



DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #8
Meeting Location:	McConnell Center, Room 305
Meeting Date:	Monday, August 10, 2020
Meeting Time:	7:00 pm

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. AGENDA APPROVAL**
- E. CITIZENS' FORUM**
- F. APPROVAL OF MINUTES**
 - 1. Regular Meeting #7, July 13, 2020
 - 2. Non-Public Meeting #3, July 14, 2020
 - 3. Board Workshop #1, July 29, 2020
- G. CONSENT AGENDA**
 - 1. **Correspondence:** None
 - 2. **Resignations/Retirements:**
 - a. Elizabeth O'Neil, English Teacher / DHS – Resignation
 - b. Daniel Mack, / Computer Programming Teacher / DHS CTC – Resignation
 - c. Tony Bolash / Math Teacher / DHS - Resignation
 - 3. **Leaves of Absence:** None
 - 4. **Job Shares:** None
 - 5. **Nominations:**
 - a. DTU Nominations
 - 6. **Extended Travel (Student Trips):** None
 - 7. **Donations:** None
- H. STUDENT REPORT:**
- I. POLICY – CHANGES – PROPOSALS:** None
- J. POLICY ADOPTION:**
 - 1. JICA – Student Dress Code
- K. RESOLUTIONS**
 - 1. Resolution on Anti-Racism – To support the City of Dover's Resolution
- L. OLD BUSINESS:** None
- M. NEW BUSINESS:**



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1. Dover School District SAU 11 Re-Entry Guidance Document – Action Item
2. COVID-19 Pandemic Three-Week Assessment Window – Action Item
3. Faculty and Staff Work Location – Action Item
4. COVID-19 Protocols and Procedures
5. Memorandum of Understanding – Dover School District SAU 11 and Dover Fire Department for Dover High School Regional Career and Technical Center – Action Item
6. Memorandum of Understanding – Dover School District SAU 11 and Dover Police Department for Dover Middle School – Action Item
7. Memorandum of Understanding – Dover School District SAU 11 and Dover Police Department for Dover High School – Action Item
8. Dover High School Student Handbook Changes – Action Item
9. 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, residents of the City of Dover, property owners in the City of Dover, and/or designated representatives of recognized civic organizations or businesses located in the City of Dover and/or residents of sending school districts, are invited to all public meetings and shall be given an opportunity to speak. Time shall be set aside for citizen statements, Citizen’s Forum, at all public meetings, unless a vote to the contrary is taken by the School Board.

Citizens shall identify themselves by name and address for the record; address comments to the presiding officer and the Board as a body and not individual members. Citizen’s Forum will ensure citizens have the opportunity to speak to all other items on a meeting agenda and/or matters pertaining to the business of the School Board. At workshop meetings and special sessions, Citizens’ Forum will be restricted to items on the meeting agenda. Statements shall be limited to five (5) 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.

16 July 2020

Dr. William Harbron
Superintendent
Dover School District
61 Locust St. #409
Dover NH 03820

Dear Dr. Harbron,

This letter is to inform you that I am resigning from my position as English teacher at Dover High School. I have signed a contract with the Concord, NH School District and, starting on August 28th, will be teaching at Concord High School. After speaking with Lisa Dillingham, she informed me that waiting until I had signed the contract to inform you was the appropriate course of action.

During my time in Dover, I have built connections with an incredible community that has helped shape my understanding of student learning and ability. I saw an astounding resiliency in both faculty and students and it was a privilege to spend the first years of my career among such people.

This decision is difficult, however it is the right decision for me at this time. The memories and lessons I learned at DHS will stay with me throughout my career. I hope that I will cross paths with Dover in the future and look forward to that. Thank you for the opportunity to serve the students in Dover.

Sincerely,
Elizabeth O'Neil

August 1, 2020

Dr. William R. Harbron, Ed.D.
Dover School District
61 Locust Street, Suite 409, Dover, NH 03820

Dear Dr. Harbron,

I am writing to notify you that I will be resigning, effective immediately, from my position as Computer Science Teacher with the Career Technical Center at Dover High School.

I greatly appreciate the opportunities that this school has provided me, as well as the professional growth and guidance that has allowed me to learn and grow within this role. Although I will sincerely miss this position, my colleagues, and this school community. I have found a new position which allows me to work closer to home. As this has been a goal of mine, I feel it is the right time to move on new challenges and adventures. I wish you and the Career Technical Center at Dover High School all the success in the future.

If I can be of any assistance during this transition, I'd be happy to help.

Sincerely,

Daniel Mack

From: Tony Bolash <t.bolash@dover.k12.nh.us>
Sent: Monday, August 3, 2020 10:09 AM
To: Peter Driscoll <p.driscoll@dover.k12.nh.us>
Subject: Resignation Tony Bolash

Dear Peter,

My apologies for notifying you by email. However, during these times circumstances are such. Please accept this email message as notification that I am leaving my teaching position with DHS effective immediately.

I appreciate the opportunities I have been given at DHS and your professional guidance and support. I wish both you and DHS much success this coming school year.

If I can be of assistance during this transition, please let me know.

Best regards,

Tony Bolash
Mac.bolash@gmail.com
603-723-3724

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DATE OF ADOPTION: OCTOBER 10, 2005	PAGE 1 OF 5

Second Reading

DOVER SCHOOL DISTRICT - STUDENT DRESS CODE

~~The Dover School Board recognizes the rights of students to express individuality through their attire. It also recognizes the rights and responsibilities of parents to determine the standards of dress for their children. On the other hand, the Dover School Board has a responsibility to assure that the atmosphere in the schools is conducive to learning.~~

~~Balancing these factors, the School Board adopts a dress policy for students which sets standards for grooming and appearance during school hours and at school functions. Teachers are charged with the responsibility of enforcing student dress code policy in their classes as well as on campus. Administrators and other school personnel share the same responsibility. Teachers shall follow building procedure for disciplinary referrals regarding dress code violations. No attempt will be made to dictate fashion styles as long as they are in keeping with district policies. It should be noted, however, that it is the responsibility of the student and the parent that the student adheres to the dress code. This policy is applicable from kindergarten through grade twelve. The School Board expects the policy to be enforced even-handedly at all times and reviewed regularly for reasonableness and consistency with community attitudes.~~

~~The following guidelines are established to provide a clear understanding the dress policy:-~~

- ~~1. Clothing, jewelry, or accessories with decorations, patches, lettering, advertisements, etc., that may be considered disruptive, distracting, destructive, obscene, or offensive is not to be worn to school. This includes any clothing, jewelry, or accessories that could be used as weapons. Accessories having drug emblems, tobacco, or alcoholic beverage references are not permitted.~~
- ~~2. Shirts, blouses, and tank tops must cover the entire torso at all times. Transparent and/or see-through materials are not allowed. Crop tops, tube tops, halter tops, spaghetti-strap tank tops, and basketball shirts are not acceptable unless covered by an outer shirt. Revealing necklines are not acceptable.~~
- ~~3. The length of a skirt, dress, culottes, or shorts must reach to the mid-thigh. No short-shorts or spandex shorts shall be allowed.~~
- ~~4. Outer clothing should cover undergarments at all times.~~

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5. ~~Safe and appropriate footwear must be worn at all times.~~
6. ~~Except for religious and/or cultural purposes, head coverings may not be worn in school.~~
7. ~~Safety and protective clothing, as well as athletic and gym clothing, shall be worn as required by the subject teacher or club instructor only while participating in the activity involved.~~
8. ~~Students attending school functions after school hours should adhere to the spirit and the intent of the dress code policy. Exceptions may be made for certain activities.~~
9. ~~Hats and coats will be stored by the start of the instructional day.~~
10. ~~When questions arise regarding the interpretation of this policy, the school administrative staff shall make a determination as to the appropriateness of student dress.~~

Dress Code Philosophy

Dover School District's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- The District will use body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.

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- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with images or language that displays pornography, nudity, sexual acts or hate speech.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Dress Code

Dover School District expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

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1. Basic Principle: Certain body parts must be covered for all students, at all times:

Clothes must be worn in such a way that genitals, buttocks, breasts, and undergarments are fully covered with opaque fabric (not see-through), at all times.

All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

2. Students MUST WEAR* the following, while adhering to the principles of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides) AND;
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts) AND;
- Shoes.

**Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoe requirements are permitted (for example, athletic shoes for PE).*

3. Students MAY WEAR the following, while adhering to the principles of Section 1 above:

- Religious headwear.
- Hooded sweatshirts (hood must not be worn).
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”.
- Ripped jeans (as long as this is done in a way that does not violate Section 1 above).
- Tank tops (as long as this is done in a way that does not violate Section 1 above).
- Athletic attire.

4. Students CANNOT WEAR:

- Clothing with violent language or images.
- Clothing with images or language depicting or suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Clothing with hate speech, profanity, pornography.
- Clothing with images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Clothing that reveals undergarments.
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).
- Any shirt that does not cover the torso and/or meet the hem line of the pants, shorts, skirt, etc. being worn.

5. Dress Code Enforcement:

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of

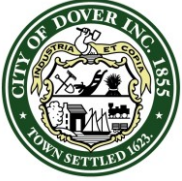
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Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
 - Having a student kneel or bend over to check attire fit;
 - Measure a student's straps or skirt length;
 - Asking students to account for their attire in the presence of others;
 - Calling out students about perceived dress code violations in the presence of others; in particular, directing students to correct clothing items that may be exposing undergarments (sagging pants or neckline of a shirt);
 - Calling out students for their religious or cultural attire; and,
 - Accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact the building administrator.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2020.06.24 – 100**

Resolution Re: Condemning Racism and Affirming City of Dover's
Commitment to Eliminating Racial Inequities

- WHEREAS: Fostering a welcoming and inclusive environment for all people, regardless of race, ethnicity, or place of origin, is a core value and priority of the City of Dover; and
- WHEREAS: The City of Dover continues to strive to become increasingly welcoming, inclusive, representative, and responsive to historically underrepresented and underserved communities, particularly communities of color, immigrants, and refugees; and
- WHEREAS: Black, Indigenous, and People of Color (BIPOC) residents of Dover make valuable contributions to our community and to the social and economic fabric of New Hampshire; and
- WHEREAS: Racial inequities exist to this day in areas of education and economic opportunity that impact the wellbeing and success of diverse populations in Dover; and
- WHEREAS: The elected officials of the City of Dover condemn systemic racism that has led to unjustifiable violence against people of color in other parts of the country; and
- WHEREAS: The City Council endorses the ongoing work underway in all Departments to work to eliminate systemic racism and build a stronger community that is safe and welcoming for all; and
- WHEREAS: The importance of listening, learning, and being willing to acknowledge past mistakes is the key to moving forward together as a community.
- NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
- The City of Dover affirms that Black Lives Matter.
- AND, FURTHER BE IT RESOLVED THAT:
- The City of Dover condemns racism and affirms our commitment to eliminating racial inequities.
- AND, FURTHER BE IT RESOLVED THAT:
- City Council will create an ad hoc subcommittee including representatives of the Council and members of the public to review data, hold listening sessions, and develop an initial action plan outlining existing and new steps to be taken to work to eliminate any potential relics of past systemic racism in municipal operations, including boards and commissions.
- AND, FURTHER BE IT RESOLVED THAT:
- The City of Dover commits to taking new steps work to eliminate racial inequities and to ensure that every Dover resident and visitor has the opportunity to thrive in this City with peace and with prosperity



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2020.06.24 – 100**

Resolution Re: Condemning Racism and Affirming City of Dover's
Commitment to Eliminating Racial Inequities

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Entire City Council

Approved as to Legal Joshua M. Wyatt
Form and Compliance: City Attorney

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2020.06.24 – 100**
Resolution Re: Condemning Racism and Affirming City of Dover's
Commitment to Eliminating Racial Inequities

DOCUMENT HISTORY:

First Reading Date: 06/24/2020	Public Hearing Date: N/A
Approved Date: 06/24/2020	Effective Date: 06/24/2020

DOCUMENT ACTIONS:

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor Muffett-Lipinski.
Councilor Cullen moved to make a friendly amendment:
In the fifth Whereas – strike the word “police” before violence.
Deputy Mayor Ciotti moved to make a friendly amendment:
In the fourth Further be it Resolved – remove the second “That” because it’s listed twice.
Motion seconded by Councilor Shanahan.
Vote: 9/0.
Mayor Carrier asked for a roll call vote on the amended Resolution.
Roll Call Vote: 9/0.
Mayor Carrier asked the whole Council if they wished to sponsor the Resolution.

