaint
Procedure

DOVER SCHOOL DISTRICT	POLICY CODE: ACAA
DATE OF ADOPTION: October 1, 2012	PAGE 1 OF 2

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

FIRST READING

Harassment of students because of sex, sexual orientation, gender identity, religion, race, color, creed, ancestry, national origin, age, marital status, familial status, economic statuspregnancy, physical or mental disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

Harassment includes but is not limited to verbal abuse based on sex, sexual orientation, gender identity, religion, race, color, creed, ancestry, national origin, age, marital status, familial status, economic statuspregnancy, physical or mental disability. Complaints of bullying and cyberbullying not based on the characteristics described above may also be pursued under Board Policy JICK – Pupil Safety and Violence Prevention: Bullying and Cyberbullying.

Sexual Harassment

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written, graphic, electronic, or verbal conduct that is gender-based and that interferes with a student's education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The Building Administrator, ~~or~~ the Superintendent, or the Superintendent's designee acting on behalf of the ~~superintendent~~ Superintendent will investigate complaints of harassment in accordance with the Student Discrimination, ~~and~~ Harassment, and Bullying Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

Legal Reference: Americans with Disabilities Act (~~28 CFR § 35.07~~42 U.S.C. § 12101 et seq.), ~~as amended~~
Section 504 of the Vocational Rehabilitation Act of 1973 (29 USC § 794 et seq.), ~~as~~ ~~amended~~; ~~34 CFR § 104.7~~
Title IX of the Education Amendments of 1972 (20 USC § 1681 et
seq.)
Title VI of the Civil Rights Act of 1964 (~~P.L. 88-352~~42 U.S.C. § 2000d)
RSA 186:11
RSA 193:13
NH Code Admin. R. Ed. 303.01(i) and (j)
NH Code Admin. R. ed. 317

Cross Reference: ACAA-R – Student Discrimination, ~~and~~ Harassment, and Bullying
Complaint Procedure
AC – Nondiscrimination/Equal Opportunity
JICFA - Hazing
JICK – Pupil Safety and Violence Prevention: Bullying and Cyberbullying

DOVER SCHOOL DISTRICT	POLICY CODE: ACAA-R
DATE OF ADOPTION: April 29, 2013	PAGE 1 OF 3

FIRST READING

STUDENT DISCRIMINATION, ~~AND HARASSMENT~~, AND BULLYING COMPLAINT PROCEDURE

This procedure has been adopted by the Board in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment as described in policies AC - Nondiscrimination/Equal Opportunity and ACAA - Harassment and Sexual Harassment of Students, and/or complaints of bullying as described in policy JICK – Pupil Safety and Violence Prevention: Bullying and Cyberbullying. Complaints alleging discrimination or harassment of employees or other third parties (such as parents, volunteers, vendors, etc.) should be addressed through the Board’s Employee and Third Party Discrimination and Harassment Complaint Procedure (ACAB-R).

Definitions

For purposes of this procedure:

- A. A “Complaint” is defined as an allegation that a student has been discriminated against or harassed on the basis of sex, sexual orientation, gender identity, religion, race, color, creed, ancestry, national origin, age, marital status, familial status, economic statuspregnancy, physical or mental disability, and/or an allegation that a student has been subjected to bullying/cyberbullying by other students.
- B. “Discrimination or harassment” means discrimination or harassment on the basis of sex, sexual orientation, gender identity, religion, race, color, creed, ancestry, national origin, age, marital status, familial status, economic statuspregnancy, or physical or mental disability. “Discrimination” may include treating individuals differently, or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected class. Discrimination on the basis of sex shall include acts of “sexual violence,” which refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. “Harassment” may include oral, written, graphic, electronic or physical conduct relating to an individual’s actual or perceived membership in a protected class that is sufficiently severe, pervasive or persistent so as to interfere with or limit that individual’s ability to participate in the District’s programs or activities by creating a hostile, intimidating or offensive educational environment.
- C. “Bullying” means a single a single significant incident, or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:
 - a) physically harms a pupil or damages the pupil’s property;
 - b) causes emotional distress to a pupil;

- For the purposes of this policy, the term “emotional distress” means distress that materially impairs the student’s participation in academic or other school sponsored activities. The term “emotional distress” does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint.
- c) interferes with a pupil’s educational opportunities;
- d) creates a hostile educational environment; or
- e) substantially disrupts the orderly operation of the school.

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

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

- (a) Occurs on, or is delivered to, school property or a school-sponsored activity or event, on or off school property; or
 - For the purposes of this policy, the term “school property” means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
- (b) Occurs off school property or outside of a school-sponsored activity or event, and if the conduct interferes with a pupil’s educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

- D. “Cyberbullying” means bullying conduct, as described in paragraph C of this section, that takes place through the use of electronic devices. Complaints of bullying and cyberbullying not involving the protected classes described above may also be pursued under Board Policy JCK—Pupil Safety and Violence Prevention.
 - For the purposes of this policy, the term “electronic devices” includes, but is not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

How to Make a Complaint

- A. Any individual who believes a student has been discriminated against, ~~or~~ harassed, or bullied should report his/her concern ~~in writing~~ promptly to the Building Administrator or the Superintendent’s ~~st~~ designee and utilize this complaint procedure. Written reports are preferred, but not required. The Board has provided a model Complaint form, which is available on the school district website in the Policies section. (See form ACAA-E). Individuals who are unsure whether unlawful discrimination, ~~or~~ harassment, or bullying has occurred or who need assistance in preparing a written complaint, are encouraged to discuss the situation with the Building Administrator or the

Superintendent's/designee.

- B. School employees ~~are expected to~~shall report possible incidents of discrimination, ~~or~~ harassment, or bullying of students to the Building Administrator or the Superintendent's/designee.
- C. Students and others will not be retaliated against for making a Complaint or participating in an investigation. Retaliation is illegal under state and federal nondiscrimination laws and any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.
- D. Students are encouraged to utilize this Complaint Procedure. ~~However, students~~ Students are hereby notified that they also have the right to report complaints directly to the ~~New Hampshire Commission for Human Rights, 2 Chenell Drive, Unit 2, Concord, NH 03301-8501 (telephone: 603-271-2767), the police and/or to the~~ federal Office for Civil Rights, Regional Director, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02110-1491 (telephone: 617-289-0111).

Complaint Handling and Investigation

- A. Building Administrator or the Superintendent's designee shall respect the confidentiality of the complainant and the individual(s) against whom the Complaint is filed to the extent possible, consistent with the District's legal obligations, the necessity to investigate allegations of discrimination, harassment, and/or bullying/cyberbullying and take disciplinary action.
- A.B. The Building Administrator or Superintendent's/designee shall promptly inform the Superintendent and the person(s) who is the subject of the Complaint that a Complaint has been received. The information provided to the individual who is the subject of the Complaint may be limited in order to respect the complainant's request for confidentiality.
- C. The Building Administrator or Superintendent's designee shall notify the parent(s) or guardian(s) of the complainant and subject of the Complaint as soon as practicable, but not later than 48 hours after receipt of the Complaint, unless the Building Administrator or Superintendent's designee has received a written waiver of this obligation from the Superintendent. The Superintendent's decision regarding whether to waive the 48-hour parent/guardian notification obligation shall be made on a case by case basis and shall be based on his or her determination regarding whether the notification is in the best interests of the complainant and/or the subject of the Complaint.
- B.D. Except where the Complaint alleges sexual violence, tThe Building Administrator or the Superintendent's/designee may pursue a prompt and equitable informal resolution of the Complaint with the agreement of the parties involved. The Ccomplainant shall not be required to attend meetings with the subject of the complaint, but may choose to do so as part of the resolution process. Any party to the Complaint may decide to end an informal resolution process and pursue the formal process at any point. The informal resolution

process and outcome is subject to the approval of the Superintendent, who shall consider whether the informal resolution is in the best interest of the parties in light of the particular circumstances and applicable policies and laws.

