



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #8
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, August 14, 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. Public Meeting to Enter Nonpublic Meeting #8, July 10, 2017
 - 2. Nonpublic #8, July 10, 2017
 - 3. Regular Meeting #7, July 10, 2017
- G. CONSENT AGENDA**
 - 1. Correspondence:**
 - a. Exploration of Writing request
 - b. Effects of Sustainable Food Stem
 - 2. Resignations/Retirements:**
 - a. Jocelyn Shelby-School Psychologist
 - b. Stephanie Noel-WPS Behavior Specialist
 - c. Brian Collopy-DMS Special Educator
 - d. Rebecca Pazdon-DMS School Counselor
 - 3. Leaves of Absence:** none
 - 4. Nominations:**
 - a. Teacher
 - b. GES Dean of Students
 - 5. Extended Travel (Student Trips):**
 - a. Washington DC
 - b. NHJOTC trip to Naval Station in Newport, RI
 - 6. Donations:** July 10 Donations
- H. STUDENT REPRESENTATIVE REPORT:** none
- I. POLICY – CHANGES – PROPOSALS:** none
- J. POLICY ADOPTION:** none
- K. RESOLUTIONS:** none
- L. OLD BUSINESS:**
 - a. Superintendent Entry Plan Status and Review/Discussion of Entry Plan Data



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b. Garrison School Construction Project Update

M. NEW BUSINESS:

- a. CIP Discussion
- b. 2018-2019 Draft Academic Calendar Discussion
- c. Enrollment Update
- d. Community Chat

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/Person Requesting Permission: Thomas Newkirk

Name of Survey/Research: An Exploration of Fiction Writing of Eighth Graders

Advisor: NA

Department: NA

Time Frame of Survey/Research: 9 months

Brief Description of Survey: I plan to conduct 2-3 interviews with approximately 15 students in Mark Holt-Shannon's 8th grade classes during the 2017-2018 school year. I will be exploring the ways in which they draw on their reading, viewing, and gaming to create fictional stories. This set of interviews will be part of what I hope will be a book on fiction writing done by middle and high school students.

Who will be involved in the Survey/Research? Approximately 15 students in Mark Holt-Shannon's eighth grade classes

Does the research have IRB approval? I no longer work at UNH. So no.

How will Students be Involved? I will conduct 2-3 interviews with each student in a quiet space in the library. These audio-taped interviews will focus on the students composing process, particularly how they draw on reading and media resources. I will also make copies of their stories.

How exactly will the School be involved? The major involvement will be my collaboration with Mark Holt-Shannon, a former student of mine, and a teacher I admire for his work with writing. In his classroom I will explain my project in his classroom and invite students to participate. I will also need the cooperation of the librarian to find a place in the library to interview students.

Protocol:

Recruitment of Students: Once school gets underway in September, I will meet with each of Mark's classes to explain the project. Interested students will inform Mark, and I will send a descriptive letter to parents along with a consent form (both are attached). I will also attach a letter from Mark indicating his support of the project. Once consent forms are turned in, I can begin scheduling interviews.

Interview Format: The interview will function very much like a writing conference. I will read the story ahead of time and come prepared to explore the decisions the writer has made. I will ask questions like:

- a) What do you like best about your story? Why?
- b) How do you want your readers to respond to this? What is its appeal?
- c) How did you go about imagining your main characters? Were you influenced by anything you have read or viewed?
- d) How did you imagine your plot? What did you do to draw your reader in?

4/18/2016

Anonymity of Students: In any reporting or writing that I do, the real names of students will not be used (I will invite them to pick their pseudonym). The school and teacher will not be named.

Withdrawal from Study: It will be clearly stated in the consent letter that students can withdraw from the project at any time with no expectation that they need to state a reason. They will simply need to contact Mark to let him know. Participants will also be able to choose which pieces they feel comfortable sharing with me. If there is a story they prefer not to share, that is their decision.

Risks to Students: So long as anonymity is maintained, the risks to students are non-existent. Any writing quoted will not be traceable to students. The interview format I will use is very close to the writing conferences students are familiar with. Participation in the study will have no effect on any grade.

Benefits to Students: In the past, students who I have worked with have liked talking to an appreciative reader about their work—and they welcome the chance to have excerpts from their writing being used in a book for teachers.

Benefit to the School: At the conclusion of the project, I would be happy to meet with any interested staff to share what I have learned.

Consent to Quote Student Work: If I quote student work in a publication, I will ask for a second permission, and I will share with the parent/ guardian, and student the exact quotation and the context in which the student is quoted.