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

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

TO: **DOVER SCHOOL BOARD**

DATE: August 10, 2020

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 2020-2021 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
VanDeventer, Patricia	Special Ed Teacher	Dover Middle School	Holly Corbin	\$48,823.00	MA, Step 6
Munoz, Sarah	English Teacher	Dover High School	Samantha Sannella - OYO	\$39,383.00	BA+30, Step 1
Davis, Julie	(FCS) Family Consumer Science Teacher	Dover Middle School	New Position	\$74,975.00	MA+30, Step 16



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

2020 - 2021

Dover School District SAU 11

Re-Entry Guidance Document

Dover High School and Regional Career and Technical Center
Dover Middle School
Woodman Park Elementary School
Horne Street School
Garrison Elementary School
Bellamy Academy

INTRODUCTION

The Dover School District commits itself to providing every student with an equitable education-regardless of the learning environment, so all students have the skills, habits, and dispositions to graduate career and college ready. As the District prepares to return to school, we must begin with strengthening relationships, focusing on equity and supporting the overall well-being of the Dover Schools students, families, faculty and staff, the greater Dover community, and the state of New Hampshire.

The re-entry plan will require a flexible response based on the duration of the COVID-19 pandemic, and the established [health and safety guidelines](#) provided by the State of New Hampshire.

The Dover School District has established the ambitious goal that by the end of the 2021-2022 school year, every student will be on track for success academically, socially and emotionally.

GENERAL CONSIDERATIONS



As the process for planning for the reopening of schools continues, it is recognized the following are general considerations that will continue throughout the planning process and the reopening of school.

 Coordination	Reopening will require schools to work closely with public health experts and other agencies.
 Communication	An effective school reopening will require diligent efforts to communicate with parents/guardians and community members.
 Regulatory Flexibility	Reopening will require schools to incorporate many novel decisions regarding staffing, scheduling, and operations. Flexibility will be key to a successful response.
 Informed Decision Making	Decisions will be based on the most current health data related to SARS-CoV-2 (the virus that causes COVID-19); Federal/Governor/DHHS decrees; and recommendation from the Dover Schools Medical Advisory Council.
 Budgetary Consideration	Adequate funding and fiscally responsible decisions are factors that must be considered.

GUIDING PRINCIPLES FOR THE REOPENING OF SCHOOLS



The Dover School District has been confronted with questions and information pertaining to the reopening of school. As the opening date for the 2020-2021 school year approaches, the following are critical principles that will guide the reopening.

 Safety First	Maintaining the health and safety of students, families, educators, staff, and administrators is a top priority relative to the physical reopening of schools.
 Student-Centered	Meeting the needs of every student by considering their unique experiences and by considering students' families as active partners in learning.
 Social-Emotional Wellbeing	Caring for the social-emotional and mental health needs of students, educators, staff, and administrators.
 Instruction and Learning	Maintaining a coherent system of student learning, whether learning is in-person, blended, or virtual.
 Equity Lens	To support educational equity for all students and ensure the most vulnerable students receive the supports necessary for their success with in-person, blended, or virtual learning.
 Flexibility and Fluidity	Design flexibility into school schedules, facilities, protocols and norms to allow for being together in-person, blended or virtually. The District must have the capacity to transition to different instructional models based on the community spread of COVID-19.
 Teacher Capacity	The District must be cognizant of the teacher's capacity to realistically navigate multiple learning models simultaneously.
 Community Impact	The District acknowledges that the reopening of school is an important component to supporting economic recovery as families require childcare support to return to work.

ASSUMPTIONS REGARDING PUBLIC HEALTH



Based on the most recent information available regarding COVID-19, the Dover School District has developed a plan based on the following health assumptions:

The virus will remain in circulation until a vaccine is developed and widely used:

- Improvements in understanding the virus and in testing will allow public health officials to act with greater precision when taking steps to slow the rate of infection.
- Another wave of infection could occur resulting in changes to the operations or a school closure resulting with a return to a virtual learning model.
- Short-term and long-term closures of school will remain a possibility during the ongoing pandemic.

Children and staff with significant health conditions will continue to be especially vulnerable during this time and may require special accommodations. It is essential to teach, reinforce, and consistently practice the three critical prevention behaviors:

- **THREE W's:** (1) **W**ear a mask as designated, (2) **W**ash your hands and (3) **W**atch your distance. As well as the following practices:
- Promote public health measures such as influenza vaccinations, which will continue to be an essential strategy in slowing the spread of this and other infectious diseases.
- Frequent cleaning and disinfection of high-touch surfaces are needed throughout the period.
- Ensure ventilation systems are properly maintained.

While the virus is in circulation, the necessary health precautions need to be followed to prevent serious illness or death.

Fear, loss, and isolation may develop and require increased mental health supports. Whole child supports are necessary.

Communication with staff, students, families and community are critical to the safe return to school.

SUSTAINING HEALTHY PRACTICES IN THE SCHOOLS



The following practices will guide the health and safety protocols developed for the Dover Schools:

○ Shield the most vulnerable	Unless there is little, or no community spread of the virus, individuals who have underlying health conditions that put them at high risk should work with the District to identify the appropriate safeguards to protect their health and safety.
○ Reduce risk where possible	Maximize the practice of the THREE W's : (1) W ear a mask based on age appropriateness, (2) W ash your hands and (3) W atch your distance.
○ Keep the virus out	Forbid nonessential visits and require everyone who enters the building – including students, staff, parents, and delivery and maintenance workers - to wash their hands (or apply hand sanitizer) and wear a face mask. Families must understand that their children cannot go to school when sick. Faculty and staff who are sick must also stay home.
○ Wear a mask	Students and staff will wear masks throughout the day based on age appropriateness.
○ Reduce mixing among students and staff	When practical and possible, divide students into smaller cohorts, or pods, that stay together throughout the day, rather than mixing and re-forming different class units as practicable.
○ Reduce occupancy	Schools must operate at a reduced capacity to increase physical distancing.
○ Implement new health and safety protocols	Conduct frequent and thorough cleaning and disinfecting of school facilities and busses. Handwashing and sanitizing stations will be installed. Schools will have cleaning procedures completed throughout the day. Sharing of classroom supplies and other items should be limited; when necessary, equipment should be disinfected after each use.
○ Prepare for cases	Schools must function as if the virus could arrive at any moment and operate to reduce transmission and to provide ongoing education if or when it occurs. Students or staff members who test positive must stay home in isolation until they meet the CDC's criteria to return. All contacts of new cases must be traced and quarantined.



The District has established the Dover Schools COVID-19 Medical Advisory Council which is charged with the following tasks:

1. Review health information and data related to the SARS-CoV-2 pandemic;
2. Review and assess the District's health and safety protocols in response to the pandemic;
3. Advise the District on what instructional model to implement based on health and scientific data and best practices;
4. Evaluate the trends and implications of the spread of the virus in the City of Dover and Strafford County, to advise the District when school closures are in the best interest of the health and safety of students, families, educators, staff, and administrators; and
5. Assist the District in locating and securing support services and/or other resources for students, families, educators, staff, and administrators.

THE LEARNING LANDSCAPE



The Dover School District is planning for multiple scenarios for the 2020-2021 school year. The following assumptions were made in the design of teaching and learning models:

1. The District will monitor the community and state case load and will be prepared to shift between an in-person, blended, and virtual learning model throughout the school year.
2. New health and safety protocols will impact many aspects of school operations, including teaching and learning, and may change during the school year as new best practices develop.
3. Guidance from national, state, county, and city health officials will include general recommendations to be adopted for the Dover School District. For example, guidance on physical distancing, surveillance measures, and disinfecting could impact decisions related to teaching and learning. The physical distancing guidance may lead to class size constraints best met by students attending school in staggered groups, in shifts, or in static groupings.
4. Schools provide not only positive educational and social interactions, but also ensure students are cared for when families work outside the home. School closures and reduced time in the school building may put a strain on families needing to make additional childcare arrangements.
5. Some individuals may need to participate in school or work remotely, including:
 - Those in a [high risk category](#), as outlined by the CDC or who qualify for [accommodations](#), as outlined by the ADA.
 - Students who elect to remain on virtual/distance learning until they feel safe re-entering an in-person campus.

LEARNING ENVIRONMENT CONSIDERATIONS



As the Dover School District reopens, the health of the District will require the implementation of instructional models that are flexible and support the physical distancing guidance for our local area.

The District must be well prepared for a change in models at any time throughout the 2020-2021 school year. A second wave of infections could result in site, District, county-wide, or regional school closures; in which case instructional models must be able to accommodate shifts between in-person, blended/hybrid, and virtual/distance learning.

The information below provides guidance for consideration of in-person, blended, and virtual learning options, based on [federal phased guidelines](#) for reopening.

CATEGORY	GENERAL CONDITIONS	LEARNING ENVIRONMENT
GREEN 	<u>NEW NORMAL</u> - Vaccine is available; and/or - Treatment that reduces mortality and morbidity exists.	<u>IN-PERSON MODEL</u> - Schools operate on normal or near-normal schedules with all students present in the buildings, following safety protocols deemed necessary by the state and CDC. - Physical distancing and masks not required. - Families will have the option to elect virtual learning in the new normal. - Continue to monitor community and state spread and consider moving to YELLOW or RED as needed, or if required by local or state authorities.
YELLOW 	<u>COMMUNITY and STATE METRICS INDICATE DOVER and the STATE of NEW HAMPSHIRE</u> - Continuing downward or stable trend of infection for 28+ days. - Robust testing is available. - Hospital and medical providers operating at normal capacity.	<u>BLENDED/HYBRID LEARNING</u> - Schools will reopen for some in-person learning, allowing for compliance with state guidelines for screening, physical distancing, cleaning and disinfecting, and masking. - Where possible, student(s) may be provided a blend of modified instruction and virtual learning that ensures students are receiving well-balanced instruction. - The model may include only opening for priority/small-group purposes. - Families will have the option to elect virtual learning. - Continue to monitor community and state spread and consider moving to RED as needed, or if required by local or state authorities, or GREEN as appropriate.
RED 	<u>COMMUNITY and STATE METRICS INDICATE DOVER and the STATE of NEW HAMPSHIRE</u> - Increasing or stably high rates of infection; and/or - Significant shortage of testing or delay in testing results; and/or - Hospital and medical providers operating at crisis capacity.	<u>VIRTUAL LEARNING</u> - Student(s) will work synchronously and asynchronously with the support of their teacher(s). - Students will not have access to the campus. - Continue to monitor community and state spread and move to YELLOW or GREEN as appropriate.



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Protocols Applied to Pandemic Education (PAPE)

DRAFT

The Logistics and Facilities Re-Entry Committee consisted of many dedicated members. Each member spent hours of efforts reading, writing, researching, interviewing, sharing, and communicating ideas and questions related to potential protocols for the 2020-2021 school year. A special thank you to the committee members are as follows: Joshua Appleby, Natalie Blough, Patrick Boodey, Mark Brave, Dr. Joan Breault, Michael Brooks, Lisa Danley, Leslie DeJesus, April Eastman, Christopher Faro, Craig Flynn, Monique Foote, Frank Gillespie, Krystal Hanson, Dr. Deborah Harrigan, Casey Hopkins, Rebecca Jacques, Timothy Knowles, Stephanie Levin, Chalagne McKane, John Minihan, Jennifer Morrison, Bruce Patrick, Ann Pierson, Amy Robarge, Darlene Shanahan, Abigail Small, Dr. Skip Small, Patricia Stiles, Christopher Taft, Samantha Tukey, and Peter Wotton. The combined perspectives of the committee produced a thoughtful document.