E. The Complaint will be investigated by the Building Administrator or the Superintendent's/ designee. Any Complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any Complaint about the Superintendent should be submitted to the Chair of the School Board, who should consult with legal counsel concerning the handling and investigation of the Complaint.

C.F. The investigation shall be initiated as soon as practicable, but not later than five (5) school days after receipt of the Complaint, unless the Superintendent determines that the initiation of the investigation should be delayed and provides the Building Administrator or Superintendent's designee with a written extension. If such an extension is granted, the Superintendent or the Superintendent's designee shall notify all involved parties.

1. The person who is the subject of the Complaint will be provided with an opportunity to be heard as part of the investigation. ~~The Complainant shall not be required to attend meetings with the subject of the complaint, but may choose to do so as part of the resolution process.~~
2. The ~~Complainant~~ complainant and the subject of the Complaint may suggest witnesses and/or submit materials they believe are relevant to the Complaint.
3. If the subject of the Complaint is ~~against~~ an employee of the District, any applicable individual or collective bargaining contract provisions shall be followed.

~~4. Privacy rights of all parties to the Complaint shall be maintained in accordance with applicable state and federal laws.~~

5.4. The Building Administrator or the Superintendent's/ designee shall keep a written record of the investigation process.

6.5. The Building Administrator or the Superintendent's/ designee may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending. Examples of interim measures include, but are not limited to, ordering no contact between individuals, changing schedules or classes, etc.

7.6. The Building Administrator or Superintendent's designee shall use a preponderance of the evidence standard (i.e., more likely than not) when evaluating the evidence and shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.

8.7. The investigation shall be completed within 24-thirty (30) business-school

days of ~~receiving the Complaint~~ the initiation of the investigation, ~~if practicable~~ unless the Superintendent provides a written extension of up to seven (7) additional school days for completion of the investigation. ~~If such an extension is granted, the Superintendent or Superintendent's designee shall notify all involved parties.~~

~~D.G.~~ If the Building Administrator or Superintendent's designee determines that discrimination, ~~or~~ harassment, and/or bullying/cyberbullying occurred, he/she shall, in consultation with the Superintendent:

1. Determine what remedial action, if any is needed to end the discrimination or harassment, remedy its effects, and prevent recurrence.
2. Determine what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any; and
3. Within ten (10) school days of the completion of the investigation, inform the complainant and the person(s) who engaged in the discrimination, harassment, or bullying in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).

~~E.H.~~ After the conclusion of the investigation, the complainant or the subject of the Complaint may seek an appeal of the findings solely on the basis of either (a) prejudicial procedural error or (b) the discovery of previously unavailable relevant evidence that could significantly impact the outcome, or the investigator's recommendation. Appeal rights for students disciplined for acts arising under this policy shall be subject to RSA 193:13 and Ed. 317. Appeals must be submitted~~If the complainant is dissatisfied with the resolution, an appeal may be made~~ in writing to the Superintendent within 14 ~~business-calendar~~ days ~~after of~~ receiving notice of the ~~resolution~~ outcome of the investigation. If the Superintendent performed the initial investigation or is the subject of the Complaint, the appeal shall be reviewed by the Chairman of the School Board or a designated subcommittee of the School Board. Upon receipt of a valid appeal, ~~The Superintendent or Chairman/Subcommittee~~ shall review the investigation report and may conduct further investigation if deemed appropriate. The ~~Superintendent's~~ decision on the appeal shall be provided in writing to the complainant within 21 business days, if practicable. The ~~Superintendent's~~ decision on appeal shall be final.

Legal Reference: Americans with Disabilities Act (42 U.S.C. § 12101 et seq.~~28-CFR § 35.107~~); ~~28 CFR § 35.107, as amended~~
Section 504 of the Vocational Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.); ~~amended~~; 34 CFR § 104.7
Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*); 34 CFR § 106.8(b)
Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.)~~P.L. 88-352~~)
Family Educational Rights and Privacy Act (20 U.S.C. § 1232g); 34 CFR Part 99

NH Code Admin R. Ed. 303.01(i) and (j)

[NH Code Admin R. Ed. 317](#)

[RSA 193:13](#)

[RSA 186:11](#)

Cross Reference: AC - Nondiscrimination/Equal Opportunity

ACAA - Harassment and Sexual Harassment of Students

~~ACAB/ACAB-R—Harassment and Sexual Harassment of
Employees/Discrimination and Harassment Complaint Procedure~~

[ACAA-E – Report Form](#)

JICFA - Hazing

JICK – Pupil Safety and Violence Prevention: [Bullying and
Cyberbullying](#)

DOVER SCHOOL DISTRICT
STUDENT DISCRIMINATION, HARASSMENT, AND BULLYING/ CYBERBULLYING
 REPORT FORM

General Statement of Policy Prohibiting Bullying and Cyberbullying

FIRST READING

General Statement of Policy Prohibiting
 Discrimination, Harassment, and Bullying/Cyberbullying

The Dover School District maintains a firm policy prohibiting all forms of discrimination, harassment, and bullying/and cyberbullying of students. The policy includes engaging in, or causing others to engage in, the bullying or cyberbullying of a pupil, and a prohibition against retaliation or false accusations against a victim/complainant, witness, or anyone else who in good faith provides information about an suspected act of discrimination, harassment, and/or bullying/or cyberbullying.

REPORTER: _____

DATE OF ALLEGED INCIDENT(S): _____

NAME OF PERSON YOU BELIEVE WAS THE VICTIM OF DISCRIMINATED AGAINST, HARASSED, OR BULLIED/YING OR CYBERBULLIED/YING:

NAME OF PERSON(S) YOU BELIEVE ENGAGED IN DISCRIMINATORY, HARASSING, OR BULLYING-OR/ CYBERBULLYING CONDUCT:

LIST ANY WITNESSES PRESENT:

WHEN AND WHERE DID THE INCIDENT(S) OCCUR?

Describe the incident(s) as clearly as possible including any written, verbal, or electronic communication or physical acts or gestures or both ~~you observed~~. (Attach additional pages if necessary.)

This report is filed in good faith based on my personal knowledge or information provided to me related to a suspected good faith belief that I have observed an incident or have been a victim of discrimination, harassment, and/or bullying ~~/or~~ cyberbullying. This report is not made in retaliation against any person previously a victim or witness of discrimination, harassment, and/or bullying ~~/or~~ cyberbullying, or who provided information about an act of discrimination, harassment, and/or bullying ~~/or~~ cyberbullying.

REPORTER'S SIGNATURE & DATE: _____

BULLYING AND CYBERBULLYING INVESTIGATIVE REPORT

Investigator _____ Principal or Designee _____

Date Incident Reported _____ Date Investigation Began _____

THE VICTIM

Victim _____

Victim Parent/Guardian Name _____

Victim Parent/Guardian Address _____

Victim Parent/Guardian Telephone _____

Victim Parent/Guardian Notification Date _____ Time _____

THE PERPETRATOR(S)

Involved Student (s) _____

Student's Parent/Guardian Name _____

Student's Parent/Guardian Address _____

Student's Parent/Guardian Telephone _____

Student's Parent/Guardian Notification Date _____ Time _____

BULLYING/CYBERBULLYING DETERMINATION**A. DESCRIPTION OF INCIDENT OR PATTERN OF INCIDENTS (must include one of the following)**

Bullying" means a single significant incident, or a pattern of incidents, involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil. Describe the incident.