Objectives of the Survey/Research: I want to probe the decision-making that goes into fiction writing at this grade level. I believe that this fiction is often more crafted than teachers imagine it is. This will be part of a larger project that will argue for a bigger place for fiction writing in secondary schools. If reading of fiction expands the imagination, the same case can be made for the writing of fiction.

How will Survey/Research contribute to the improvement of education or general welfare of children?

Too many students come to dislike writing in middle and high school, though I believe that they would welcome the opportunity to write fiction in the genres they love to read and view. Much of this writing goes on now off the educational grid (e.g. 750,000 examples of fan fiction written off the Harry Potter books are archived on one website). There is clearly a missed opportunity here.

Advanced Authorization form attached? I am not clear what form this is—and the school administrator I have asked about this is also not sure what form this is.

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

Short Bio: Thomas Newkirk was Professor of English at the University of New Hampshire from 1977-2015. During his career there he taught in and directed the introductory writing course, worked with prospective English teachers, and established the New Hampshire Literacy Institutes (now in its 35th year) and the Writer's Academy for students (now in its 20th year). He has served as a trustee on the National Council of Teachers of English Research Foundation and he received from NCTE the David Russell Award for his book, The Performance of Self in Student Writing. He has published extensively on

4/18/2016

literacy at all levels. In 2006 his book Misreading Masculinity was chosen by Instructor Magazine as one of the 12 most significant books for teachers in the previous decade. His newest book, Embarrassment: And the Emotional Underlife of Learning, will come out in September of this year. He has also worked as a part-time editor for Heinemann working with some of the major figures in the field. In addition to his work as a researcher and writer, he has served on the Oyster River Cooperative School Board since 2012, and since 2014 as the Chair.

Parent Consent Form

I have been informed of the purpose and methods of Thomas Newkirk's research project that will be conducted in Mark Holt-Shannon's classroom in the 2017-2018 school year.

Specifically I have been informed that:

- **The purpose of the study is to explore how students draw on personal experience and reading to create fictional stories.**
- **Participation will involve 2-3 audio-taped interviews, each lasting 20-30 minutes and allowing stories to be photocopied.**
- **The identity of participants will be masked by the use of pseudonyms. Neither the school nor the teacher will be identified.**
- **Participants can withdraw from the study for any reason at any time.**
- **Any use of student writing or interview quotation will require the signing of a second agreement to publish.**

I agree to allow my child_____ to participate in this study.

Name (printed)_____

Address_____

Signature_____ Date_____

Contact: Phone_____ Email_____

September 15, 2017

Dear Parent/Guardian:

I am writing to ask permission that your child _____ be allowed to participate in a study I will be conducting in Mark Holt-Shannon's classroom. The study will explore fiction writing, and it has been reviewed and approved by the appropriate school administrators. A supporting letter from Mark is also attached.

To introduce myself, I am a former high school teacher, and long-time professor of English at the University of New Hampshire. I have extensive experience in classrooms and interviewing students.

Here is the information you need to offer your informed consent:

What will I be doing? I will be conducting 2-3 interviews with each participant over the 2017-2018 school year. These audio-recorded interviews will focus on how participants draw on their reading and their own experiences to create their stories. The interviews will last 20-30 minutes each. I will also make copies of the student stories.

Where will the interviews take place? They will take place in a quiet area of the library—in a public space.

Will participants be identified in any reporting of this research? No. Each student will be given a pseudonym and neither the teacher nor school will be identified.

Can students withdraw from the study if they want to? Yes, they can withdraw at any time for any reason.

Does participating have any impact on the student's grade? None.

What benefits are there to participating? Often student writers enjoy sharing and discussing their writing with an interested adult—and welcome the prospect of their writing being used in a publication.

Does signing this form give you consent to use my child's writing in a publication? No, I will contact you for a second permission identifying the quotation, showing you how it will be used, and identifying where it will be published.

What is your contact information? If you have questions you can contact me through email at thomasnewkirk1948@gmail.com

Or you can call me at 868-6243. Mark Holt-Shannon can be reached at holtshannon@mac.com

Thank you for considering this request.

Sincerely,

A handwritten signature in cursive script that reads "Thomas Newkirk". The signature is written in dark ink and is positioned below the word "Sincerely,".