The Medical Advisory Council reviewed this document and provided recommendations to ensure the protocols reflect healthy practices based on current knowledge of medicine and the COVID-19 virus. It is with great appreciation that the following are recognized for their support: Co-Chair Superintendent Dr. William Harbron, Co-Chair Dover Fire Chief and Emergency Management Director Paul Haas, Travis Bickford, RN Natalie Blough, Patrick Boodey, Dr. Christine Boston, Dr. Deborah Harrigan, Dr. Megan Harvey, NP Rebecca Jacques, David Kovar, Dr. Rachel Laramie, RN Chalagne McKane, RN Jennifer Morrison, Scott Schuler, Dr. Daniel Schumacher, and Dr. Skip Small. The members' questions, expertise, and professional dialog strengthened the protocols within this document.

The following protocols are meant to reduce the risk of contracting the COVID-19 virus.

- A. Layers of Public Health Protection**
- B. Increased Cleaning, Sanitization, and Ventilation**
- C. Limits to Building Access and Facility Use**
- D. Health Screenings and Protocols**
- E. Exclusion from School for Students and Staff**
- F. Isolation Recommendations for Symptomatic Individuals**
- G. Personal Protective Equipment (PPE) Recommendations for Qualified Medical Personnel in School Health Offices**
- H. Nebulizers**
- I. Handwashing**
- J. Information on Nose and Mouth Coverings, "Masks"**
- K. Bus Stop, Traveling, and Drop-off with Buses**
- L. Bus procedures in between Bus Runs**
- M. Extra-Curricular/Co-Curricular Transportation**
- N. School Arrival and Dismissal**
- O. Social Distancing in Classrooms**
- P. Use of Common Areas**
- Q. Food Service**
- R. Recess**
- S. If there are Questions Related to COVID-19**

A. Layers of Public Health Protection

The multiple layers of practice, when combined, will reduce the chance of contracting the COVID-19 virus for students, staff, families, and the community. Some of the layers include the following:

1. Symptom screening of students, staff, and essential visitors
2. Social distancing
3. Nose and mouth coverings, “masks”
4. Hand hygiene
5. Limiting group sizes and avoiding congregating
6. Cohorting (grouping) of students and staff
7. Frequent cleaning and disinfection
8. Following contact tracing guidelines
9. Monitoring and modifying ventilation systems

B. Increased Cleaning, Sanitization, and Ventilation

A new commitment to cleaning high-touch areas is recommended to address potential surface contamination through viral droplets. Ventilation and air circulation systems will be employed to minimize the effects of airborne contaminants.

1. Custodial staff schedules will be adjusted to accommodate daytime sanitizing and proper disinfecting of common surfaces in high-traffic areas. This will be achieved by incorporating training, adopting formal protocols, and purchasing necessary equipment and supplies.
2. Custodial staff will monitor/prioritize responsibilities to properly disinfect as needed per state guidelines. Tasks will be assigned to each custodian, including specific classrooms, bathrooms, handrails, doors, handles and other high-touch locations according to a checklist of areas which require frequent sanitizing throughout the day.
3. High-traffic exposure areas within each building will be cleaned on a regular schedule.
4. If available, custodians will use electrostatic sprayers to disinfect classroom spaces on a regular basis. Additionally, these sprayers will be used to sanitize larger areas.
5. HVAC filters will be changed as frequently as recommended and/or as necessary. Run time of the units will be expanded to allow for increased air movement.
6. Custodial training on sanitizing, disinfecting, and cleaning procedures will be done prior to the start of the new school year and as new technology or products are introduced. Product manufacturers will conduct staff training.
7. When practical, middle and high school students will be asked to wipe down their work area prior to leaving the classroom and then use hand hygiene practices prior to leaving the classroom. Custodial staff will assist in cleaning any spaces that require greater assistance at the various school levels.
8. Locker rooms, when allowed to be used, will be designated high-priority areas and cleaned regularly throughout the day.

C. Limits to Building Access and Facility Use

Restrictions on building use and access are recommended to minimize exposure for students and staff. Schools will only be utilized by students and staff to the extent practical.

1. The most recent restrictions on entry, access, and use of any room or school facility needs to be followed. Please refer to the City of Dover’s Director of Emergency Management for the most recent information.
2. Non-essential visitors will not be permitted in our schools, essential visitors will be required to wear masks while following entrance procedures.

3. Vendors and service contractors will be allowed entry by appointment only. All individuals will be required to wear a mask and sign in at the appropriate entrance. Proper entrance procedures will need to be followed.
4. Signs will be posted at the entrance of each of the schools identifying the COVID-19 symptoms as well as the restrictions for access to the building.
5. Family communication should be done through email, telephone, video conferencing, or other electronic means as a primary way of communicating. Parents/Guardians must schedule appointments to enter a school facility for essential reasons only. Upon entering the school, the parents/guardians will be required to wear a mask and follow entrance procedures.
6. Large rooms like gymnasiums, auditoriums, and locker rooms may have limited occupancy per current guidelines.
7. Dover's Director of Emergency Management can determine the use of a school and their common areas during and after school based on needs and guidelines. Some examples include but are not limited to, a school can be used as a poll station, an emergency shelter, or as a location to promote public health.

D. Health Screenings and Protocols

Students and staff will not have their temperatures monitored when entering the building due to the time constraints of arrivals in large numbers, and the inconclusive nature of current temperature reading equipment. Instead, students and staff will need to be assessed prior to leaving their home.

1. The most recent restrictions on access and use of any room or school facility needs to be followed. Please refer to the City of Dover's Director of Emergency Management for the most recent information.
2. Parents/Guardians will assess their children before leaving home. A student will be kept home, and the school contacted if the student is symptomatic.
3. Staff will self-assess prior to entering school each day.
4. In-school screenings will follow established protocols.
5. Each school will establish a space where symptomatic students will report and be isolated from others.
6. Screening procedures in such instances may include a temperature check, review of symptoms, and, as determined by this screening, a call for dismissal.

E. Exclusion from School for Students and Staff

1. Refer to the City of Dover's Director of Emergency Management for the most recent information on symptoms of COVID-19 and exclusion protocols from school.
2. The following is a list of symptoms of COVID and are indicators for students and staff to be excluded from school: fever of 100.0 or higher, cough, shortness of breath, sore throat, congestion, fatigue, body aches, chills, headache, loss of taste or smell, nausea and vomiting, and/or diarrhea. Please note that this list may change, and the most recent applicable criteria should be used.
3. Other reasons for exclusion from school are exposure to a person with COVID-19 symptoms who has either tested positive or not been tested within the past 2 weeks.
4. Staff and parents should be performing daily screens and stay home if experiencing symptoms of COVID-19 or following contact tracing guidelines.
5. Testing is strongly recommended for anyone with COVID-19 symptoms.
6. If a symptomatic student or staff member refuses testing, please notify the Dover Director of Emergency Management.
7. If no test is done, those excluded from school must stay home/quarantine 10 days and be fever-free without the use of medication for 24 hours before returning to schools.
8. If someone tests COVID-19 virus positive, the person will be out of school 10 days from the onset of symptoms and fever-free for 24 hours without medication and feeling better before returning to school.
9. If someone tests COVID-19 positive and is asymptomatic, the person will be out of school for 10 days.
10. If someone has been exposed to a person with a positive COVID-19 virus test within state guidelines (ex. Exposure to the positively tested person while being within 6 feet for at least ten continuous minutes while

indoors), they will be out of school for 14 days regardless of their own testing result. One cannot opt out of the 14-day quarantine with a negative test.

11. If someone with symptoms tests negative, they may return to school if fever-free without the use of medication for 24 hours and feeling better.
12. If someone travels to a location on a list of the NH Division of Health and Human Services that requires a quarantine period (ex. outside of New England), the person needs to be out of school for 14 days from the date of return to New England.

F. Isolation Recommendations for Symptomatic Individuals

1. Symptomatic individuals must wear a facemask.
2. Place individuals in a single-person room with the door closed, if safe to do so.
3. Airborne Infection Isolation Rooms (AIIRs) are not necessary.
4. Individuals should have a dedicated bathroom, if possible.
5. Limit transport and movement of the individuals.
6. The individuals need to leave the school to the appropriate location, like home or a place as determined through their primary care physician, as soon as possible.
7. Clean and disinfect the room the individual was in after they leave, per cleaning guidelines.

G. Personal Protective Equipment (PPE) Recommendations for Qualified Medical Personnel in School Health Offices

1. Review and follow NH public health guidance (see NH DPHS HAN, update #18): <https://www.dhhs.nh.gov/dphs/cdcs/alerts/documents/covid-19-update18.pdf>
2. Qualified medical personnel should use a surgical face mask, gown, gloves, and eye protection or face shield when with a person exhibiting COVID-19 like symptoms.
3. The qualified medical personnel need to use an N95 mask or at least its equivalent instead of a surgical face mask if person is known to have COVID-19, or person has significant symptoms that increase risk of aerosolizing respiratory droplets (e.g., sneezing, coughing, etc.)
4. Proper PPE needs to be available for school to be in session.

H. Nebulizers

Nebulizers will not be utilized in the school setting this year unless the school has a negative pressure room available.

I. Handwashing

Handwashing, in combination with social distancing and mask wearing, is one of the most effective means of limiting the spread of the COVID-19 virus.

1. Opportunities will be scheduled for younger students to frequently wash their hands and use hand sanitizer.
2. Every classroom, common space, and office will have hand sanitizer or sanitizing stations available for students, staff, and visitors as needed.
3. Lessons will be provided to all students and staff at the start of the school year that reflect available equipment and uses as well as proper handwashing and hygiene protocols. For Pre-K through Grade 2 students, teachers will demonstrate equipment and strategies.

J. Information on Nose and Mouth Coverings, “Masks”

Nose and mouth coverings, masks, enhance “source control” which help prevent the dispersal of exhaled respiratory droplets from a person who may be infected with COVID-19 (symptomatic or asymptomatic).

1. The most recent information from the Dover Director of Emergency Management on masks will be followed.
2. All students and staff in the Dover School District should always wear masks while inside a school building, riding on school transportation, entering or exiting the school building, transitioning in hallways and between classes, and in the cafeteria, except while eating and drinking.
3. Masks are required to be worn indoors including when in a controlled setting where everyone is stationary, more than 6 feet apart, and using a normal tone of voice.
4. Those that are not required to wear a mask are as follows: children aged two and lower, those with an acceptable note from a licensed primary caregiver, students with significant physical or social characteristics that preclude appropriate wearing of a mask, and anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
5. Those that are not required to wear a mask as described in this section may voluntarily wear a mask if it is in a manner that supports good health for the wearer.
6. Cloth masks are not considered as personal protective equipment (PPE) unless otherwise documented.
7. Certain students may have difficulty consistently and correctly wearing cloth face coverings so teaching proper use and gaining compliance will be necessary by school staff.
8. Mask breaks will be necessary for students and staff but should be done in a safe manner with social distancing and with proper hygiene.
9. Alternate options to face masks, like face shields, will be approved on a case by case basis by the school nurse and school administration.

K. Bus Stop, Traveling, and Drop-off with Buses

1. Parents/Guardians should be screening their children for symptoms of COVID-19 or risk factors for exposure before allowing them to ride the bus. Students with any identified symptoms or risk factors should not be sent to school.
2. Whenever possible, families are strongly encouraged to provide their own modes of transportation to and from school. When carpooling, the wearing of masks for all riders is required.
3. At bus stops, all students and families are expected to adhere to all social distancing guidelines which include 6 feet or more of distance from anyone not living in the same household.
4. Parents/Guardians are not permitted to board the bus unless an emergent situation dictates otherwise and boarding the bus is requested by the driver or non-driver adult supervisor.
5. Students should always wear a face covering over their nose and mouth while boarding, riding, and exiting the bus. If a rider forgets their mask, a nose and mouth covering will be provided upon entering the bus.
6. All bus drivers should always wear a covering over their nose and mouth while on a bus. If the covering causes obstruction of the driver's view, or unsafe driving conditions, it can be removed, but in those circumstances, students should be at least 6 feet away from the bus-driver.
7. All non-driver staff supporting the transportation of students should always wear appropriate Personal Protective Equipment (PPE) while physically assisting student(s).
8. Every attempt will be made to load buses from the rear of the bus to the front, and unload buses from the front of the bus to the rear. Students are encouraged to maintain social distancing when loading and unloading buses. Exceptional situations may arise that this process may not be followed (ex. For when a student is in wheelchair).
9. Every attempt will be made to maintain 1 rider per bench seat. At no time will any bench seat have 2 or more riders unless all riders in the seat (up to 3) are from the same household. At the elementary school level (Preschool through Grade 4) each rider will have an assigned seat and will use the same seat each day whenever possible.
10. Whenever practical, bus windows will be open to increase air flow throughout the bus.