B. SIGNIFICANT BECAUSE IT RESULTED IN ONE OR MORE OF THE FOLLOWING (check all that apply; must check one)

_____ 1. Physical harm to the pupil or damage to the pupil's property

_____ 2. Emotional distress to the pupil going beyond an emotive experience

_____ 3. Interference with a pupil's educational opportunities (e. g. excessive absenteeism , social isolation, avoidance of school environments or activities, disengagement from learning)

_____ 4. Hostile educational environment (e.g. student is fearful of school or school activities)

_____ 5. Substantial disruption of the orderly operation of the school

~~C. ACTIONS MOTIVATED BY (must check one):~~~~_____ Imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs~~~~_____ Association with another person and based on the other person's characteristics, behaviors, or beliefs~~**~~D. PERSONAL CHARACTERISTICS, BEHAVIORS, OR BELIEFS (must circle one)~~**~~Race~~~~Color~~~~Religion~~~~National origin~~~~Ancestry~~~~Ethnicity~~~~Sexual orientation~~~~Socioeconomic status~~~~Age~~~~Physical disability~~~~Mental disability~~~~Emotional disability~~~~Learning disability~~~~Gender~~~~Gender identity~~~~Gender expression~~~~Obesity~~~~Distinguishing characteristics~~~~Other personal characteristic _____~~**CONCLUSION****~~This investigation finds /does not find (circle one) substantiation of the reported incident of bullying and/or cyberbullying.~~**~~_____ Signature of Principal or Designee _____ Date _____~~**REMEDIATION AND DISCIPLINE RESPONSES****~~In response to this report, the following actions will be taken:~~**~~_____ Remediation (explain briefly) _____~~~~_____ Discipline (explain briefly) _____~~~~_____ Assistance to Victim (explain briefly) _____~~~~_____ Assistance to Perpetrator (explain briefly) _____~~~~Date investigation completed _____~~~~Date parents informed of the district's remedies and assistance _____~~~~How parent informed (check all that apply) _____ Telephone _____ Letter _____ Conference _____~~~~Upon completion, this report will be filed with the building principal and a copy sent to the superintendent~~

DOVER SCHOOL DISTRICT	POLICY CODE: ACAB
DATE OF ADOPTION: October 1, 2012	PAGE 1 OF 2

HARASSMENT AND SEXUAL HARASSMENT OF ~~SCHOOL~~ EMPLOYEES

FIRST READING

Harassment of school employees because of age, sex, race, religion, creed, color, marital status, familial status, physical or mental disability, national origin, ancestry, genetic information, veteran status, ~~or~~ sexual orientation, or gender identity is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

Harassment

Harassment includes but is not limited to verbal abuse, threats, physical assault and/or battery based on age, sex, race, religion, creed, color, marital status, familial status, physical or mental disability, national origin, ancestry, genetic information, veteran status, ~~or~~ sexual orientation, or gender identity.

Sexual Harassment

Unwelcome sexual advances, suggestive or lewd remarks, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an employee's work environment or employee benefits;
- B. Submission to or rejection of such conduct by an employee is used as the basis for decisions on employment benefits; and/or
- C. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Any employee who engages in harassment or sexual harassment will be subject to disciplinary action, up to and including discharge.

All complaints of harassment will be investigated in accordance with the ~~School~~ Employee & Third Party Discrimination and Harassment Complaint Procedure.

|

Notice and Training

~~Annually, e~~Each employee shall receive a copy of this policy and the School Employee & Third Party Discrimination and Harassment Complaint Procedure. This may be accomplished by including the policy/procedure with employee paychecks or by using other appropriate means to ensure that each employee receives a copy.

Legal References: Title IX of the Education Amendments of 1972 (20 USC § 1681 et seq.)
Title VI of the Civil Rights Act of 1964 (42 USC § 2000d)
Title VII of the Civil Rights Act of 1964 (42 USC § 2000e)
Americans with Disabilities Act (42 USC § 12101 et seq.)
Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 et
~~seq.); 34 CFR § 104.7~~
~~Title VII (42 USC § 2000e-2; 29 CFR § 1604.11)~~
Age Discrimination in Employment Act (29 USC § ~~623~~621 *et seq.*)
Equal Pay Act of 1963 (29 U.S.C. § 206(d))
Genetic Information Nondiscrimination Act of 2008 (42 U.S.C. § 2000ff et seq.)
NH RSA 354-A:7
NH Code Admin. R. Ed. 303.01(i) and (j)

Cross Reference: ACAB-R- ~~School~~ Employee & Third Party Discrimination and Harassment Complaint Procedure
AC- Nondiscrimination/Equal Opportunity

DOVER SCHOOL DISTRICT	POLICY CODE: ACAB-R
DATE OF ADOPTION: April 29, 2013	PAGE 1 OF 3

Employee & Third Party Discrimination and Harassment Complaint Procedure

FIRST READING

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This procedure has been adopted by the Board in order to provide a method of prompt and equitable resolution of employee complaints of discrimination and harassment as described in policies AC – Nondiscrimination/Equal Opportunity and ACAB – Harassment and Sexual Harassment of ~~School~~ Employees. This procedure may also be used by other individuals (excluding students), such as parents, volunteers and visitors to the schools who wish to make a complaint of discrimination or harassment. Complaints alleging harassment or discrimination of students ~~based on protected status~~ should be addressed through the Board's Student Discrimination, ~~and~~ Harassment, ~~and~~ Bullying Complaint Procedure (ACAA-R).

Definitions

For purposes of this procedure:

- A. "Complaint" is defined as an allegation that an employee or other third party has been discriminated against or harassed on the basis of age, sex, race, religion, creed, color, marital status, familial status, physical or mental disability, national origin, ancestry, genetic information, veteran status, ~~or~~ sexual orientation, or gender identity.
- B. "Discrimination or harassment" means discrimination or harassment on the basis of age, sex, race, religion, creed, color, marital status, familial status, physical or mental disability, national origin, ancestry, genetic information, veteran status, ~~or~~ sexual orientation, or gender identity. "Discrimination" may include treating individuals differently, or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected class. "Harassment" may include oral, written, graphic, electronic or physical conduct relating to an individual's actual or perceived membership in a protected class that is sufficiently severe, pervasive or persistent so as to interfere with or limit that individual's ability to participate in the District's programs or activities by creating a hostile, intimidating or offensive environment.
- C. Whenever the term "employee" is used in this procedure it includes other third parties who are making a complaint of discrimination or harassment.

How to Make a Complaint

- A. Any employee who believes he/she has been harassed or discriminated against is encouraged to try to resolve the problem by informing the individual(s) that the behavior is unwelcome or offensive and by requesting that the behavior stop. This shall not prevent the employee, however, from making an immediate formal complaint.
- B. Any employee who believes he/she has been harassed or discriminated against should report their concern ~~in writing~~ promptly to the Building Administrator, ~~or the~~

Superintendent's designee, or the Superintendent. If the employee is uncomfortable reporting concerns to the Building Administrator, Superintendent's designee, or the Superintendent, he/she may report the concern to another school administrator. Any employee who believes he/she has been harassed or discriminated against by the Superintendent should report their concern promptly to Chairman of the Board. Written reports are preferred, but not required.

Employees who are unsure as to whether unlawful discrimination or harassment has occurred or who need assistance in preparing a written complaint, are encouraged to discuss their concerns with the Building Administrator, or the Superintendent's designee, or the Superintendent. If the concern relates to conduct of the Superintendent, employees are encouraged to discuss their concerns with the Chairman of the Board. Employees will not be retaliated against for reporting suspected discrimination or harassment or for participating in an investigation. Retaliation is illegal under federal and state nondiscrimination laws, and any retaliation will result in disciplinary measures, up to and including dismissal.

- C. Any employee who believes he/she has been discriminated against or harassed is encouraged to utilize the District's complaint procedure. However, employees are hereby notified that they also have the right to report incidents of discrimination or harassment directly to the police; the New Hampshire Commission on Human Rights, 2 Chenell Drive, Concord, NH 03301-8501 (telephone: 603-271-2767); the Boston Area Office of the U.S. Equal Employment Opportunity Commission, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 (telephone: 1-800-669-4000); and/or to the federal Office for Civil Rights, Regional Director, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02110-1491 (telephone: 617-289-0111).