Thomas Newkirk, Formerly Professor of English, University of
New Hampshire

Dear Members of the Dover Board of Education,

Thank you very much for considering our request to conduct and evaluate an after-school education program for two cohorts of children (grades 1-2) and children (grades 3 -4) who will be participating in a fun, interactive program designed to explore the benefits of healthy foods, healthy food production and healthy planets. Thus, this enrichment program is designed to help students gain a better understanding of how food grows, the importance of sustainable food, culture and healthy eating habits for themselves and for the planet. We would like to conduct simple assessments to determine the programs' effectiveness. Collecting and reviewing data on student learning helps us to assess and improve our programming, and provides an opportunity for our UNH students to participate in community engagement and evaluation. Generally, any results of this evaluation will be presented as group data, thus promoting the privacy of each student. In the rare case of a random audit of UNH research, any researcher or researcher team may need to share data with the agency requesting data.

This interactive afterschool program will be developed and delivered by a senior in our UNH Honors Program Mary Sherman. Mary has successfully completed UNH Responsible Conduct of Research modules that addressed ethical behavior in research, and thus understands the importance of respecting any individuals that are being studied. Mary will be provided conceptual oversight and on-going support from me, Dr. Joanne Burke, as Mary's honors project advisor.

We will follow all UNH requirements for parental/guardian consent requirements; each student will need to submit a consent form their parent/or guardian in order for any student's data to be included in the study. We will also ascertain if the child has any known food allergies so that taste tests on healthy foods can respect known food challenges. If a student elects not to participate in this evaluation/ research component, primarily based on knowledge and skill acquisition, he or she is still freely able to participate in the after-school program, without any negative ramifications.

If a student starts to participate in the program, and then elects to exit, there will be no negative impacts. We will work with our UNH Institutional Review Board to ensure that all protocols for research on children are followed.

We look forward to working with your children and will be happy to work with the members of the Dover Board of Education to provide any additional information as needed.

Best,

A handwritten signature in blue ink that reads "Dr. Joanne Burke, PhD RD hhd". The signature is written in a cursive, flowing style.

Dr. Joanne Burke
Clinical Associate Professor
Nutrition Program, 107A Kendall Hall
Joanne.burke@unh.edu
(603) 862-1456
August 9, 2017

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

Organization/Person Requesting Permission:

Mary Sherman

Name of Survey/Research:

The Effects of a Sustainable Food Stem After-School Program on Children in Grades 1-4

Advisor: Dr. Joanne Burke

Department: UNH Department of Agriculture, Nutrition, and Food Systems

Time Frame of Survey/Research: September 2017-November 2017 (evaluations will take place after the completion of the active research).

Brief Description of Survey:

3...2...1... Grow! is an interactive, hands-on 8-week program designed for students in elementary school. The goal of the proposed adaptation of this garden based program is to target children in grades 1-4 with the goals of having children demonstrate an age-appropriate understanding of food sustainability as it relates to agriculture, nutrition, and the environment. Effectiveness will be measured through a mix of observations, pictures, short interviews, and in-class activities and behaviors. (Detailed lesson plan attached).

Who will be involved in the Survey?

Mary Sherman is the student program manager primarily responsible for the design and execution of the project, she will ensure that the program is executed based on the spirit of the program design. Dr. Joanne Burke will act as Mary Sherman's program advisor, providing insight and support throughout the duration of the project.

Does the research have IRB approval?

This program is currently undergoing review to be submitted by Mary Sherman and Dr. Burke.

How will Students be involved?

Students will participate in each planned activity; Mary Sherman will note their responses and reactions. She will also note teamwork and patience as part of program participation. Daily evaluation sheets will be used for each session to aide in the collection of data. This data will be reported anonymously.

Photographs of participants will be utilized in the presentation of this research at the 2018 UNH Undergraduate Research Conference. These notes will be used to analyze the effects of each specific program on the weekly objectives.

How exactly will the School be involved?

The Woodman Park Elementary School will provide a space for the activities to be performed. The name of the WPS will be included in Mary Sherman's Senior Honor's Thesis, which will be presented in the 2018 UNH Undergraduate Research Conference. No other form of publication has been discussed at this time.

Protocol:

The program will be conducted in one-hour segments, two days each week; the participants will be divided into groups of first and second graders (Group A), and third and fourth graders (Group B). These groups will remain independent of each other. Subjects are students in the SOCC after school program who have willingly chosen to participate in the 3...2...1... Grow! workshop as their enrichment program, have received written consent from their parents, and have given verbal assent. There are no exclusion criteria, nor compensation for participation. Students who do not receive consent will not participate in the study, though they are allowed to participate in the program activities. Students who decide they no longer want to participate in the 3...2...1... Grow! program are allowed to switch programs at any time and will be removed from the study.