L. Bus Procedures in between Bus Runs

1. Many of the Dover school buses have multiple routes. A bus starts a run of student pick-up/drop-off to one school and then the same bus starts a second transport of pick-up/drop-off of students to another school on its next run. A cleaning of commonly touched areas needs to occur in between each bus run.
2. Each bus will be disinfected after their last run of the day in preparation for their next day's run. This includes disinfecting each seat and seat backs/fronts, handrails, doors, and windows.
3. The use of multiday chemicals on the interior of the bus for disinfection is highly discouraged.

M. Extra-Curricular/Co-Curricular Transportation

1. All procedural expectations for extra-curricular and co-curricular transportation will comply with the protocols mentioned above in **Bus Stop, Traveling, and Drop-off with Buses**. This includes but is not limited to Interscholastic Athletics, Music, NJROTC, Project Search, Ski Club, etc.
2. Please note that parents/guardians will be allowed and encouraged to transport their children to and from out of district extra-curricular and co-curricular activities whenever possible. When carpooling, the wearing of masks for all riders is required.

N. School Arrival and Dismissal

School arrival and dismissal procedures will be developed at each school to help maintain hygiene, appropriate mask wearing, potential contact tracing guidelines, and social distancing practices that focus on mitigating overcrowding at exits doors, parking lots and other common areas.

O. Social Distancing in Classrooms

1. Arrange classrooms to maximize physical distance between students and staff.
2. Desks and tables should be arranged so that students are spaced at least 6 feet apart.
3. Assigned seating should be done to support social distancing and possible contact tracing.
4. Learning outdoors while following social distancing, hygiene, and mask protocols is encouraged when practical.

P. Use of Common Areas

1. Common areas need to align with expectations of hygiene, masks, social distancing, and contact tracing.
2. Hallway traffic patterns should be created and clearly marked based on each school's needs to promote social distancing.
3. Staggered movement schedules can be created to limit the number of cohorts moving in common areas.
4. Outdoor spaces should be utilized when practical to limit the amount of people in classrooms, cafeterias, halls, or common areas.
5. Access to locker room facilities will be restricted to only students and staff in a limited capacity. All locker rooms will be cleaned and disinfected regularly.
6. Common areas like gymnasiums, cafeterias, auditorium, etc., may not be used for in-school use unless proper health practices (see **Layers of Public Health Protection**) can be maintained and are sanitized between uses.
7. Locker and bathroom use will be determined in each school building while complying with hygiene, masks, social distancing and contact tracing guidelines.
8. Students should not congregate in cafeterias, foyers, hallways, or other common areas upon arrival/dismissal times. Different entrances can be utilized based on school needs and Facilities ability to clean the area. Students will report directly to a class/cohort teacher upon arrival to school.
9. Staff should practice hygiene, masks, social distancing and contact tracing guidelines when in department offices, breakrooms, conference rooms, and other common staff areas. Collaboration should be done virtually.
10. Items like extra tables and chairs, should be removed from common areas to support social distancing and hygiene.

11. Dover's Director of Emergency Management can determine the use of a school and their common areas during and after school based on needs and guidelines. Some examples include but are not limited to, a school can be used as a poll station, an emergency shelter, or as a location to promote public health.

Q. Food Service (highlighted areas need emphasis)

1. School cafeterias may be used to serve students lunches since it helps maintain health regulations, student safety and standards of cleanliness. However, hygiene, masks, social distancing and contact tracing guidelines need to be maintained.
2. Reusable items can be used with proper sanitation, but disposable items are preferred.
3. Grab-and-go items are allowable, while made-to-order items/stations are not.
4. Normal payment methods can be used provided an appropriate shield is in place (ex. plexiglass) between cafeteria staff and customers (students and staff).
5. **Added lunch periods may need to happen as well as a staggered entrance to the service area depending on the layout at each school.**
6. **Additional areas to eat should be identified to limit the number of students in any area. Use of outdoor spaces for eating is encouraged when practical.**
7. Additional time (ex. 5-10 minutes) is needed to clean in between lunch groups served. Each school will develop a reasonable plan based on cafeteria and scheduling parameters.
8. **Student seating will be based on cohorts, social distancing, and contact tracing guidelines.**
9. If in the event of a less than full time in-school model, students can still access food through another established distribution model. It is possible that in the event of a full remote learning model that access to food will be based on each student's meal benefit status and might not be a viable option for all students.

R. Recess

To the extent practical, qualifying classes will have outdoor recess. Enforcing physical distancing in an outside playground is difficult and may not be the most effective method of risk mitigation. Emphasis should be placed on cohorting students and limiting the size of groups participating in playground time. Outdoor transmission of the virus is known to be much lower than indoor transmission. Students should wash hands after recess. Masks do not need to be worn when outside unless a student selects to do so.

S. If there are Questions Related to COVID-19

1. The Dover Director of Emergency Management can be reached through a school administrator or by calling (603) 742-4646.
2. If there are additional needs for further guidance, the NH Division of Health and Human Services can be reached at (603) 271-4496 during normal business days and hours. For weekends and after hours, call 603-271-5300 and ask for the public health nurse on-call.

MEMORANDUM OF UNDERSTANDING
Dover School District, SAU#11
and
Dover Fire Department

I. Purposes

The purpose of this Memorandum of Agreement (Memorandum) between the Dover School District, SAU #11, 61 Locust Street, Dover, NH 03820 and the Dover Fire Department, North, 262 6th St, Dover, NH 03820 is to define the roles and responsibilities of each organization relative to the instruction of students in the certified Firefighter programs in order to:

- A. Foster the achievement of both the SAU and Fire Department mission and goals through a collaborative working relationship between the two organizations; and
- B. Facilitate operational efficiencies by promoting economies of scale and avoiding duplications of effort.

II. Statutory Requirements

- A. The firefighter training program and instructors are under the jurisdiction of the New Hampshire Department of Safety's Division of Fire Standards and Training and Emergency Medical Services.
- B. Statutory requirements include, but are not limited to, 1) NH Statute 21-P: 12-a, 12-b, 12-c, 12-d, 12-e, 25, 26, 27, 28, 29, 32 and 33;; 2) Chapter Saf-C 3900 Incident Command Center; 3) Chapter Saf-C 6200 Administrative Fees and 4) DOS Administrative Rules FIRE 100-900.

III. Fire Department Responsibilities

The responsibilities of the Fire Department under this Memorandum are as follows:

- A. The City of Dover through the Dover Fire Department, subject to availability as determined by the Dover Fire Department and payment of Fire Department personnel time by the SAU, will allow the use of pre-coordinated Firefighting equipment and apparatus under the direct supervision of a Dover Fire Department employee for the purposes of instructional and hands-on skill labs. Labs will be conducted either at the Career Technical Center or at one of the Fire Stations (when necessary) based upon the skills required to be completed by the students in the Firefighting class.
- B. In the event of teacher absence, The City of Dover Firefighters will contact the CTC office school per absence protocols by 6am to ensure class is covered with a school district substitute. Sub plans will be sent to the CTC office by 6:00 am.
Note: Per New Hampshire Fire Standards and Training the City of Dover Firefighters are not eligible to teach or substitute without proper Instructor credentials. These classes cannot be taught without a State certified instructor, thus the City of Dover cannot schedule a substitute from their ranks.

MEMORANDUM OF UNDERSTANDING
Dover School District, SAU#11
and
Dover Fire Department

- C. The City of Dover through the Dover Fire Department, subject to availability as determined by the Dover Fire Department and payment of Fire Department personnel time by the SAU, will allow the use of pre-coordinated Firefighting equipment under the direct supervision of a Dover Fire Department employee for the purposes of providing hands-on skill labs. Labs will be conducted either at the Career Technical Center or at one of the Fire Stations (when necessary) based upon the skills required to be completed by the students in the EMT class.

IV. SAU Responsibilities

The responsibilities of the SAU under this Memorandum are as follows:

- A. The SAU will provide the secure, consistent, designated spaces at the Dover CTC for purposes of instructional and hands-on skills lab for all Dover CTE Firefighter and EMT students.
- B. Transportation to and from Dover Fire Station (s) and NH Fire Academy as required
- C. Enrollment of students interested in this career path and capable of passing the requirements for performance as a NH Firefighter
- D. Copies of Individualized Education Plans for any enrolled students as well as appropriate instructor support and liaison communication via Dover CTC Director and DHS Office of Student Services
- E. IT account set up and access to Infinite Campus for attendance and grading
- F. Account set up for district email, OneCall and Google account
- G. Training for use of IT tools and resources including, but not limited to, Help Desk, Google Classroom, Zoom, NHoodle and others deemed necessary for in class, labs, simulations and remote learning.
- H. A copy of written policies and procedures and required forms as they relate to field trips, teacher absence, etc., to ensure instructors can perform with all necessary knowledge and information.
- I. The SAU through the Dover CTC will ensure the delivery of the Firefighter and EMT curriculum materials in compliance with state of NH Firefighter and EMT requirements.
- J. To make payment(s) to the Dover Fire Department for Fire Department personnel time pursuant to Section II above.

MEMORANDUM OF UNDERSTANDING
Dover School District, SAU#11
and
Dover Fire Department

Dover Police Department, Dover Fire Department and SAU Responsibilities

A. **Jointly**, the SAU, Dover Police and Dover Fire will provide the opportunity for students of the Dover Career and Technical Education Fire classes to conduct their forcible entry training at the North End Fire Station where the prop may be located. This prop was purchased jointly by the SAU (Perkins Funding through CTE) and the Dover Police Department to meet required training purposes for Dover CTE Fire classes, Dover Fire Department and Dover Police Department.

B. Assignment

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

C. Counterparts

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

D. Mutual Indemnity & Hold Harmless

The Dover Fire Department shall defend and indemnify the SAU for claims caused solely by the Dover Fire Departments negligence that are within the scope of the Dover Fire Department's liability insurance/risk pool coverage.

The SAU shall defend and indemnify the Dover Fire Department for claims caused solely by the SAU's negligence that are within the scope of the SAU's liability insurance/risk pool coverage.

The provisions of this section shall survive any termination or expiration of this Memorandum.

E. General Provisions

A. All Firefighter/EMT instructors and coordinators will be employed under the SAU and will be hired following SAU policies.

B. The positions of Firefighter instructors will be maintained within the school district from the opening of the school year to its closing.

MEMORANDUM OF UNDERSTANDING
Dover School District, SAU#11
and
Dover Fire Department

- C. This Memorandum may be modified only by a written agreement executed by all of the parties hereto, with all the formalities of this Memorandum.
- D. This Memorandum merges and supersedes all prior agreements and understandings of the parties whether written or oral, and the SAU and the City of Dover mutually agree that any such prior agreements and understandings are hereby terminated.
- E. All captions used herein are for purposes of convenience only and shall not be relied on in construing the Memorandum
- F. This Memorandum shall be governed, construed and enforced in accordance with the laws of New Hampshire and all actions brought in connection with this Memorandum shall be maintained only in a state or federal court of competent jurisdiction in New Hampshire.
- G. The failure of any party to insist upon strict compliance with any of the terms, conditions or covenants contained herein shall not be deemed a waiver of any such terms, conditions or covenants; nor shall any waiver at any one or more times be deemed a waiver at any other time or times.
- H. If any provisions of this Memorandum are determined to be unlawful or unenforceable, it shall not invalidate the remainder of the Memorandum provided the unlawful or unenforceable provision does not affect the essence of this Memorandum.

F. Terms of Memorandum of Agreement

This Memorandum shall be effective on the later date of the signatures below and shall remain in effect until June 30, 2025; provided however, that either party may sooner terminate it by delivering to the other party written notice of their intent to terminate the Memorandum, in which case, this Memorandum shall terminate and be null and void on the 30th day following the recipient's receipt of said written notice or the end of the fiscal year, whichever is sooner.