Complaint Handling and Investigation

- A. Unless the Complaint relates to alleged conduct by the Superintendent, the Building Administrator or Superintendent's designee will promptly inform the Superintendent and the person who is the subject of the Complaint that a Complaint has been received. If the Building Administrator or Superintendent's designee receives a Complaint against the Superintendent, he or she will promptly inform the Chairman of the Board and the Chairman will inform the Superintendent that a Complaint has been received.
- B. The Building Administrator, or the Superintendent's designee, Superintendent, or Chairman of the Board, as appropriate in each case, may pursue an informal resolution of the Complaint with the agreement of the parties involved. Any party to the Complaint may decide to end the informal resolution process and pursue the formal process at any point. The Complainant shall not be required to attend meetings with the subject of the Complaint, but may choose to do so as part of the resolution process. The informal resolution process and outcome is subject to the approval of the Superintendent who shall consider whether the resolution is in the best interest of the parties in light of the particular circumstances and applicable policies and law. If the Superintendent is the subject of the Complaint, the informal resolution process and outcome, if any, is subject to the approval of the Chairman of the Board or a designated subcommittee of the Board.

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C. The Complaint will be investigated by the Building Administrator, ~~or the Superintendent's /designee, or, if the Superintendent is the subject of the Complaint, by an individual designated by the Chairman or a designated subcommittee of the Board ("Investigator").~~ Any Complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. ~~Any Complaint about the Superintendent should be submitted to the Chair of the Board, who should consult with legal counsel concerning the handling and investigation of the complaint.~~

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1. The person who is the subject of the Complaint will be provided with an opportunity to be heard as part of the investigation. ~~The Complainant shall not be required to attend meetings with the subject of the Complaint, but may choose to do so as part of the resolution process.~~
2. The ~~Complainant~~ complainant and the subject of the Complaint may suggest witnesses and/or submit materials they believe are relevant to the Complaint.
3. If the subject of the Complaint is ~~against~~ an employee of the District, any rights conferred under an applicable individual contract or collective bargaining agreement(s) shall be applied.
4. Privacy rights of all parties to the Complaint shall be maintained in accordance with applicable state and federal laws.
5. The ~~Building Administrator or the Superintendent/designee~~ Investigator shall keep a written record of the investigation process.
6. The Building Administrator, ~~or the Superintendent's /designee, Superintendent, or, if the Superintendent is the subject of the Complaint, the Chairman or designated subcommittee of the Board~~ may take interim remedial measures (consistent with any applicable collective bargaining agreement provisions) to reduce the risk of further discrimination or harassment while the investigation is pending. An example of an interim remedial measure is ordering no contact between the individuals involved.
7. The ~~Building Administrator or Superintendent's designee~~ Investigator shall use a preponderance of the evidence standard (i.e., more likely than not) when evaluating the evidence and shall consult with the Superintendent (or, if the Superintendent is the subject of the Complaint, the Chairman or designated subcommittee of the Board) concerning the investigation, conclusions, and any remedial and/or disciplinary actions.
8. The investigation shall be completed within 24-30 calendar days of receiving the Complaint, if practicable.

D. If the ~~Building Administrator or the Superintendent's designee~~ Investigator determines that discrimination or harassment occurred, he/she shall, in consultation with the Superintendent (or, with the Chairman or designated subcommittee of the Board if the Superintendent is the subject of the Complaint):

1. Determine what remedial action, if any, is required to end the discrimination or harassment, remedy its effect and prevent recurrence.

2. Determine what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any; and
3. Inform the employee who made the Complaint and the person(s) who engaged in the discrimination or harassment in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).

E. After the conclusion of the investigation, the complainant or the subject of the Complaint may seek an appeal of the findings solely on the basis of either (a) prejudicial procedural error or (b) the discovery of previously unavailable relevant evidence that could significantly impact the outcome, or the Investigator's recommendation. Appeals must be submitted in writing to the Superintendent. ~~If the employee who made the Complaint is dissatisfied with the resolution, he/she may appeal to the Superintendent within 14 calendar business days of after receiving notice of the outcome of the investigation.~~ the resolution. If the Superintendent performed the initial investigation or is the subject of the Complaint, the appeal shall be reviewed by the Chairman of the Board or a designated subcommittee of the Board. Upon receipt of a valid appeal, the Superintendent or Chair/Subcommittee shall review the investigation report and may conduct further investigation if deemed appropriate. The Superintendent's decision on appeal shall be provided in writing to the parties/complainant within 21 business days, if practicable. The Superintendent's decision on appeal shall be final.

Legal Reference: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.)
Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e et seq.); 29 CFR § 1604.11
Americans with Disabilities Act (28 CFR § 35.107 42 U.S.C. § 12101 et seq.); 28 CFR § 35.107
Section 504 of the Vocational Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.); 34 CFR § 104.7
Title IX of the Educational Amendments of 1972 (20 U.S.C. § 1681 et seq. 34 CFR § 106.8(b)); 34 CFR § 106.8(b)
Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq. 34 CFR § 110.25); 34 CFR § 110.25
Equal Pay Act of 1963 (29 U.S.C. § 206(d))
Genetic Information Nondiscrimination Act of 2008 (42 U.S.C. § 2000ff et seq.)
 NH Code Admin. R. Ed. 303.01(i) and (j)
NH RSA 354-A:7

Cross Reference: ~~AC~~ – Nondiscrimination/Equal Opportunity
 ACAB – Harassment and Sexual Harassment of ~~School~~ Employees

PUPIL SAFETY AND VIOLENCE PREVENTION POLICY BULLYING AND CYBERBULLYING

FIRST READING

I. GENERAL STATEMENT OF POLICY

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

Bullying in schools has historically included actions shown to be motivated by a pupil's actual or perceived race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomic status, age, physical, mental, emotional or learning disability, gender, gender identity and expression, obesity, or other distinguishing personal characteristics, or based on association with any person identified in any of the above categories

This policy, in conjunction with the Board's Student Discrimination, Harassment, and Bullying Complaint Procedure (ACAA-R), is intended to comply with RSA 193-F. The Superintendent is responsible for implementing this policy, but may delegate specific responsibilities to administrators and others as deemed appropriate.

II BULLYING AND CYBERBULLYING DEFINED

Definitions

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

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

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

(a) Occurs on, or is delivered to, school property or a school-sponsored activity or event, on or off school property; or

(b) Occurs off school property or outside of a school-sponsored activity or event, and the conduct interferes with a pupil’s educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

Bullying or cyberbullying of a student on the basis of sex, sexual orientation, gender identity, race, color, creed, ancestry, national origin, religion, age, marital status, familial status, economic status, pregnancy, physical or mental disability may also constitute illegal discrimination or harassment under federal and/or state laws. ~~Complaints regarding such conduct may be processed through the Board’s Student Discrimination and Harassment Complaint Procedure (ACAB-R).~~

2. “Cyberbullying” means conduct defined in paragraph 1 of this section that takes place through the use of electronic devices.
3. “Electronic devices” include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
4. “School property” means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
5. “Perpetrator” means a pupil who engages in bullying or cyberbullying.
6. “Victim” means a pupil against whom bullying or cyberbullying has been perpetrated.

Actionable Incidents of Bullying or Cyberbullying

~~“Bullying” or “cyberbullying” shall occur when an action or communication as defined in the above “Definitions” section:~~

~~(a) Occurs on, or is delivered to, school property or a school-sponsored activity or event, on or off school property; or~~

~~(b) Occurs off school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil’s educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event~~

III. BULLYING, CYBERBULLYING, AND RETALIATION PROHIBITED

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-It shall be a violation of this policy to engage in, or cause others to engage in, the bullying or cyberbullying of a pupilstudent.