Parent Informed Consent letters will be sent home with the subjects when they choose the 3...2...1... Grow! program in their weekly take-home folders (9/11/17). Subjects must have the signed letter handed in to Mary Sherman by the following week of program (9/18/17), otherwise students will not participate in research and data collection. Any known food allergies or documented restrictions will be provided by the WPS before the commencement of the program. Students who have received parental consent will be asked orally if they would like to participate in the study. Both groups will be asked the same request for assent. Students who raise their hands for yes will be marked down as such, and vice versa.

In-program activities, a proposed field trip or guest, and discussions will be utilized throughout the duration of the program. All students who participate (both research subjects and non-research subjects) will receive a Sprout & Grow Window™ kit, funded by the New Hampshire Charitable Foundation, and will be started in the initial class period. The kits will be tended to in each following class, and students will take them home at the completion of the project. Mary Sherman will note overall attention and excitement of the gardens.

Other activities will gauge the nutritional competence of each subject, noting preference in snack choice (healthy vs. unhealthy), and knowledge of fruits and vegetables. Additionally, individual participation, response type, and overall reaction of each child will be noted by the program manager at the end of each class.

Objectives of the Survey/Research:

Food & Nutrition:

1. Demonstrate willingness to try new (or familiar) fruits and vegetables.
2. Demonstrate understanding of healthy snacks as opposed to "sometimes" foods.

Environment, Agriculture, and Sustainability:

1. Student will document progress of plant growth each week of their Sprout & Grow Window™ kit with picture drawings in their journals.

2. Participate in a field trip to the Farm to You NH high tunnels lasting the full two hour after-school program.
3. Demonstrate ability to identify carbonaceous (browns) and nitrogenous (greens) sources in relation to composting.
4. State one reason as to why recycling is important and why reusing waste materials can help the earth.

Interpersonal Skills

1. Students will demonstrate a capacity to function in small teams and in groups
2. Students will demonstrate a capacity to share
3. Students will demonstrate a capacity to listen

How will Survey/Research contribute to the improvement of education or general welfare of children?

Garden-based learning for children has proven to be highly beneficial in that it improves food awareness, nutritional understanding, academic abilities, and a multitude of other internal accomplishments. While this program is not on-going, it is hoped that the lessons explored teachings will inspire those who participate to integrate environmentally-conscious principles into the lives of their families and their own lives. This program is to help the students by providing educational skills and life experiences so the children will be able to better understand the important role of food in sustainability in life. The research and data collected from this study will hopefully demonstrate the importance of integrating sustainability and agriculture into the American classroom. Depending on the effectiveness of the program, the curriculum could be expanded, further tested and ultimately distributed to educators to help engage students to gain greater awareness of the importance of a sustainable food system and improve the lives of millions of students.

Advanced Authorization form attached? No

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

I am writing to inform you that I will be leaving the Dover school district as of July 11, 2017. Although I have so enjoyed working with my colleagues and for the district, personal reasons necessitate that I vacate my position and pursue a new opportunity that will improve my life at home. Despite having to leave, I deeply appreciate the opportunities for professional and personal development that I have been provided to me during the past two years as school psychologist. I will miss the incredible people I have had the pleasure of working with throughout my time in Dover. I appreciate your support and understanding, and I wish Dover the very best. Please let me know if I can be of any assistance with the process of finding an external replacement.

Sincerely,

Jocelyn Shelby
School Psychologist

Please let me know if you need anything else from me! As I mentioned in my letter, I am willing to help out in finding a replacement. Thank you again for all of your support! I am truly sad to be leaving such a great group of colleagues! In terms of cases, I'm still waiting to hear from Abby regarding an eval summary meeting but once that is complete, I will return my laptop to the middle school.

Warm regards,

Jocelyn Shelby, NCSP
School Psychologist
Dover School District
Dover, NH 03820
(603) 516-6841

July 27, 2017

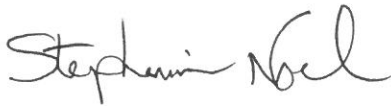
Dear Mr. Boodey,

Please accept my resignation from my position as Behavior Specialist at Woodman Park School effective today, July 27, 2017.

It has been a pleasure to have worked with the students, staff, and families over the last ten years. The administration has always been very supportive during my tenure with the school district.

I wish you all the best.

Respectfully,

A handwritten signature in black ink that reads "Stephanie Noel". The signature is written in a cursive, flowing style.

Stephanie Noel

Brian F. Collopy
Barrington, New Hampshire 03825
August 8, 2017

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

Dear Principal Lyndes :

It is with mixed feelings, that I submit to you my formal letter of registration from my position as Special Education teacher at Dover Middle School.