By signing below, the parties agree to the terms and conditions set forth within this Memorandum

Dr. William R. Harbron
Superintendent, Dover School District

Date

J. Michael Joyal, Jr.
Dover City Manager

Date

MEMORANDUM OF AGREEMENT
DOVER POLICE DEPARTMENT
AND
DOVER SCHOOL DISTRICT: SAU#11

THE DOVER POLICE DEPARTMENT and **THE DOVER SCHOOL DISTRICT: SAU #11** enter into the following agreement for a *School Resource Officer* to serve the needs of the school district, specifically at the Dover Middle School. The term of this agreement is July 1, 2020-June 30, 2021.

School Resource Officer Philosophy Statement: The Dover Police Department School Resource Officers work cooperatively with the Dover School Department Administration and Staff to create a healthy and safe environment while building positive relationships with students by providing guidance and mentorship as an integral part of the school community. Activities such as making arrests are not the primary function of the position and are done only when other alternatives are not available.

Job Outline: School Resource Officer

- Provide a secure learning environment through presence, professional guidance and mentorship
- Promote the positive role of law enforcement in our school community and beyond
- Upon request, render professional assistance to all school officials
- Act as a member of the teaching team while presenting a positive image to the students by teaching lessons in various classes as often as possible
- Promote a safe and drug free environment
- Act as a direct liaison between the police department and school administration
- Attend selected school functions, as needed
- Work with school staff to maintain maximum student attendance and retention
- Collaborate with resources for students, such as teachers, administrators, the guidance department and other available resources. Share information, where appropriate, to effectively assess problems confronting students and develop viable plans of action to reduce those problems
- Patrol Dover Middle School property
- Respond to calls for service at the school and conduct follow-up investigations of incidents and crimes relating to activities at the school
- Coordinate the Dover Police Department's DARE program, teach DARE classes, provide anti-bullying and cyber safety programming to students, staff, and parents as needed
- Enforce the laws of the State of New Hampshire through the application of discretion and in cooperation with school administration to reach a resolution which provides the best outcome for the school community. School level administrative discipline such as detention or suspension for violations of school policy shall not be handed down by the School Resource Officer

Use of Facility

- The School Resource Officer will operate out of a designated office space within the facility
- Access to computer information services through designated networks between the school and city will be provided as allowed by state law

- The School Resource Officer will be provided access to all areas through the use of the school's internal key systems program

Payment Terms

Payment in the amount of \$46,640.00 will be provided to the Dover Police Department prior to June 30, 2021 for the services described above.

Terms of Agreement

- It is understood that the School Resource Officer will remain an employee of the Dover Police Department and will maintain their official position as designated by department policy and the Chief of Police
- The position of the School Resource Officer will be maintained within the school district from the opening of the school year to its closing. On those occasions when school is not in session the School Resource Officer may be temporarily reassigned at the Chief's discretion.
- At any point, the Dover Police Department and Dover School District can review, modify and revise this agreement by the request of either party. At a minimum, the Chief of Police or designee and the Superintendent or designee shall review this agreement in its entirety once during the year, prior to the agreement's expiration. Revisions, if any, will be agreed upon and incorporated into the next year's memorandum of agreement.
- All records and reports produced by the School Resource Officer are to be maintained within the Dover Police Department records management system

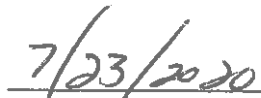
By signing below, the parties agree to the terms and conditions set forth within this memorandum.

Dr. William Harbron
Superintendent

Date



Chief William M. Breault
Chief of Police



Date

MEMORANDUM OF AGREEMENT
DOVER POLICE DEPARTMENT
AND
DOVER SCHOOL DISTRICT: SAU#11

THE DOVER POLICE DEPARTMENT and THE DOVER SCHOOL DISTRICT: SAU #11 enter into the following agreement for a *School Resource Officer* to serve the needs of the school district, specifically at the Dover High School. The term of this agreement is July 1, 2020-June 30, 2021.

School Resource Officer Philosophy Statement: The Dover Police Department School Resource Officers work cooperatively with the Dover School Department Administration and Staff to create a healthy and safe environment while building positive relationships with students by providing guidance and mentorship as an integral part of the school community. Activities such as making arrests are not the primary function of the position and are done only when other alternatives are not available.

Job Outline: School Resource Officer

- Provide a secure learning environment through presence, professional guidance and mentorship
- Promote the positive role of law enforcement in our school community and beyond
- Upon request, render professional assistance to all school officials
- Act as a member of the teaching team while presenting a positive image to the students by teaching lessons in various classes on topics such as drug prevention, legal procedure, and cyber safety as often as possible
- Promote a safe and drug free environment
- Act as a direct liaison between the police department and school administration
- Attend selected school functions, as needed
- Work with school staff to maintain maximum student attendance and retention
- Collaborate with resources for students, such as teachers, administrators, the guidance department and other available resources. Share information, where appropriate, to effectively assess problems confronting students and develop viable plans of action to reduce those problems
- Patrol Dover High School property, including the property of Bellamy Academy
- Respond to calls for service at the school and conduct follow-up investigations of incidents and crimes relating to activities at the school
- Enforce the laws of the State of New Hampshire through the application of discretion and in cooperation with school administration to reach a resolution which provides the best outcome for the school community. School level administrative discipline such as detention or suspension for violations of school policy shall not be handed down by the School Resource Officer

Use of Facility

- The School Resource Officer will operate out of a designated office space within the facility
- Access to computer information services through designated networks between the school and city will be provided as allowed by state law

- The School Resource Officer will be provided access to all areas through the use of the school's internal key systems program

Payment Terms

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Terms of Agreement

- It is understood that the School Resource Officer will remain an employee of the Dover Police Department and will maintain their official position as designated by department policy and the Chief of Police
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- At any point, the Dover Police Department and Dover School District can review, modify and revise this agreement by the request of either party. At a minimum, the Chief of Police or designee and the Superintendent or designee shall review this agreement in its entirety once during the year, prior to the agreement's expiration. Revisions, if any, will be agreed upon and incorporated into the next year's memorandum of agreement.
- All records and reports produced by the School Resource Officer are to be maintained within the Dover Police Department records management system

By signing below, the parties agree to the terms and conditions set forth within this memorandum.

Dr. William Harbron
Superintendent

Date



Chief William M. Breault
Chief of Police



Date

RESPECT & RESPONSIBILITY = SUCCESS AT DHS



STUDENT AND FAMILY HANDBOOK

202019 - 20210

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

25 Alumni Drive
Dover, NH 03820
(603) 516-6900
<http://www.dhs.dover.k12.nh.us>

Approved August 202019

POLICY STATEMENT

All policies herein are subject to change, and changes may be subsequent to this publication and may not be reflected in this handbook. Every effort has been made to reflect current educational laws. Please view the appropriate link from our district website for a complete view of the policies of the Dover School District.

EQUAL OPPORTUNITY AND SEXUAL HARASSMENT POLICY STATEMENTS

It is the policy of Dover High School not to discriminate in its education programs, activities or employment practices on the basis of race, color, national origin, language, religion, age, sex, economic status or handicap under the provisions of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Education for all Handicapped Children Act of 1975. **Sexual harassment** is a form of unlawful discrimination and is against school district policy. Sexual harassment is described as an unpleasant environment caused by unwelcome verbal or physical conduct of a sexual nature that interferes with an individual's academic performance. **A concern or complaint concerning sexual discrimination should be made to the Director of Pupil Personnel Services, who can be reached at 516-6722.** Any person having inquiries concerning Dover High School's compliance with the regulations implementing these laws may contact the Dover School System (**516-6804**). Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education or the Director, U.S. Department of Education, Office for Civil Rights, Region I, John W. McCormack Post Office and Court House Square Room 222 Boston, Massachusetts 02109.

WELCOME

The faculty and staff of Dover High School and Regional Career Technical Center welcome students and families as active participants in the school community. We are excited to have you join us. This handbook contains information about the operation of our school and is meant to reflect the high expectations we hold for all.

The 2020-2021 edition of the student-family handbook reflects the current issues that the Novel Coronavirus pandemic is having on our local community. Certain aspects of our policies and practices have been adapted to meet the health and safety needs of students, staff and family members as we navigate unique challenges. All health and safety measures align with guidance issued by the NH Department of Education.

DOVER HIGH SCHOOL MISSION STATEMENT

Dover High School and Regional Career Technical Center

Mission Statement, Core Values, Beliefs, and 21st Century Learning Expectations

Mission Statement

Dover High School is committed to the development of lifelong learners who strive to reach their full potential academically, civically, and socially. We will foster collaboration among students, teachers, administration and the greater community to create a student-centered educational experience in a respectful and safe environment.

Core Values

Authenticity

Integrity

Personal Responsibility

Perseverance

Resilience

Respect

Compassion

Beliefs

We believe all students have the right to:

A safe and respectful learning environment

Individualized educational experiences

Inclusive and supportive community

Opportunities to pursue personal interests and passions

Access to technology, resources, and services

21st Century Learning Expectations

**Critical Thinking
Communication
Creativity
Collaboration**

Academic

Establish and pursue goals for personal growth, academic success, and career readiness

Access and critically analyze the source and value of information

Work independently as well as collaboratively to complete authentic learning tasks

Solve problems creatively using both traditional and innovative methods

Communicate clearly and effectively with an understanding of your purpose and audience

Social

Assume responsibility for one's own actions

Demonstrate respect for and acceptance of diversity

Work cooperatively and collaboratively with others

Civic

Make positive contributions to the culture and climate of the school

Be involved and engaged in the greater community in meaningful ways

RESPECT & RESPONSIBILITY = SUCCESS AT DHS

Respect is showing consideration for self and others.

Responsibility is being accountable for your actions, as well as being dependable and following through with duties and obligations.

Success is achieving your desired outcome or goal.

These concepts are important for you to remember throughout your years at Dover High School and beyond. As we connect these concepts to our core values and mission statement, it is important to acknowledge that notions of respect and responsibility include a commitment to inclusion and equity. Our school and community are comprised of many different cultures and perspectives, and we strive to appreciate differences and build on similarities.

CODE OF CONDUCT

1. All members of the DHS community will be respectful at all times. This includes respect for persons and property, both personal and school.
2. We all have a right to be safe and secure.
3. We all have a right to a learning environment free from disruption.
4. Teachers have a right to teach.
5. It is expected that reasonable requests by adults will be followed.

SPORTSMANSHIP/GOOD CONDUCT

Students who attend school events, including sporting events, are expected to conduct themselves in a manner that appropriately represents our school and community. Students whose actions do not appropriately reflect community values will be subject to discipline by an administrator or their designee. All school activities are considered part of the school day and are subject to all school rules and regulations.

SCHOOL BOARD MEMBERS

Amanda L. Russell

Keith Holt

Kathleen Morrison

~~Andrew Wallace~~ Rachel Burdin

Carolyn Mebert

Zachary Koehler

~~Matthew Lahr~~ Jessica

Rozzo

Chairperson

Vice Chair

Secretary

Ward 6

Ward 1

At Large

Ward 2

Ward 3

Ward 4

Ward 5

Dr. William Harbron, Ed.D.

Superintendent of Schools

61 Locust Street, Suite 409

Dover, NH 03820

SCHOOL ADMINISTRATION

Peter Driscoll
Principal of Dover High School
(603) 516-6920
p.driscoll@dover.k12.nh.us

~~**Lisa Danley**~~**Samantha Tukey**
Career Technical Center Director
(603) 516-6976/6977
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s.tukey@dover.k12.nh.us

Emily Sherman
Dean of Instruction
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e.sherman@dover.k12.nh.us

Peter Wotton
Athletic Director
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p.wotton@dover.k12.nh.us

Kimberly Stephens
Dean of Students, Grades ~~9 & 11~~ 10 & 11
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Thomas Waldron
Dean of Students, Grades ~~10 & 12~~ 9 & 11
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t.waldron@dover.k12.nh.us

Linda Madden
Dean of Student Services
(603) 516-6908
l.madden@dover.k12.nh.us

Dr. Joan Breault
Bellamy Academy Dean of Students
(603) 516-6058
j.breault@dover.k12.nh.us

ACADEMICS

ACADEMIC INTEGRITY

At Dover High School we take pride in our work. Academic integrity is expected of all students. Tests, quizzes, projects and assignments must be representative of our own efforts.