-It shall be a violation of this policy to engage in retaliation or false accusations against a victimcomplainant, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying.

All students are protected by this policy, regardless of their status under the law.

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

IV. REPORTING AND INVESTIGATION PROCEDURES

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

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

(See Form ACAA-R).

~~The building administrator or designee shall notify the parents/guardians of the alleged victim(s) and perpetrator(s) that a bullying/cyberbullying report has been made within 48 hours of the report and in accordance with applicable privacy laws. However, the building principal or designee may request a waiver of this parent notification requirement from the Superintendent. The Superintendent may waive parent/guardian notification at this stage of the procedure if he/she determines this to be in the best interest of the victim(s) and/or the perpetrator(s). Any such waiver of the parent notification requirement shall be made in writing.~~

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

~~V. INVESTIGATION~~

~~The principal or designee will initiate an investigation within two (2) school days of the reported incident of bullying or cyberbullying. The investigation shall be completed within ten (10) school days of the reported incident, and should include speaking with the alleged victim, alleged perpetrator, known witnesses, and reviewing other evidence available through reasonable good faith efforts. The results of the investigation shall be documented in writing and preserved in accordance with laws governing retention of educational records.~~

- ~~a. The alleged perpetrator(s) will be provided the opportunity to be heard as part of the investigation.~~
- ~~b. Privacy rights of all parties shall be maintained in accordance with applicable laws.~~
- ~~c. The building principal or designee shall keep a written record of the investigation process.~~
- ~~d. The building principal or designee may take interim remedial measures to reduce the risk of further bullying/cyberbullying, retaliation and/or to provide assistance to the alleged victim while the investigation is pending.~~
- ~~e. The building principal or designee shall consult with the Superintendent as appropriate concerning the investigation and any remedial measures or assistance provided.~~
- ~~f. The investigation shall be completed within ten (10) school days of receipt of the report, if practicable. The Superintendent may grant in writing an extension of time to complete the investigation of up to 7 additional school days if necessary. The Superintendent shall notify all parties involved of any such extension.~~
- ~~g. If the building principal or designee substantiates the bullying/cyberbullying report, he/she shall, in consultation with the Superintendent determine what remedial and/or disciplinary actions should be taken against the perpetrator(s) and determine what further assistance should be provided the victim(s), if any.~~
- ~~h.a. The building principal or designee shall inform the victim(s), the perpetrator(s) and their parents/guardians in writing of the results of the investigation and any remedies and/or assistance provided by the school, including strategies for protecting students from retaliation. Such communication shall be provided within 10 school days and shall be compliance with applicable privacy laws.~~

VI. TRAINING

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

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

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VII. ANNUAL REPORT TO NEW HAMPSHIRE DEPARTMENT OF EDUCATION

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

VIII. IMMUNITY

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

IX. POLICY DISSEMINATION

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

X. APPEAL

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

~~The School Board or its designee will inform parents of any appeal rights they may have to the New Hampshire State Board of Education~~ Appeal rights related to complaints of bullying/cyberbullying are set forth in the Board's Student Discrimination, Harassment, and Bullying Complaint Procedure (ACAA-R).

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

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

~~NOTE: See JICK-E (report form)~~

Legal References: NH RSA 193-F:2-F:10 ; ~~NH RSA 193:13 Pupil Safety and Violence Prevention Act as amended 7/2010~~
 RSA 570-A:2 Capture of Audio Recordings on School Buses Allowed
RSA 193:13
 NH Code of Administrative Rules, Section Ed 317

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Cross References:

AC – Nondiscrimination/Equal Opportunity

~~ACAB~~ ACAA - Harassment and Sexual Harassment of Students

~~ACABACAA~~-R - ~~Harassment and Sexual Harassment of Students~~ Student Discrimination, Harassment, and Bullying
Complaint Procedure

ACAA-R – Report Form

JRA – Student Records and Information

JICFA - Hazing

STUDENT CONDUCT, DISCIPLINE, AND DUE PROCESS

FIRST READING

Safe School Zone

Inappropriate student conduct that causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of others will not be tolerated. Students are expected to exhibit appropriate classroom behavior that allows teachers to communicate and educate effectively.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Further, the Dover School Board recognizes that out-of-school conduct of students attending school within the district is not normally a concern of the School Board. However, the School Board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of the Dover School Board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct that, in the opinion of the school administrators, has an adverse impact upon the school.

Out-of-School and off-campus student conduct that may subject a student to discipline includes, but is not limited to:

1. Damaging school property;
2. Violence at or near the school's bus stop, either before or after the school day;
3. Drinking alcohol, using tobacco products, or using illegal drugs at or near the school bus stop, either before or after the school day;
4. Damaging the private property of school staff or employees;
5. Any other activity the Board or administration determines impedes the general welfare of scholastic activities.

Cyber-Bullying and Internet Threats

The Board also recognizes that there are growing occurrences of "cyber-bullying" and threatening language being used by students on the internet when out-of-

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school and off-campus. Cyber-bullying will be addressed in accordance with Policy JICK-(Bullying Policy)

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Suspension means an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

Due process in accordance with all applicable laws will be afforded to any student involved in a proceeding that may result in suspension, exclusion, or expulsion.

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

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Students who receive short term suspensions (less than ten days), long-term

suspensions, or expulsions are entitled to the following due process:

Short-term suspension (ten school days or less).

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

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

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

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

Expulsion

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

Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13.

The Superintendent may modify expulsion requirements as provided in RSA 193:13, IV.

Discipline of students with identified or suspected disabilities will be in accordance with the Individuals with Disabilities Education Act 2004, New Hampshire Rules for the Education of Children with Disabilities, and Section 504 of the Rehabilitation Act of 1973.

Students and parents will be notified annually of this policy.

Legal References:

RSA 193:13, Suspension & Expulsion of Pupils

NH Code of Administrative Rules, Section Ed. 317.04(b), Disciplinary
Procedures

~~NH Code of Administrative Rules, Section Ed. 306.04(f), Student Discipline~~

NH Code of Administrative Rules, Section Ed. 306.06, Culture & Climate

See Appendix: JICD-R

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MEMORANDUM OF UNDERSTANDING

FIRST READING

It is the intention of the local police department and the school district to work in a joint cooperative effort to provide a safe and healthy school environment for the students, staff, and visitors. We intend to do this in compliance with New Hampshire RSA 193-D, Safe School Zones, as amended:

Communication and sharing of information are the initiation of any cooperative effort. As required by law, it is agreed that every school employee who has witnessed, or who has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act in writing immediately to a supervisor. A supervisor receiving such report shall immediately forward such information to the school principal who shall file it with the local law enforcement authority. Such report shall be made by the principal to the local law enforcement authority immediately, by telephone or otherwise, and shall be followed within forty-eight (48) hours by a report in writing. If the alleged victim is a student, the principal shall also immediately notify the person responsible for the victim's welfare, as defined in RSA 169-C:3, XXII, that a report was made to the local law enforcement authority.

As a result of New Hampshire RSA 193-D:7, school employees are relieved of concerns regarding confidentiality. It states:

Notwithstanding any other provision of law, it shall be permissible for any law enforcement officer and any school administrator to exchange information relating only to acts of theft, destruction, or violence in a safe school zone regarding the identity of any juvenile, police records relating to a juvenile, or other relevant information when such information reasonably relates to delinquency or criminal conduct, suspected delinquency or suspected criminal conduct, or any conduct which would classify a pupil as a child in need of services under RSA 196-D or a child in need of protection under RSA 169-C.

The report required above shall include (blank forms are supplied):

- (a) Identification of the act of theft, destruction, or violence as defined in RSA 193-D:1 that was allegedly committed.
- (b) The name and address, if known, of any witness to the act of theft, destruction, or violence in a safe school zone.
- (c) The name and home address, if known, of any person suspected of committing an act of theft, destruction, or violence in a safe school zone.