I appreciate the opportunity to work at DMS for the last 2 years and Horne Street for an additional year. I will miss my co-workers that I have built a strong bond, administration who has been supportive and most importantly the students that I've had the pleasure of teaching.

I wish nothing but positive things for Dover Middle School in the future. Thank you again for everything.

Sincerely,

A handwritten signature in black ink, appearing to read 'B. F. Collopy', written in a cursive style. The signature is positioned above the printed name 'Brian F. Collopy'.

Brian F. Collopy

July, 24, 2017

Dear Principal Lyndes,

This letter is to inform you that I will not be returning for the 2017 –2018 school year as I am retiring from the Dover School District.

Sincerely,

Beckie Pazdon

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

TO: DOVER SCHOOL BOARD

DATE: August 14, 2017

MEMORANDUM: Nomination and Election of Teachers.

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2017-2018 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Allen, Matthew	5 th Grade Teacher	Dover Middle School	Amy Booth	\$37,051.00	BA30, Step 1
Belakonis, Joseph	Special Educator	Dover Middle School	Jackie Hookway	\$40,466.00	MA, Step 3
Gorski, Jennifer	Special Educator	Dover Middle School	New Position	\$57,223.00	MA, Step 14
Harrison, Melinda	Music Teacher	Garrison School	Emily Piller	\$40,980.00	BA15, Step 5
Haudenschild, Hettie	Art Teacher	Dover High School	Shelly Quintin	\$41,761.00	MA, Step 4
Moretti, Jeffrey	School Counselor	Dover High School	Kathleen Costello	\$37,996.00	MA, Step 1
Nadeau, Karen	Special Educator	Horne Street School	Kerri George	\$37,051.00	BA30, Step 1
O’Gara, Lily	Grade 4 Teacher	Horne Street School	Mary Buese	\$37,996.00	MA, Step 1
Provencher, Claudia	French Teacher	Dover High School	Laura Tormey	\$50,768.00	BA30, Step 11
Shill, Karli	Behavior Specialist	Woodman Park School	Stephanie Noel	\$40,466.00	MA, Step 3

WILLIAM R. HARBRON, Ed.D.
Superintendent of Schools
w.harbron@dover.k12.nh.us

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



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

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

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

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

To: Dover School Board

From: William R. Harbron, Superintendent

Date: August 14, 2017

Re: Nominations for Dean of Students for Garrison School

It is with pleasure that I nominate Jennifer Marshal as Dean of Students for Garrison School. Ms. Marshall's annual salary will be \$74,174 and is based on a 216-day work schedule. Ms. Marshall most recently has served as a 4th grade teacher in Augusta, Maine. Prior to that, she was employed for 14 years as a teacher in MSAD 6 where she was head teacher since 2009. In this role, she provided all daily responsibilities in the school since there was no on-site principal. Her transfer from Maine certification to NH certification is in process.

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

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

The Dover Middle School Student Council has sponsored an eighth grade trip to Washington DC for the past thirty-three years since 1983.

This has become a tradition for our students, and in fact, the students in the younger grades have something to look forward to for their future and get excited about becoming eighth graders at Dover Middle School.

While in the nation's Capital we view and participate in many educational and social activities, such as meeting our US Senator or Congressman, touring the Capital Building, White House, Washington Monument, Lincoln Memorial, Vietnam Memorial, and the World War 2, Memorial. We also witness the changing of the guard at Arlington National Cemetery; visit the Smithsonian Museum complex and National Archives to view the Declaration of Independence. On many of the trips we have met a United States Congressman and they graciously take the time to talk to our students.

This is a life lesson. Some of the students have never experienced travel. Students learn cooperation and understanding each other and themselves.

We also establish goals for the students to achieve. Students are not allowed to receive more than one "in school suspension" or one "out of school suspension" throughout the year and they may not receive more than one "F" on their report cards cumulative for the first three eighth grade terms. This is a tremendous carrot for the students and it helps with the building climate. Some students that had discipline problems in the seventh grade change their behavior in the eighth grade in order to be able to attend this trip.

Last year all students that needed scholarship money were accommodated and no extra money is added onto the student price to pay for chaperones.

The real world experience, student energy and focus, take the classroom and expand it outside the walls of the school.