If a student is caught cheating or plagiarizing an assignment, the student will receive an academic consequence for the assignment, which in most cases will mean a grade of zero for the assignment, and the teacher will contact the parent(s) or guardian. Additional disciplinary action may be taken depending on the severity, extent, and occurrence(s) of the cheating or plagiarizing.

Breaches of academic integrity include:

Plagiarism – The use or reproduction of the published or unpublished work of another without acknowledgement through proper citations and may include the copying and submission of an assignment or parts of an assignment written by another student. This includes but is not limited to work produced by another student, an author, or found on the internet. Student work must be written in the student's own words. Guidance in avoiding plagiarism is offered through English classes and is reinforced in other disciplines as well. A student should always consult his/her teacher for concerns around proper rewording, quotations, and citations.

Cheating – The unauthorized use of notes, textbooks, oral, visual or electronic communication, online translators or other aids during an exam, quiz or related assignment as well as the copying of the work of another student during an exam, quiz, or course assignment. The use of electronic devices to store, copy, and distribute materials students are not supposed to possess is an act of cheating. Giving assistance in this manner is as much cheating as receiving the assistance.

Duplication – The use of the same or closely related paper or report for more than one class without the permission and knowledge of the instructors.

Alteration/Fabrication of Data – The submission of data not obtained by the author and presented as his/her own or the alteration of another student's data, which is then presented as his/her own.

Unauthorized Collaboration – The sharing of quiz/exam questions or answers with another student without the permission of the teacher. This also includes the submission of a lab report authored by a lab partner or partners which was instructed to be an "individual" assignment or any group collaboration on assignments expected to be completed individually.

Participation/Facilitation of acts of academic dishonesty

- Stealing tests, quizzes, or student work
- Alteration of academic records including grades on assignments, tests, progress reports or report cards
- Sabotaging the work of another student
- Distribution of materials for the purpose of cheating
- The offer of a bribe to any student or staff in exchange for special consideration
- The misuse of school, student, or teacher resources including print or electronic library resources.
- The misuse of computer equipment used for assessment purposes
- Sharing information about the content of an assessment with a student who has not yet participated in that assessment
- Any use of electronic devices to distribute class work, homework and examinations for the purpose of cheating

FLEX BLOCK

Flex block is a 40-minute learning block that occurs each day. The flex block provides students opportunities for interpersonal relationships with the same advisor throughout high school as well as extra academic support from subject teachers, re-assessment, and remediation or re-teaching. In addition, flex block is time for enrichment activities and college and career preparation.

ACADEMIC INTERVENTION

Students with grades below a 70% in classes may have study hall and/or flex usage limits to ensure academic success.

MIDYEAR AND FINAL EXAMS

Midyear and final exams are an important part of the educational process at Dover High School. Students may not elect to take exams on days other than the days scheduled without prior permission of the Dean of Instruction. If a student has extenuating circumstances that interfere with the established testing schedule, a written request, accompanied by verification of information, must be sent to the Dean of Instruction at least two weeks in advance of the testing period. Graduating seniors are expected to be in attendance for their exams on the days scheduled for senior exams. Failure to complete exams may result in loss of credit and may adversely affect the student's promotion or graduation status.

MAKE-UP WORK

Students must request make-up work on the first day back of a scheduled class from an illness or suspension. Students are expected to make up all work ~~missed; credit will be granted only after absences have been excused.~~ Students missed. Students are responsible for making up work missed due to field trips. In general students are allowed the same number of days to make up an assignment as the number of days missed though arrangements can be made with the individual teacher to facilitate the make-up process.

CONCUSSION PROTOCOLS

Parents and students must be mindful that a concussion impacts a student's ability to learn. It shall be the parent's responsibility to notify the school nurse of all non-school related concussions or concussions not reported to school staff, including the athletic trainer. When a sports related concussion occurs, the trainer will notify the nurse of the injury and keep the nurse apprised of the student's progress in getting over the injury.

Upon diagnosis of a concussion by a physician or the school's athletic trainer, the school nurse will notify the student's teachers and school counselor. The notification will contain all concussion protocols from the physician and/or the athletic trainer. Teachers are to notify the school nurse of any academic issues they believe are related to the concussion and the school nurse will pass that information along to the parents. The administration, staff, athletic trainer, and school nurse will work to ensure that the student is provided with the support they need to be successful while the student is still experiencing symptoms and after their return to full academic participation.

Parents are required to provide the school nurse with documentation that outlines the student's status and physician notification of when the student has been cleared. Such clearance does not necessarily mean a student can return to athletic competition as they must also clear all protocols implemented and assessed by the athletic trainer.

TRANSCRIPT PROTOCOLS

Students may request official copies of transcripts from the School Counseling Department. All transcripts for scholarship applications are free. Two copies of official transcripts for college applications are free. There is a two dollar per copy charge for subsequent copies.

GRADUATION

Requirements for the diploma include all credit requirements established by the Dover School Board and the State of New Hampshire. Only students earning a Dover High School Diploma will participate in Dover High Commencement Exercises. Students earning the Dover Adult Learning Center Diploma shall participate in the DALC graduation ceremony. Students earning a High School Equivalency Test (HiSet) shall participate in the Dover Adult Learning Center ceremony and / or the ceremony conducted by the educational organization granting the HiSet.

Participation in graduation exercises is a privilege reserved to students who have met the necessary criteria. It is not a right. The Dover High School administration reserves the right to revoke the student privilege of participating in graduation exercises as part of a disciplinary measure. Students owing the school money for lab fees, lost books, sports uniforms/equipment, library materials, vandalism, class dues or other incurred costs will not be allowed to participate in graduation exercises.

DOVER HIGH SCHOOL'S NATIONAL HONOR SOCIETY SELECTION PROCESS

1. The NHS member excels in the areas of scholarship, service, leadership, and character. Shortly after 1st semester report cards come out the NHS advisor reviews student academic records to determine those persons whose scholarship make them eligible for membership. Students must have a cumulative Grade Point Average of 3.7 at the end of the First Semester of their sophomore year to be considered for induction.
2. Eligible students are notified and informed that for further consideration for selection to the DHS chapter they must complete the Student Eligibility Activity Form, outlining their accomplishments in the areas of Service and Leadership. These forms must be returned to the advisor as part of the application process.
3. Faculty evaluations are used to supplement the Student Activity Information Forms gathered from each candidate. The faculty evaluations are used to support the strength of a student's candidacy in the areas of service, leadership, and character. Faculty evaluations are based on a 4-point system with four being high and one being low. Ratings of "two" or "one" are to be followed by commentary indicating the circumstances for the below-average ratings. Teacher evaluations take into consideration areas such as behavior, honesty, courtesy, respect for others, classroom involvement, and contribution to the school community. Students must also submit a letter of recommendation from a reference outside of the school that attests to their character.
4. The Faculty Council is made up of a cross section of the faculty. The Council reviews the information from the Student Activity Form, faculty evaluations, and outside recommendations to determine who is selected for NHS induction.

5. The members of the Faculty Council vote on the induction decision.

If a student feels he/she has been wrongfully denied admittance to NHS there is an appeal process. The process begins with the advisor who will review relevant information with the student. This review will either help the student understand the Council's decision and provide effective direction for a successful application process the following year; or the student will decide to take the appeal to the next level. The next level involves a review of all relevant information by the school principal who will make the final decision on the application. All appeals must be heard before the induction ceremony.

Continued membership in the National Honor Society is incumbent upon the student remaining true to the standards associated with scholarship, leadership, service and character. A student membership can be revoked for behavioral issues including, but not limited to academic honesty and offenses resulting in suspension.

The World Language Department annually recognizes students with a 90 or above grade for that year for membership in the World Language Honor Society. In addition, the World Language Honor Society awards a red cord to be worn at graduation to students who have earned a 90 or above in all four years of a language sequence culminating in completion of a Level IV- Honors course. The cord is not awarded for obtaining a 90 or above in a Level IV- Honors class if a student has a grade below a 90 in a Level I, II, or III course.

DOVER HIGH SCHOOL'S NATIONAL TECHNICAL HONOR SOCIETY SELECTION PROCESS

1. The NTHS member excels in their respective career technical area, leadership, character, and citizenship. Shortly after 1st semester report cards come out the NTHS advisor reviews student academic records to determine those persons who may be eligible for membership.
2. Eligibility criteria at DHS, is a minimum cumulative Grade Point Average of 3.0 and an overall CTC grade average of 87 in their respective career technical program after the 1st semester of their second year in a CTC program. A student must have 10 or fewer unexcused absences for the year. Students must be a senior completing at least their 2nd year in a Career Technical program.
3. Eligible students are notified and informed that for further consideration for selection into the NTHS, they must complete the Candidate Instructor Nomination Form in their career technical area and a Teacher Nomination Form from a Non-CTC Teacher outlining their accomplishments. These forms must be returned to the advisor by the established deadline.
4. Students also need to complete an application letter regarding their activities in and out of school, to include any leadership positions they have held during their High School career. The student will also need to include what their plans are for the future regarding career and educational goals. This essay must be returned to the advisor in a timely manner.
5. Students are inducted into the NTHS if they meet all of the above criteria.

If a student feels he/she has been wrongfully denied admittance to NTHS there is an appeal process. The process begins with the advisor who will review relevant information with the student. This review will either help the student understand the Council's decision and provide effective direction for a successful application process the following year; or the student will decide to take the appeal to the next level. The next level involves a review of all relevant information by the CTC Director, who will then determine if the student's case warrants a revisit of the student's application.

ATTENDANCE

ATTENDANCE PROCEDURES

All students are required to be in school for the complete school day. (RSA 189:40 and 193:1) If a student will be absent from school, parents or guardians should telephone the Attendance Office (516-6915) on the day of the absence to excuse a student. Written excuses are to be presented *between 7:15 and 7:35 a.m. and within 48 hours of the student's return to school*. The note must contain the reason(s) why the student was absent and the date(s) of absences being excused. Students who are 18 years of age or older, and are their own legal guardian, may excuse themselves in accordance with all applicable attendance policies.

Students who are absent from school are not allowed to participate in any after school activity without prior written approval by an administrator.

Regular and punctual patterns of attendance will be required of each student enrolled in the Dover School District. ~~Students must be in attendance 159 or more of the total 177 days required by the State of New Hampshire.~~ Failing to meet the attendance requirement may result in course failure or retention. These requirements are outlined in Policy Code JH.

In the event of remote learning, attendance will be taken in the virtual classroom every day. Students who are struggling to engage in learning remotely should communicate with their teachers and support personnel at DHS.

Support personnel may include:

- School Counselor
- Case Manager
- Paraprofessional
- Administrator
- Any trusted adult

CLASS ATTENDANCE

~~No credit will be awarded for make-up work unless the absence is excused. Any student who has five (5) unexcused cuts/truancies in a marking period may not receive a grade higher than a 59 in that class for the quarter.~~

TARDY TO SCHOOL

Accurate attendance is an important component of student safety and arriving on time develops personal responsibility. Students who arrive at school late must check with the ~~kiosk-main office~~ attendant to be admitted to class. Students arriving after first block will be marked as a class cut by the teacher and given due process. Any student who is late five (5) times in a quarter or multiple of five (5) thereafter will be scheduled for a tardy after-school-intervention. Only documented tardiness (proof of medical or court appointment) will not be subject to ASI. Ten (10) or more tardies in a semester may impact eligibility for a campus parking permit.