The written report required above shall be waived by law enforcement officials when there is a law enforcement response at the time of the incident which results in a written police report.

"Acts of theft, destruction, or violence" means acts set forth in the following, regardless of the age of the perpetrator, and shall be reported as required above:

DOVER SCHOOL DISTRICT	POLICY CODE: JICD-R
DATE OF ADOPTION: APRIL 10, 2006	PAGE 2 OF 3

- (a) **Homicide under RSA 630:** Any death shall be immediately reported to law enforcement officials, regardless of suspected case.
- (b) **Any first or second degree assault under RSA 631 or simple assault under RSA 631:2-a.** This will include any injury to a person caused by another person. Investigation may reveal that not all of these incidents constitute an actual crime. Reporting will allow an investigation to be conducted. Simple assaults may result in some injuries. Simple assaults also include knowingly having unprivileged physical contact with another person. Recognize that this can be very minor contact.
- (c) **Any felonious or aggravated felonious sexual assault under RSA 632-A.** Although going beyond the legal requirement, all acts of sexual penetration occurring within safe school zones will be reported.
- (d) **Any criminal mischief under RSA 634:2.** This involves damage to property by a person who purposely or recklessly damages the property of another. This can include school property.
- (e) **Unlawful possession or sale of a firearm or other dangerous weapon under RSAS 159.** Due to the tremendous potential for serious injury or death when firearms are present, any person in possession of a firearm within Safe School Zones will be reported. The exception will be recognized law enforcement personnel. Some of those reported may not be in violation of the law, but should be reported.
- (fe) **Arson under RSA 634:1.** Any person who knowingly starts any fire or causes any explosion which results in injury, damage to the property of another, or is done with intention disregard for the safety of others, is included in this section.
- (gf) **Burglary under RSA 635.** Any person who enters a building, or separately secured section of a building, with a purpose to commit a crime inside.
- (hg) **Robbery under RSA 636.** This includes any theft that is accomplished by the use of physical force or the threat of imminent use of force.
- (ih) **Theft under RSA 637.** A person commits theft if he or she obtains or exercises unauthorized control over the property of another.
- (i) **Illegal sale or possession of a controlled drug under RSA 318-B.** Although going beyond the legal requirement, reports will be made on any substance, other than food, that affects the way your mind and body work, excepting legally prescribed medications, which should be recorded with the appropriate administrative school personnel.
- (k) **Criminal Threatening under RSA 631:4.** Criminal threatening occurs when, by physical conduct, the person intends to place another person in fear of bodily injury or contact, or places any object or graffiti on the property of another with the purpose to coerce or terrorize the person, or threatens to commit a crime against another person or property of a person to terrorize the person, or the person threatens a crime of violence, including the use of a biological or chemical substance, to cause evacuation of any place to cause serious public inconvenience in reckless disregard of causing fear to others. Further, if the person delivers or threatens to deliver any substance that could be

DOVER SCHOOL DISTRICT	POLICY CODE: JICD-R
DATE OF ADOPTION: APRIL 10, 2006	PAGE 3 OF 3

perceived as a biological or chemical substance to another person for the purpose of causing fear, or in reckless disregard of causing fear, that person has committed criminal threatening under the statute.

Additionally, an act of theft, destruction, or violence may mean the items set forth below when, in the opinion of the reporting individual, it is of serious proportion:

- ~~(a) **Simple assault under RSA 631:2-a.** Simple assaults may result in some injuries. Simple assaults also include knowingly having unprivileged physical contact with another person. Recognize that this can be very minor contact and the principals will consider the district disciplinary policy when making a determination about whether or not to file a Safe School Zone offense report. We agree to err in the direction of filing a report when there is any question. Law enforcement and school officials can then jointly determine the best action to be taken.~~
- ~~(b) **Criminal mischief under RSA 634:2.** This includes purposely or recklessly damaging the property of another. This includes school property.~~
- ~~(c) **Theft under RSA 637.** This is obtaining or exercising of unauthorized control over the property of another.~~

The following terms, as defined in RSA 193-D:1 apply to this memorandum:

"*Safe school zone*" means an area inclusive of any school property or school buses.

"*School*" means any public or private elementary, secondary, or secondary vocational-technical school in New Hampshire. It shall not include home schools under RSA 193-A.

"*School employee*" means any school administrator, teacher, or other employee of any public, or private school, school district, school department, or school administrative unit, or any person providing or performing continuing contract services for any public or private school, school district, school department, or school administrative unit.

"*School property*" means all real property, physical plan, and equipment used for school purposes, including, but not limited to, school playgrounds and buses, whether public or private.

"*School purposes*" means school-sponsored programs, including, but not limited to, educational or extracurricular activities.

Nothing contained in this memorandum is intended to limit the events that may be reported to the police department or to limit school employees from requesting police assistance on matters not referred to in this memorandum.

Any person who knowingly fails to comply with the reporting requirements under RSA 193-D:4 for acts of theft, destruction or violence, unless such report is waived under RSA 193-D:5, shall be guilty of a violation and may be subject to discipline by the District.

The local police department and the school district agree to provide their employees with training relative to this memorandum of understanding, its purpose, and anticipated results.

DOVER SCHOOL DISTRICT	POLICY CODE: JICD-R
DATE OF ADOPTION: APRIL 10, 2006	PAGE 4 OF 3

The parties further agree to maintain regular and open communication to evaluate the effect of this memorandum and suggest improvements and adjustments that may be necessary.

DOVER SCHOOL DISTRICT	POLICY CODE: IKFB
DATE OF ADOPTION: APRIL 13, 2015	PAGE 1 OF 1

CREDITS AND GRADUATION FOR FIFTH YEAR HIGH SCHOOL STUDENTS

FIRST READING

The Dover School District has as one of its priorities to assist all students at its high school by affording them every opportunity to graduate. Each year there are some students who cannot successfully earn the required credits to graduate within the four-year structure of the high school schedule.

At the discretion of the principal, students earning less than the required credits within four years may continue to be enrolled only as full-time students at the high school.

Exceptions to the full-time requirement may be made by the principal if a student meets all the conditions for a part-time fifth-year program. **All diplomas awarded under this policy will be Dover High School diplomas.**

~~OPTION ONE: PART-TIME STUDENT IN-HOUSE~~

To enter the program within the high school a fifth-year part-time student shall meet or have met all of the following criteria:

- ~~Completed four years of study~~ **Enrolled at the high school level for 4 years.**
- Earned at least 23 ~~22~~ credits **out of possible 26 credits**
- Earned at least 48 ~~18~~ **16** credits **out of a possible 20** if the student has been approved for a Basic Diploma
- Possess a behavior/academic record that shows promise that the student shall be able to complete graduation requirements in one year
- Agree to enter the building during the school day for classes that he/she is enrolled in and depart when his/her assigned class work is complete

~~OPTION TWO: DOVER ADULT LEARNING CENTER~~

~~To enter the fifth year program with Dover High School collaborating with the Dover Adult Learning Center, a student shall meet or have met the following criteria:~~

- ~~Completed four years of study~~
- ~~Earned at least seventeen (17) credits~~
- ~~Possess a behavior/academic record that shows promise that he/she shall be able to complete graduation requirements in one year~~
- **Students may choose courses at Dover Adult Learning Center that are accepted by Dover High School for equivalent credits toward the credit requirement with prior approval from Dover High School administration.**

DOVER SCHOOL DISTRICT	POLICY CODE: GBEBB
DATE OF ADOPTION: AUGUST 22, 2011	PAGE 1 OF 2

STAFF CONDUCT WITH STUDENTS

FIRST READING

The Dover School Board expects all staff members, including teachers, coaches, counselors, administrators and others, to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers (including, but not limited to; coaches, volunteers, chaperones, and other individuals who have been entrusted with the care and safety of students).