Thank you

Bruce Patrick
Dean of Students-DMS

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

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

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



Dover Middle School
16 Daley Drive, Dover, New Hampshire 03820
Phone: 603-516-7200 • Fax: 603-516-5747
www.dms.dover.k12.nh.us

Meredith Vail
School Counselor Grade 5
m.vail@dover.k12.nh.us

Fran Meffen
School Counselor Grade 6
f.meffen@dover.k12.nh.us

Mary Calhoun
School Counselor Grade 7
m.calhoun@dover.k12.nh.us

Beckie Pazdon
School Counselor Grade 8
b.pazdon@dover.k12.nh.us

**Dover Middle School
Washington, D.C. Trip
2017-2018**

Preliminary request inclusions

1. Statement of educational value (included).
2. Dates of trip: May 29 – June 2, 2018
3. Itinerary (sample included).
4. Cost per student. \$531 (some scholarship money is available).
5. Academic eligibility (included).
6. Permission forms (included).
7. Principal opinion.
8. Release from duty. Will be requested when we have preliminary approval.
9. Financial benefit for leader and chaperones. 4 Chaperones per bus are complimentary there are no other benefits. No additional money is added to the students cost for chaperones.
10. Substitutes for staff that are attending, there is no other cost for the district.

Thank you for your consideration

Dover Middle School
Washington, DC Trip Itinerary 2018

Tuesday, May 29

7:00 pm	Students arrive at the school. Teachers will check all baggage.
8:00 pm	After loading the busses, we will depart.
12:00 am	Lights out. Quiet time on the bus.

Wednesday, May 30

Breakfast	To be determined
6:00-7:00 am	Students may talk in low tones.
10:00 am	Arrive at Busch Gardens
6:00 pm	Leave Busch Gardens
6:30 pm	Arrive at the Williamsburg Embassy Suites
7:00 pm	Pizza Party at the pool
8:00-9:00 pm	Swim at the hotel
9:30 pm	Curfew, everyone in their room - earlier, if group is heard in halls.

Thursday, May 31

5:30 am	Wake up call
6:30 am	Breakfast at the hotel
8:00 am	Drive to Washington, D.C.
11:00 am	Union Station to have lunch at the food court
12:30-3:00 pm	Tour of U.S. Capitol Building and new Visitor Center
4:00 pm	Dinner and shopping at the Pentagon City Mall
6:00 pm	Visit Lincoln, Vietnam, Jefferson Memorial, World War II Memorial and maybe the Washington Monument
9:00-10:00 pm	Swim at the hotel
11:00 pm	Curfew at the hotel. Earlier, if group is loud in the hallways

Friday, June 1

6:30 am	Wake up call
7:30 am	Breakfast at the hotel
10:00 am	Visit Ford's Theatre if available
11:00 am	Tour of the White House
12:00 pm	Lunch at the Smithsonian & Buildings
2:00 pm	Visit National Zoo
6:00-8:30 pm	Dinner at Dave and Busters

Saturday, June 2

7:00 am	Wake up call
8:00 am	Breakfast at the hotel
9:00 am	Check out of hotel
10:00am	Tour Arlington National Cemetery and changing of the guards
11:00 am	Head home

Dover Middle School

To: Parents of Eighth Graders
From: Dean Patrick and the Student Council
Re: *Washington DC Permission Slip*

The Dover Middle School Student Council is again sponsoring a trip to Washington, D.C. This year the dates are Tuesday, May 29 (leaving at 8 pm) through Saturday, June 3, 2018 (arriving home at 11pm).

This trip will be open to all 8th graders EXCEPT those who receive two IN school suspensions or one OUT of school suspension (which are outlined in the student handbook section of your child's agenda) from the First Day of School until we leave on the trip. Also, eligible students are not allowed to receive more than one "F" on their report cards within the first 3 terms, including Related Arts classes. Excessive absences will also keep students from attending.

The amount of students that go is determined by the amount of signups we have. We need at least 48 students per bus. Last year, we took four buses. If we have an additional 48 students sign up, we will take 5 buses. If we don't have a full 48, we will have a waiting list. The last few years we have taken everyone who has been on the waiting list. Signups are on a first-come-first-served basis dependant upon when students return the official permission slip along with the deposit.

The cost of this year's trip is \$531. The payment schedule is as follows:

\$131 due at sign up on Open House Wednesday, September 20th
\$100 due January 18th
\$300 due March 8th

Please make checks payable to Dover Middle School and please put your child's name on the bottom of the check. Cancellations within the last 30 days before the trip will result in loss of total payment.

While in D.C., we will visit the Capitol Building, the White House, and the Lincoln, Vietnam, Jefferson, and Washington Memorials. We will stop at the Smithsonian Air & Space and Natural History Museum, Tomb of the Unknown Soldier, The Holocaust Museum, National Zoo and other historical sites in the nation's capital. We will also be going to Williamsburg, Virginia, stopping at Bush Gardens Amusement Park.