TARDY TO CLASS

Students are expected to be present at the start of each class. Students who are consistently late for class should expect their teacher to call home to discuss with ~~their parent/guardians~~. Chronic or excessive tardies will initiate the student's school support team to identify challenges and supports to attendance.. ~~All subsequent~~ Chronic tardies to

class will result in a referral for administrative support and intervention to the Deans' Office. ~~The teacher should repeat this process each quarter.~~

UNEXCUSED ABSENCE FROM CLASS (CUT)

A student who has an unexcused absence from class will be subject to the following actions:

- ~~A student who cuts a class will be assigned~~ Assignment of one day of After-School Intervention (ASI).
- Participation in school-sponsored activities may be revoked when ten or more cuts have taken place during a semester.
- Students who are placed in ASI more than five (5) times for cutting class will initiate a parent/administrator conference to determine necessary interventions.

UNEXCUSED ABSENCE FROM SCHOOL (TRUANCY)

Regular attendance for all school days is expected of students (see RSA 193:1 - Compulsory School Attendance). Unauthorized absence from school is considered truancy and will be treated as such (see RSA 189:35-a Truancy). Students between the ages of 6-18 who are absent from school without a proper excuse are considered truant under state law. Habitual Truancy is defined as 10 half days of unexcused absences from class.

“excused absence”: An absence from class will be considered excused if a parent or guardian report illness or there is documentation of a professional appointment (e.g. doctor, attorney, dentist, court, college tour) which cannot be made outside of school hours. Religious Holidays, a death in the family or other family or individual emergency will be considered excused. **Confirmation (parent phone call or in writing) will be furnished within 1 school day of absence.** Extenuating circumstances may be addressed individually by the building administrator. Whenever possible, pre-approval of an excusal should be sought. All absences without confirmation will be listed as “truant.”

“truant”: Truancy is defined as any unexcused absence from class or school that is not properly excused by one of the reasons listed above..

“half day”: A half-day absence is defined as a student missing more than two hours of instruction time and fewer than three and one-half hours of instructional time..

Tardy times will be accumulated and applied toward the half-day truancy count.

The Principal in each building will address truancy issues or appoint an employee annually to track and address truancy issues.

The following steps will be taken to address truancy, with the acknowledgement that steps may be combined and time frames may be dictated by the severity of the truant behavior:

- After each absence deemed truancy, the student will meet with Administration/designee to discuss the truancy. Parents/guardian will be notified via letter and/or telephone contact.
- Personal contact may be made between the school administration (or designee) and parents/guardians if truancy becomes habit with the student’s attendance.
- A home visit will be made by a school official or designee; home visits may include welfare checks by the Dover Police Department.
- School Counseling Department will be notified of truancy.
- Student will meet with their school counselor and/or Interventionist and a regular meeting schedule will be considered.
- After the sixth truancy, a face to face meeting with parents/guardian will be requested; a referral to the building level PAT team will be made or if identified with Special Education needs, a progress review meeting will be scheduled; additional summons may be issued; a copy of RSA 193:1 (Duty of Parent; Compulsory Attendance by Pupil) will be provided to parent either in hand or via registered mail; Summons may be issued; an attendance contract will be established including but not limited a team agreement of at what point a CHINS petition alleging habitual truancy will be filed with the courts.

- A CHINS petition alleging habitual truancy may be filed after 10 half days of truancy if school interventions are not effective in resolving the student's habitual truancy or if the family does not engage in developing a plan.

Legal Reference:

RSA 193:1, Duty of Parent: Compulsory Attendance by Pupil

RSA 193:16, Bylaws as to Nonattendance

RSA 189:34 – Appointment Truant Officer

RSA 189:35-a – Truancy Defined

NH Code of Administrative Rules, Section Ed. 306.18(c)(6), School Half Day

Unexcused absences (truancy) include students who miss an entire day or any part of a day of school without being properly excused. Students who leave school without being properly dismissed will not be excused after the fact, and may be considered truant. All excused absences may be reviewed and may not be accepted without proper documentation. Any absence can be referred to the School Resource Officer. Any student who is truant may be assigned three (3) days of After-School Intervention and may initiate additional interventions. A student that is considered truant may also have their parking privileges revoked.

DISMISSALS

Appointments should be made for non-school hours. If a student must be dismissed during school hours for an appointment, the parent must inform the Attendance Office when the appointment is, what it is for, and how long the student will be gone from school. Participation in extracurricular events after school and on weekends (including, but not limited to: Prom, Senior Banquet, Athletics, and School Performances) will be contingent on full student attendance with dismissals limited to only the proper excusals listed above.

EARLY DISMISSAL/LATE ARRIVAL

Under certain circumstances, eligible seniors may receive permission for early dismissal or late arrival. Students in good academic standing (GPA of 2.0 or better) may apply for this privilege.

Any student with attendance and/or serious discipline (more than ten ASIs or more than five days of suspension) issues may not apply for this privilege. Students granted early dismissal must be off school grounds immediately after Block 3 each day. An early dismissal student who needs to remain in the building after that time must have permission from the appropriate Dean of Students. **This privilege may be revoked at any time if a student is failing a class.**

EARLY DISMISSAL AND/OR RETURN TO SCHOOL

All students are required to be at Dover High School for the entire school day unless dismissed properly. Students who are dismissed from school before the end of the regular school day may not return to school unless they have documentation from a professional appointment (i.e. doctor, lawyer, counselor, etc.) which must be presented upon return from the appointment. Students with Early Dismissal status may not return to school until after 2:30 p.m. Students who have a reduced school day and are dismissed prior to the end of the school day are to leave the building directly after their last class. Students who have been authorized for Early Dismissal who fail to sign out appropriately or are found in the building may be subject to revocation of Early Dismissal. Extracurricular activities require students to attend all classes for which they are scheduled that day unless administratively excused.

STUDENT CONDUCT

SAFETY AT DOVER HIGH SCHOOL

The personal safety of each student is of prime importance to the Dover School District. We believe our students should be knowledgeable of and use safe practices in all areas of their learning experiences at Dover High School.

It shall be the policy of this School District that all students will adhere to the applicable safety policies and procedures at all times while attending Dover High School. Each student will also be given safety instructions related to each appropriate academic and career technical education program. Behavior detrimental to the student or others cannot and will not be tolerated. Failure by a student to comply with the established safety policies and procedures set for each academic or career technical program may be cause for his/her removal from the program or further disciplinary action as deemed appropriate.

JICD - Student Conduct, Discipline, & Due Process

AREA REGIONAL CAREER TECHNICAL CENTER STUDENTS

Area Regional Career Technical Center students will be referred to the Regional Career Technical Center office for administrative action. All Dover High School rules and regulations pertain to all area Regional Career Technical Center students.

CAMPUS SEARCH

The Administration may conduct searches of students and property on the Dover High School campus, including but not limited to; lockers, digital school accounts, backpacks and clothing. Parents/guardians will be informed of these searches. Searches are conducted in order to ensure the safety of staff and students. The Superintendent or his/her designee may authorize the Dover Police Department to utilize a Police Canine Team to conduct searches of the campus. The search may include, but is not limited to: lockers, common areas, classrooms, bathrooms, bicycles and all vehicles on school property.

LEAVING CAMPUS WITHOUT AUTHORIZATION

A student may not leave campus without prior permission from the Career Technical Center or Deans' Office. Students may not leave campus between classes. Once students arrive on campus, they must come directly into the building. Students who leave campus will be considered truant. **Parents may not dismiss a student after the student has left school.** If a student leaves campus without permission and return to the building may be subject to a search upon reentry.

DEFIANCE/DISRESPECT/INSUBORDINATION/NONCOMPLIANCE

We believe all ~~students-people~~ have the right to a safe and respectful learning environment, and the culture of the school is based on how we treat each other. Students are reminded that they need to be respectful to others at all times. Inappropriate or derogatory language used at Dover High School will result in disciplinary action. Students who are disrespectful or disruptive will receive disciplinary measures which may include suspension from school. Suspensions are cumulative and will be kept on record throughout the student's career at Dover High School.

LEARNING ENVIRONMENT DISRUPTION

A student may not disrupt the learning environment of the school or another student. Depending on the severity of the disruption a warning, detention, or After-School Intervention(s) can be assigned by the appropriate school personnel. A significant disruption may result in Out of School Suspension(s) and/or hearing before the Discipline Committee of the Dover School Board. The administration may decide to remove a student from a learning environment or class activity when deemed necessary.

Skateboards, Frisbees, musical instruments, and athletic equipment must be stored away upon entering the building. Laser devices should not be brought to school unless prior approval has been granted by administration. These and any other objects found to be disruptive to the orderly function of the school will be turned into the Deans' Office and the student may face disciplinary action.

AUTHORIZED AREAS WITH A PASS

Offices, bathrooms, learning commons, academic locker, library, nurse, and the Gourmet's Table with a reservation are areas that students are authorized to visit provided they have a signed pass.

UNAUTHORIZED AREAS

Loitering on the mezzanine, wooded areas surrounding the school, unscheduled lunch, locker room and unauthorized internet websites are deemed unauthorized areas. Any area inside the construction fence is also an unauthorized area.

Staff members may refer students for administrative action for being in an unauthorized area within the building. Any suspended student found on school grounds shall be subject to further disciplinary action and is in violation of **RSA193:15**.

COURTYARD

Classroom Usage

Teachers may use Courtyard with their classes. They should follow the protocols below that mirror taking a class outside to other areas of the campus.

1. Let the Attendance Office know where you will be and a cell phone number at which you can be reached. In the new building, we do have the ability to use an external intercom system to reach people.
2. Bring your Emergency Binder in case of an event.
3. Be respectful of colleagues who use outside areas like athletic fields and the track as part of their regular classroom instruction.

Please be respectful of classrooms that face the Courtyard in terms of proximity and noise. During Block 3, please only use the upper level as students can eat on the lower level.

Lunch Usage

Students may eat in the lower level as far as the built-in benches and the stairs. Students need to make sure all trash is put into the trash receptacles provided. Students may exit the Courtyard at lunch via any of the following five doors: CY-01, CY-02, CY-03, CY-08, CY-09.

Between Classes

Students may use the Courtyard as a means of travel between classes via any of the following five doors: CY-01, CY-02, CY-03, CY-08, CY-09. Students are to stay off the grass.

Learning Common

Except during Block 3, the Courtyard tables maybe used as a learning common with an authorized pass from a classroom teacher.

VANDALISM OR THEFT

Any student involved in vandalism or theft of school or personal property will be responsible for restitution, may receive a suspension, and will be reported to the police. Serious or repeated violations may result in an expulsion hearing.

DIGITAL AGE LEARNERS

We live in an age of education where technology is rapidly advancing, and students must learn how to navigate an evolving digital world. Digital Citizenship focuses on empowering learners to be in community with others in online spaces that goes beyond personal responsibility; it's about being active citizens who see possibilities instead of problems and opportunities instead of road blocks as students curate a positive and effective digital footprint. Being a digital learner means:

- Using technology to make your community better.
- Engaging respectfully online with people who have different beliefs than you.
- Using technology to make your voice heard by public leaders and to shape public policy.
- Determining the validity of online sources of information.

International Society for Technology in Education (ISTE) Student Standards

1. Empowered Learner:
 - a. I use technology to set goals, work towards achieving them and demonstrate my learning.
2. Digital Citizen:
 - a. I understand the rights, responsibilities, risks and opportunities of living, learning and working in an interconnected world.
3. Knowledge Constructor:
 - a. I critically select, evaluate and synthesize digital resources into a collection that reflects my learning and builds my knowledge.
4. Innovative Designer:
 - a. I solve problems by creating new and imaginative solutions using a variety of digital tools.
5. Computational Thinker:
 - a. I identify authentic problems, work with data and use a step-by-step process to automate solutions.
6. Creative Communicator:
 - a. I communicate effectively and express myself creatively using different tools, styles, formats and digital media.
7. Global Collaborator:

- a. I strive to broaden my perspective, understand others and work effectively in teams using digital tools.