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between staff and students in an educational setting; and consistent with the educational mission of the schools. The staff in our schools are the key to securing a safe, responsive school environment. Educators, as part of their Code of Ethics and their professional responsibilities, must not only respond effectively, quickly, and consistently to incidents of bullying students, they must model the types of interactions that are appropriate.

Prohibited Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

- Behavior that intentionally exposes a student to embarrassment, disparagement, intimidation or retaliation. Staff bullying violates the Code of Ethics of the Profession (NEA Code of Ethics; Statement 5, Principle 1);
- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance.
- Sexual banter, allusions, jokes or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names or otherwise in an overly familiar manner; and
- Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner.

Before engaging in the following activities, staff members will review the activity with their building principal or supervisor, as appropriate:

- Being alone with individual students out of public view;
- Driving students home or to other locations;
- Inviting or allowing students to visit the staff member's home;
- Visiting a student's home, unless on official school business;

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- Maintaining personal contact with a student outside of school by telephone or text messaging, computer (such as e-mail, Instant Messenger, social networking sites), or letters (beyond homework or other legitimate school business);
- Exchanging personal gifts (beyond the customary student-teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events except as participants in organized community activities.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure about whether particular conduct may constitute a violation of this policy.

Student Safety

It is expected that any staff member who has a student in their charge will be responsible for that student from the time in which the students' parent/guardian is released to the care of the staff member until such time as the student is returned to the care of the parent/guardian their next destination and designated supervision. It should not be expected that other staff members will accept that responsibility without the express approval of the parent/guardian administrator. In other words, staff members are "on-duty" from the time they accept responsibility for a student until that student is back in the custody of their parent/guardian regardless of situation. returned to their next destination and designated supervision

Reporting Violations

Students and/or their parents/guardians are strongly encouraged to notify the principal [or other appropriate administrator] if they believe that a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify promptly the appropriate building administrator or superintendent if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action

Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in a referral to the Department of Health and Human Services and/or law enforcement in accordance with board's policy.

Policy to be Included in Handbooks [or disseminated by other means]

This policy shall be included in all employee, student and volunteer handbooks.

Cross Reference: ACAA-Harassment and Sexual Harassment of Students
JLF – Report Child Abuse and Neglect

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

SECOND READING

EMERGENCY PLANS

The Superintendent is responsible for ensuring the district's Emergency Response Plan addresses hazards such as: acts of violence, natural disasters, fire, hazardous materials, medical emergencies, and other hazards deemed necessary by the School Board or local emergency authorities. The emergency response plans will be based on and conform to the Incident Command System and the National Incident Management System.

The School Board directs the Superintendent to develop site-specific emergency response plans for each school building and further directs the Superintendent to submit the emergency response plans to the Division of Homeland Security And Emergency Management, Department Of Safety.

The Superintendent is responsible for ensuring that at least two times per year, the district conducts emergency response drills. The Board or its designee will establish relations with local and state emergency and law enforcement authorities. The Superintendent or his/her designee will serve as a coordinator/liaison with these authorities.

Legal References:

RSA [189](#):64, Emergency Response Plans

Appendix: [EBCA-R](#)

Revised: September 2014

Revised: July 1998, August 2007

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

SECOND READING

FIRE DRILLS

Fire drills will be scheduled by the building principal. Fire Drills should be conducted at least once per month while school is in session. Exceptions to the frequency of such drills may be granted pursuant to state law.

The purpose of a fire drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside. The building principal is responsible for creating fire drill routes and procedures, and for maintaining all documentation relative to fire drills.

Legal Reference:

NH Code of Administrative Rules, Section SAF-C 6008.04, 6008.05, State Fire Code, Building Safety

Appendix: [EBCB-R](#) Fire Exit Drills in Educational Occupancies

Revised: February 2008

Reviewed: April 2004

Revised: July 1998, January 2006

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

SECOND READING

CRISIS PREVENTION AND RESPONSE

The Board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, and other events. No school is immune from these events no matter the size or location. The Board is committed to the prevention of these events, to the extent possible, in the schools and at school-sponsored activities.

The Superintendent shall establish an advisory committee to develop a Crisis Prevention and Response Plan. Board Policy [EBCA](#) and Appendix [EBCA-R](#) contain provisions relative to Emergency Response Plans. Consistent with Policy [EBCA](#) and RSA [189](#):64, the School Board directs the Superintendent to develop site-specific emergency response plans for each school building and further directs the Superintendent to submit the emergency response plans to the Division Of Homeland Security And Emergency Management, Department Of Safety.

The committee will review school district programs and activities, assess the district's security and safety needs, and review Board policies, administrative regulations, response plans and procedures.

The Superintendent will develop an administrative regulation that ensures the effective development and implementation of the district's plan.

Legal References:

RSA [189](#):64, Emergency Response Plans

RSA [193](#)-D, Safe School Zones

RSA [193](#)-F, Pupil Safety and Violence Prevention

NH Code of Admin. Rule. Section Ed. 306.04(a)(2), Promoting School Safety

Revised: September 2014

Revised: August 2007

New Policy: November 2006



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



PETER DRISCOLL
Principal
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March 8, 2017

Dear School Board Members,

Dover High School and Regional Career Technical Center would like to request Thursday, June 8, 2017 as the graduation date for the Class of 2017. Students and faculty have begun preparations and are looking forward to the culminating event of our student's careers at Dover High School.

Sincerely,

Peter Driscoll
Dover High School Principal

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

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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
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TO: Dover School Board
FR: Dr. Elaine M. Arbour, Superintendent of Schools
RE: School Year Options
DATE: March 13, 2017

Proposed changes to the school year due to high number of days out of school caused by inclement weather:

1. TW Day scheduled for March 24th will be a student day.
2. TW Day scheduled for May 26th will be a student day.
3. Last student day will be June 22nd (1/2 day, as originally scheduled) instead of June 26th.
4. Request that the Board waive the graduation date regarding the last school day differential requirement noted in policy IKF due to the fixed date of availability for Lundholm Gymnasium at UNH (June 8th). This is a special exception due to facilities limitations. Policy IKF states that "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 172nd day of instruction. No school day shall be modified for preparation activities prior to the 172nd day." The proposed graduation date of June 8, 2017 will fall on the 167th day of school for seniors. Please note that secondary schools in New Hampshire are required to have 990 hours of instructional time per school year and Dover High School/Career Technical Center has 1076.75 hours of instructional time (86.75 hours more than the minimum required).
5. Request that the last day staff is physically at school is June 23rd for a TW Day (Ed Camp and Inquiry presentations). June 23rd will include any DPA and DEOP personnel who choose to work on that workshop day, as allowed by collective bargaining agreements.
6. The additional TW Day that would have been on June 26th would occur in smaller increments throughout the remainder of the school year to allow staff to engage in meaningful and timely professional development that can be applied during the school year. They will be required to document a minimum of six (6) hours of learning time on their Inquiry project and/or other allowable PD activities relating to their areas of certification and/or teaching assignment, to be approved by the building administrator. This will require a sidebar agreement between the Superintendent and DTU stating the details of the agreement and that it is not precedent setting.