The price includes bus transportation, hotel accommodation, and most meals (3 breakfast, 3 dinners, and 2 lunches in D.C.).

We run a fun and educational trip and adhere to several trip rules. Students and parents will be given notice of these rules and sign a contract prior to the trip. A parent of each participating student must attend a mandatory parent meeting in April.

Students will stay four to a room and will be choosing roommates in March. Each student must have one of their roommates as their “buddy” and must be with them during the entire trip. Friends are encouraged to sign up.

If you wish for your child to participate, they must return the official permission slip (no handwritten notes will be accepted) with a \$131 deposit. Permission slips and sign-ups will be available during the 8th Grade Open House on Wednesday, 9/16. Remember, this is first-come-first-served. Checks should be made payable to DMS.

Also, we have received many requests so far this year for parents to be chaperones for this trip. Our chaperone list is already filled, but if you are interested you can have your name added to the existing chaperone waiting list. The cost is the same for the chaperones. Parents that are either with law enforcement or in the medical profession, such as doctors, nurses or EMT's, will have a higher priority to go as a trip chaperone.

If there are any questions, please call Dean Patrick at school: 516-7215.

Thank You



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



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

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Dean of Students
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August 4, 2017

Dear Dover School Board Members,

This letter is being written in support of the NJROTC's proposed trip to the Naval Station in Newport, Rhode Island from October 20th - 21st, 2017. Enclosed please find the information related to chaperones and the trip itinerary. We appreciate your support of this wonderful opportunity for our students made possible by the efforts of CDR Tom Gamble.

Sincerely,

Louise Paradis
Director, Dover Regional Career & Technical Education Center

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 Approval of Out of State – Overnight Field Trip to Naval Station Newport RI

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 Newport Naval Station in Newport Rhode Island. As per reference (b), please find the following for the preliminary approval

1. What is the educational purpose of the field trip? The trip will have the following components:
 - a. Naval Station visit showing Officer Candidate School, Educational opportunities and career opportunities as a Naval officer.
 - b. Leadership development
 - c. NJROTC Drill Competition
2. No travel agency is being used.
3. Dates of the trip – 20-21 Oct, 2017
4. Itinerary – Leave DHS at 8:00 AM Friday, 20 Oct. Arrive Naval Station 11:00 AM, Lunch, Station tour and load gear to King Hall for billeting, tour of simulators, Dinner, Team Building exercises, Movie, 10:00PM lights out. Sat, 21 Oct. Drill competition at Durfee HS, 1:00 PM leave Fall River, 4-5:00 PM arrive at DHS.
5. Cost per student will be \$20.00
6. Only those cadets that are in good standing academically (60%) will be allowed to attend.
7. Please see attached reference (c) IJOA, Permission Slip.
8. Insurance coverage will be the same as with any regular school field trip.
9. Awaiting approval from CTC Director, Principal, and Superintendent
10. ASEOP request was entered on 9/7/17.
11. There is no financial benefit for this trip.
12. There is no cost to the district for this trip.

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

DOVER SCHOOL DISTRICT	POLICY CODE: IJOA
DATE OF ADOPTION: AUGUST 10, 2015	PAGE 1 OF 2

School: DHS

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

Dear Parents & Guardians,

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

Please sign and return to your child's teacher by: Friday, 5 Oct 2017

Description of Activity: Naval Station Newport, RI Visit, Ship Simulator, and OCS Tour
Drill Competition at Durfee HS, Fall River, MA

Purpose of Activity: Leadership Skill Development

Destination: Fall River, MA Transportation Provided By Bus

Date: 20 Oct Departure Time: 8:00 AM Return Time 5:00 PM

Cost: \$20.00 Please make check payable to: Dover HS NJROTC

We Need Chaperones for this Trip: YES ☐ NO ☒

 I understand I must complete fingerprinting for a criminal records check at least three (3) weeks in advance of the field trip at the SAU 11 office before attending this trip.

 I have completed the fingerprinting for a criminal records check at the SAU 11 office.

Recommended clothing, equipment, supplies, etc.:

NJROTC Uniform and Money or Pack for Lunch

School/Field Trip Permission Form

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

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

Student Name: _____ Teacher Name: CDR Gamble Grade: _____

Trip Date & Destination: Newport, RI, Fall River, MA

Parent/Guardian Signature: _____ Date: _____

Home # _____ Work # _____ Cell # _____

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

Name: _____ Home # _____ Work # _____ Cell # _____

Donation Request List for Approval
August 14 School Board Meeting

School	Group Donating	Value	Items/Service	Purpose
Elementary Schools	Restoration Church	\$900.00	Arts Supplies	\$300 to each elementary school to purchase art supplies to benefit education of students.

DOVER SCHOOL DISTRICT CALENDAR (DRAFT)

2018-2019

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

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

* = Snow Days

DAYS OUT

August 27	Teacher Return/Teacher Workshop
August 28	Teacher Workshop
August 31- Sept 3	Labor Day Recess
October 5	Teacher Workshop
October 8	Columbus Day
November 9	Teacher Workshop/ Parent-Teacher Conferences
November 12	Veterans Day (Observed)
November 21-23	Thanksgiving Recess
December 24-January 1	Holiday Recess
January 21	Martin Luther King Day
January 28	Teacher Workshop
February 25-Mar 1	Winter Recess (Includes Presidents' Day holiday)
March 22	Teacher Workshop
April 22-26	Spring Recess
May 24	Teacher Workshop
May 27	Memorial Day

177 days required attendance for instructional purposes, or the equivalent number of hours and an additional 10 days for time lost due to inclement weather.

Schools close on June 14, 2019 (half-day), or upon **completion of the 177th day**.

Teachers report on August 27, 2018. **Students return** on August 29, 2018.

Teacher workshops will be held on **August 28, Oct. 5, Nov. 9, 2018; January 28, March 22, May 24, 2019**

SCHOOL YEAR 2017- 2018

MEMBERSHIP IN THE DOVER PUBLIC SCHOOLS MONTHLY ENROLLMENT DATED August 1, 2017

GRADE	*PS (SPED) & KINDER		1	2	3	4	5	6	7	8	9	10	11	12	Special Classes	Other	Totals	*ADJ Totals	
DOVER HIGH PG = Post Grad CTC Sending School Students DOVER MIDDLE **OP = OASIS PROG. CTC numbers are incl in high school totals											322	317	341	346		SubTotal PG PT Total: CTC	1326	1326	
							AB 24 MA 23 PH 25 JB 25 AH 25 AM 23 SM 24 CM 24 LT 24 KW 24 RW 23 KW 24	JC 24 DC 23 LD 25 DH 25 RK 26 LA 24 SL 23 AN 24 RP 25 MS 25 AB 23 AR 26	27 26 27 26 27 26 26 24 25 26 28 25 25 25 26 25 25 26 25 27 26 26 25 26	MJ 26 SM 26 JM 26 JD 24 JP 26 DN 25 JW 25 KS 25 KD 26 LN 27 PM 26 MHS 26									
Sub Totals by Grade:							288	293	312	308							1219	1219	
GARRISON	AC 19 MK 19 JG 18 MM 18 MD 18	1P 18 1M 17 1L 18 1K 18	2C 20 2H 20 2M 20 2R 20 2D 20	3B 24 3EG 24 3C 22 3SC 24	4ET 22 4S 22 4K 22 4ST 22														
Sub Totals by Grade:	92	71	100	94	88												447	447	
HORNE	ST 18 AL 18 LS 17 CS 17	1D 20 1L 20 1Ke 20 1M 20 1Be 18 1S 19	2B 23 2K 21 2W 21 2P 20 2J 20	3S 20 3B 20 3G 19 3R 20 3Be 18	4O 19 4L 18 4W 18 4Ca 18 4H 18														
Not placed	2		1	1	1														
Sub Totals by Grade:	72	117	106	98	92													485	485
WOODMAN PARK	BC 20 LD 18 LS 19 MS 19 CR 18	1G 20 1J 23 1SO 22 1SH 22	2A 19 2L 19 2E 19 2MC 19 2W 18	3B 20 3T 18 3K 19 3FR 19 3LR 18	4D 21 4M 22 4R 22 4S 21 4MC 22														
Sub Totals by Grade:	94	87	94	94	108													477	477
District PRESCHOOL 42																		42	42
TOTALS	258	275	300	286	288	288	293	312	308	322	317	341	346		0	0	3996	3996	

Barrington Total -

176

Gr.9 38

Gr. 12 48

Gr. 10 36

PG

Gr. 11 54

Nottingham Total -

63

Gr.9 15

Gr. 12 23

Gr. 10 12

PG

Gr. 11 13

ENROLLMENT: ELEM

1451

DMS

1219

DHS

1326

3996

*ADJ Totals exclude PT and PG