GENERAL FUND - FY2017 CONDITION OF ACCOUNTS					
REVENUE - ESTIMATED FEBRUARY 28, 2017					
Account Description	FY2017 Budget (Adjusted)	Received To Date 2/28/2017	Add'l Anticipated Estimated Revenue	Total Estimated Revenue	(Over)/ Under Budget
Tuition - Regular From Parents	\$ -	\$ -	\$ -	\$ -	\$ -
Tuition - Other NH Districts	\$ (64,235.00)	\$ (17,709.48)	\$ (8,854.72)	\$ (26,564.20)	\$ 37,670.80
Tuition - Barrington	\$ (2,731,250.00)	\$ (1,951,700.36)	\$ (634,364.78)	\$ (2,586,065.14)	\$ 145,184.86
Tuition - Nottingham	\$ (988,174.00)	\$ (426,352.74)	\$ (498,423.65)	\$ (924,776.39)	\$ 63,397.61
Tuition - SPED Aides	\$ (312,000.00)	\$ (146,309.43)	\$ (185,179.14)	\$ (331,488.57)	\$ (19,488.57)
Tuition - Voc - NH Districts	\$ (80,000.00)	\$ (36,099.19)	\$ (36,099.19)	\$ (72,198.38)	\$ 7,801.62
Tuition - Voc - Out of State	\$ (50,000.00)	\$ (37,680.82)	\$ (38,606.14)	\$ (76,286.96)	\$ (26,286.96)
Other Local Revenue - Districtwide	\$ (163,000.00)	\$ (30,728.17)	\$ (9,271.83)	\$ (40,000.00)	\$ 123,000.00
Other Local Revenue - DMS	\$ -	\$ (112.00)	\$ -	\$ (112.00)	\$ (112.00)
Other Local Revenue - DHS	\$ -	\$ (401.97)	\$ -	\$ (401.97)	\$ (401.97)
Other Local Revenue - GES	\$ -	\$ (21.07)	\$ -	\$ (21.07)	\$ (21.07)
State Adequate Education Grant	\$ (8,933,782.00)	\$ (6,268,599.00)	\$ (2,665,182.96)	\$ (8,933,781.96)	\$ 0.04
FY17 Adequacy Aid Settlement	\$ (1,347,797.00)	\$ (1,347,797.00)	\$ -	\$ (1,347,797.00)	\$ -
School Building Aid	\$ (650,873.00)	\$ (325,436.64)	\$ (325,436.62)	\$ (650,873.26)	\$ (0.26)
Catastrophic Aid	\$ (263,520.00)	\$ (322,237.05)	\$ -	\$ (322,237.05)	\$ (58,717.05)
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)	\$ (38,324.86)	\$ (36,675.14)	\$ (75,000.00)	\$ 25,000.00
ABE Allocation	\$ (39,011.00)	\$ (19,524.54)	\$ (19,486.46)	\$ (39,011.00)	\$ -
Impact Aid	\$ (5,000.00)	\$ -	\$ (5,000.00)	\$ (5,000.00)	\$ -
Medicaid Distribution	\$ (650,000.00)	\$ (360,245.97)	\$ (189,754.03)	\$ (550,000.00)	\$ 100,000.00
School - Transfer from Special Reserves	\$ (200,000.00)	\$ -	\$ (200,000.00)	\$ (200,000.00)	\$ -
School - Transfer from Capital Reserves	\$ (2,729,000.00)	\$ -	\$ (2,679,000.00)	\$ (2,679,000.00)	\$ 50,000.00
Tuition - Preschool Program	\$ (14,400.00)	\$ (10,664.21)	\$ (335.79)	\$ (11,000.00)	\$ 3,400.00
Tuition - Summer School, WPS	\$ (8,000.00)	\$ (6,140.00)	\$ -	\$ (6,140.00)	\$ 1,860.00
Athletic Transportation, DMS	\$ (10,000.00)	\$ (10,052.30)	\$ (4,947.70)	\$ (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)	\$ (31,747.63)	\$ (18,252.37)	\$ (50,000.00)	\$ 5,000.00
Total Non Tax Revenue	\$ (19,650,692.00)	\$ (11,572,875.44)	\$ (7,554,870.52)	\$ (19,127,745.96)	\$ 522,946.04
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	\$ (57,480,036.00)			\$ (56,957,089.96)	\$ 522,946.04
EXPENSES & ENCUMBRANCES - ESTIMATED FEBRUARY 28, 2017					
Account Description	FY2017 Budget (Adjusted)	Expenses to Date 2/28/2017	Encumbrances/ Antic. Exp 2/28/2017	Total Estimated Exp/Enc to Date	Over/ (Under) Budget
(1100) Regular Education Programs	\$ 21,036,125.78	\$ 10,615,988.52	\$ 10,067,316.22	\$ 20,683,304.74	\$ (352,821.04)
(1200) Special Education Programs	\$ 9,521,517.14	\$ 5,284,683.12	\$ 4,102,661.89	\$ 9,387,345.01	\$ (134,172.13)
(1300) Career and Technical Education Programs	\$ 1,879,648.62	\$ 940,138.09	\$ 789,027.54	\$ 1,729,165.63	\$ (150,482.99)
(1400) Co-Curricular Activities and Athletics	\$ 621,978.89	\$ 382,175.67	\$ 168,000.49	\$ 550,176.16	\$ (71,802.73)
(1600) Adult/Continuing Education Programs	\$ 238,400.88	\$ 150,261.04	\$ 75,952.68	\$ 226,213.72	\$ (12,187.16)
(2100) Support Services - Students	\$ 3,523,649.58	\$ 1,827,046.23	\$ 1,628,523.41	\$ 3,455,569.64	\$ (68,079.94)
(2200) Support Services - Instructional Staff	\$ 989,827.17	\$ 471,155.77	\$ 424,479.79	\$ 895,635.56	\$ (94,191.61)
(2300) Support Services - General Admin.	\$ 1,353,999.66	\$ 886,646.98	\$ 411,836.62	\$ 1,298,483.60	\$ (55,516.06)
(2400) Support Services - School Admin.	\$ 2,609,812.53	\$ 1,742,562.91	\$ 828,139.26	\$ 2,570,702.17	\$ (39,110.36)
(2600) Support Services - Operation Maint/Plant	\$ 3,989,489.39	\$ 1,990,009.57	\$ 2,066,566.28	\$ 4,056,575.85	\$ 67,086.46
(2700) Support Services - Student Transportation	\$ 2,199,996.00	\$ 1,173,049.40	\$ 1,092,539.10	\$ 2,265,588.50	\$ 65,592.50
(2800) Support Services - Centralized Services	\$ 962,679.36	\$ 657,015.31	\$ 223,489.47	\$ 880,504.78	\$ (82,174.58)
(2900) Support Services - Other	\$ 10,015.00	\$ 9,948.46	\$ 487.50	\$ 10,435.96	\$ 420.96
Fund Transfer to Special Revenue Funds	\$ 525,280.00	\$ 525,280.00	\$ -	\$ 525,280.00	\$ -
Fund Transfer to Capital Reserves	\$ 80,000.00		\$ 80,000.00	\$ 80,000.00	\$ -
Fund Transfer to Cap Res-FY17 Adequacy Aid Settlement	\$ 1,347,797.00		\$ 1,347,797.00	\$ 1,347,797.00	\$ -
Total Operating Expenses	\$ 50,890,217.00	\$ 26,655,961.07	\$ 23,306,817.25	\$ 49,962,778.32	\$ (927,438.68)
School Debt - Principal Payments	\$ 2,046,065.00	\$ 628,943.25	\$ 1,417,121.75	\$ 2,046,065.00	\$ -
School Debt - Interest Payments	\$ 4,543,754.00	\$ 957,716.16	\$ 3,586,037.84	\$ 4,543,754.00	\$ -
Total Debt Service	\$ 6,589,819.00	\$ 1,586,659.41	\$ 5,003,159.59	\$ 6,589,819.00	\$ -
total Expenses, Encumbrances and Anticipated Expenses	\$ 57,480,036.00	\$ 28,242,620.48	\$ 28,309,976.84	\$ 56,552,597.32	\$ (927,438.68)
		Estimated Operating Revenue (over)/under budget			\$ 522,946.04
		Estimated Net revenue/expenses, (unexpended funds)/deficit			\$ (404,492.64)
As of February 28, 2017, estimated unexpended funds is \$404,492.64					