<https://www.iste.org/standards/for-students>

PERSONAL ELECTRONIC DEVICES

~~Cell Phones and Electronic Devices~~—Students may possess a cell phone and ~~privately-owned~~personal electronic devices but the devices must remain off and out of sight while students are in class, assemblies or other school activities where their use would be a distraction. Dover High School offers an array of technology resources for students to use as part of their educational journey, so there is diminished need to rely on personal electronic devices for educational purposes. All technology resources (hardware, software and network access) are to be used ethically, responsibly and in compliance with student acceptable use policy EHAA-S

~~Any use of cell phones and other electronic devices that violates any Board policy/procedure or school policy is strictly prohibited. In addition, accessing, viewing, posting, forwarding or displaying any materials that are defamatory, abusive, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited. Any use of devices to distribute class work, homework and examinations for the purpose of cheating is prohibited. (See Plagiarism) Videotaping, photographing or audio recording of any individual without their permission is not allowed. The recording and or taping of fights or other inappropriate conduct will result in disciplinary action with the minimum sanction being an ASI.~~

~~The only exception to this rule is when a teacher specifically authorizes students to use such a personal electronic device for a specific purpose.~~

- During instructional time a teacher may provide permission for students to use personal electronic devices in their classroom. This is a privilege, not a right.
- Students may use their devices during transition times and non-instructional time.
- Any use of cell phones or other electronic devices that violates any Board policy/procedure or school policy is strictly prohibited. In addition, accessing, viewing, posting, forwarding or displaying any materials that are defamatory, abusive, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited.
- Videotaping, photographing or audio recording of any individual without their knowledge and consent is prohibited.
- Distributing audio or video recordings of individuals without their express knowledge and consent is prohibited.
- ~~The recording and or taping of fights or other inappropriate conduct will result in disciplinary action complete of an assignment or research.~~
- ~~Students may use their devices when in the hallway between classes and during lunch. At these times, cell phones must be kept on vibrate or quiet mode in order to avoid disturbing others.~~
- With consent of parents, students can share information on their phones or provide screenshots to the Administration.

Dover High School will not be responsible for lost, stolen or damaged electronic devices. Students are encouraged to register their devices with the School Resource Officer (SRO) at Dover High School. Furthermore, all evidence of illegal activities involving electronic devices will be referred to the Dover Police Department.

RESPECT & RESPONSIBILITY AND THE CARRYING AND USE OF A CELL PHONE

All students that carry a cell phone accept the responsibility to communicate clearly, listen actively, cooperate, resist inappropriate social pressure, negotiate conflict constructively and seek help when needed. With that, the administrative team wants to permit students the opportunity to use their phones productively under these guidelines. However, when phones are used on or off campus to disrupt the learning environment, families and students should be aware the school is obligated to take prompt and reasonable steps to mediate the situation.

Students demonstrate respect and responsibility when they . . .

- ~~Communicate clearly as evidenced by . . . questions NOT assumptions, facts NOT guesses, followed by apologies NOT threats.~~
- ~~Listen actively as evidenced by . . . taking the conversation offline, talking face to face, and restating facts to demonstrate listening.~~
- ~~Cooperate as evidenced by . . . turning off or placing phones on airplane mode during class and storing them out of sight when not in academic use.~~
- ~~Resist social pressure as evidenced by . . . resisting the temptation to circulate content about others, gathering images of people without their knowledge, and recording individuals without their knowledge. These actions could be illegal and could result in serious consequences for students.~~
- ~~Negotiate conflict constructively as evidenced by . . . using I statements, seeking out resources within the building, and distancing oneself from the problem by taking down offensive comments and blocking unwelcome individuals.~~
- ~~Seek help as evidenced by . . . making an appointment with their school counselor, approaching a teacher, filing a statement in the Dean's Office, and/or consulting the School Resource Officer.~~

Students that are reported violating these guidelines will be reviewed under school policy, and the appropriate steps necessary to maintain a safe and positive learning environment will be taken. Today's technology allows the widespread dissemination of a variety of means of communication (text, images, video, symbols, etc.) that can create the conditions that meet the parameters of bullying. Unauthorized collection of images and video of other students and/or their use in a manner that disrupts the normal operation of the building, defames or damages the reputation of another student or group of students, or causes an emotive experience for a student or a group of students will be investigated under all relevant policies.

DANGEROUS OBJECTS/EXPLOSIVE DEVICES/FIREARMS

When a student's action is determined to be unsafe toward oneself or others, immediate disciplinary action will be taken.

Any object deemed as dangerous is not allowed. Such objects will be confiscated. Hand tools found outside of Career Technical Center classrooms will be forwarded to the Career Technical Center Director so that safety procedures and program enrollment can be addressed with the student.

The student involved with such an object will face immediate and automatic *administrative suspension and a possible*

expulsion hearing. A referral will be made to the Dover Police Department. Any student who brings a firearm to school will be immediately suspended pending an expulsion hearing with the School Board. Students expelled for a firearm violation face a mandatory 12-month expulsion from school in accordance with State Law. (RSA 193:13, III)

The term “weapons” includes, but is not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns, ammunition etc.) knives, slingshots, metallic knuckles, firecrackers, billies, stilettos, switchblade knives, sword canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons (as defined by RSA 159:24), self-defense weapons (as defined by RSA 159:20) or any other substance, object, or thing which, in the manner used, or threatened to be used, is known to be capable of producing death or bodily injury.

In addition, students who knowingly possess a firearm (as defined by 18 USC 921) in school or on school property, including school buses, without written authorization from the superintendent shall be expelled from school for at least one year (365 days) and also shall be referred to the criminal justice system. Any expulsion shall be subject to review if requested prior to the start of each school year, and any parent or guardian has the right to appeal any such expulsion to the State Board of Education.

The Superintendent may modify the expulsion requirements above, in accordance with applicable law, on a case-by-case basis.

FALSE ALARM/BOMB SCARE/RUMORS/ARSON

If a student deliberately causes a false alarm, bomb scare, tampers with the sprinkler system, commits arson, or creates a malicious rumor concerning the safety of students or the school, the student will be suspended pending an expulsion hearing with the Dover School Board and will be referred to the Dover Police Department.

SMOKING/VAPING

State law and school board policy prohibits smoking/vaping in school buildings and on school grounds at all times by all persons; this includes vaping with electronic cigarettes and vapor pens. Dover High School policy also prohibits the possession of any tobacco or nicotine products. Students who act as lookouts for smokers, are knowingly present, or in possession of a device will be subject to discipline. a day of in-school suspension. Repeat offenses may result in longer times in in-school suspension or out of school suspension. Any student in violation of the laws concerning tobacco products and/or smoking, including but not limited to e-cigarettes and vapor pens as defined in RSA126- K, Youth Access to and Use of Tobacco Products, will be referred to the Dover Police Department. for further action.

Students struggling with nicotine related substance abuse and looking for help will be supported in their efforts to live substance free. An outline of supports and interventions can be found in school board policy JICH- Student Substance Abuse Policy

OTHER VIOLATIONS

Gambling, card playing, littering, hindering a school investigation, electronic tampering (including misuse of the Internet and e-mail), or conduct unbecoming of a Dover High School student will be reported to the administration. Students are required to gain administrative approval to post any notices or posters in school or to pass out any literature. Violations will result in a warning, detention, or After-School Intervention(s). Serious or repeated violations may result in suspension or expulsion.

DISPLAYING AFFECTION

Students are expected to respect the professional environment of the school and to maintain the personal boundaries of others. Overt displays of affection such as fondling, “open-mouth” kissing and/or “French” kissing, which may be

interpreted by others as undue familiarity and improper decorum in a school setting, are prohibited.

~~Those who do not comply will be warned by~~Interventions may include a conversation with a staff member, ~~or~~ referred to the Deans' Office, and ~~the parent(s) will be notified.~~parent/guardian contact.

(Revised and written by DHS Student Council, March 30, 2009)

DRESS CODE

In general, grooming or clothing not conducive to acceptable behavior or which interferes with instruction or is a disturbing factor in a class or learning situation will not be permitted. T-shirts and/or other clothing advocating any illegal substance, displaying vulgar language and/or violent or sexual overtones will also not be permitted. For health and safety, all students must wear appropriate footwear.

STUDENT DRESS CODE – Policy JICA

The Dover School Board recognizes the rights of students to express individuality through their attire. It also recognizes the rights and responsibilities of parents to determine the standards of dress for their children. On the other hand, the Dover School Board has a responsibility to assure that the atmosphere in the schools is conducive to learning.

Balancing these factors, the School Board adopts a dress policy for students that sets standards for grooming and appearance during school hours and at school functions. Parents, teachers, faculty, and administrators Share the responsibility e of enforcing student dress code policy in their classes as well as on campus. Administrators and other school personnel share the same responsibility. Teachers shall follow building procedure for disciplinary referrals regarding dress code violations. No attempt will be made to dictate fashion styles as long as they are in keeping with district policies. It should be noted, however, that it is the responsibility of the student and the parent that the student adheres to the dress code. This policy is applicable from kindergarten through grade twelve. The School Board expects the policy to be enforced even-handedly at all times and reviewed regularly for reasonableness and consistency with community attitudes. The following guidelines are established to provide a clear understanding the dress policy:

1. Clothing, jewelry, or accessories with decorations, patches, lettering, advertisements, etc., that may be considered disruptive, distracting, destructive, obscene, or offensive is not to be worn to school. This includes any clothing, jewelry, or accessories that could be used as weapons. Accessories having drug emblems, tobacco, or alcoholic beverage references are not permitted.
2. Shirts, blouses, and tank tops must cover the entire torso at all times. Transparent and/or see-through materials are not allowed. Crop tops, tube tops, halter tops, spaghetti-strap tank tops, and basketball shirts are not acceptable unless covered by an outer shirt. Revealing necklines are not acceptable.
3. The length of a skirt, dress, culottes, or shorts must reach to the mid-thigh. No short-shorts or spandex shall be allowed.
4. Outer clothing should cover undergarments at all times.
5. Safe and appropriate footwear must be worn at all times.
6. Safety and protective clothing, as well as athletic and gym clothing, shall be worn as required by the subject teacher or club instructor only while participating in the activity involved.
7. Students attending school functions after school hours should adhere to the spirit and the intent of the dress code policy. Exceptions may be made for certain activities.
8. Hats may be worn in the hallways and other public areas. In the classroom, hats may be worn at the discretion of the teacher. Head coverings for religious and cultural purposes are permitted.

9. When questions arise regarding the interpretation of this policy, the school administrative staff shall make a determination as to the appropriateness of student dress.
10. Students whose appearance detracts from the educational process shall be given the following options before returning to class:
 - Cover the inappropriate attire with appropriate attire
 - Call home to secure appropriate attire
 - Cover inappropriate attire with a school t-shirt

FIGHTING, THREATENING, HAZING

Hazing, fighting, or threatening others will not be tolerated at Dover High School. Students involved in hazing, fighting, or threatening others will be suspended from school and reported to the proper civil authorities. In order to be readmitted to school, the student must be accompanied by a parent/guardian and meet with an administrator. Participants may be liable for damage.

A student can be disciplined for off-campus actions, including any offensive language that affects the safety, environment, and learning at school. Students are not allowed to use communication tools to stalk or otherwise harass others.

If a “third party” becomes involved in any manner with a fight in progress, then the individual/group may be subject to disciplinary action.

BUS CONDUCT

School Transportation Policy EEAEC describes appropriate conduct while riding the bus and is made available to students at the beginning of the school year. Poor behavior on the bus will become part of the student’s behavioral record and may be cause for loss of bus privileges and disciplinary action. ***All school rules and expectations apply to the bus stop and bus ride.***

DETENTIONS-INTERVENTIONS AND SUSPENSIONS

Teacher interventions include but are not limited to,

- Parent/guardian phone call to establish feedback loop
- Student--Teacher conference
- Schedule time during flex-block
- Teacher Detentions
- E-Referral to Administration for review

The e-referral (Electronic Referral) is an online universal screening tool submitted to the Dean's Office to be reviewed by an administrator and members of a problem solving team (which may consist of referral managers, administrators, school counselors, case managers, school psychologist, and intervention specialist). Referrals can be generated by any faculty or staff member at DHS regarding a concern over student behavior, and will generate a response that includes due process and an intervention designed to address the concern. Interventions may include social-emotional support, changes in student programming or disciplinary consequences depending on the situation. The goal of interventions are to address student concerns that balances support and accountability.

Restitution

Handbook violations may ~~cause result in damage harm~~ to others, ~~to the school,~~ community and/or to personal property. Student behavior that results in harm may be asked to restore or repair the harm if possible. ~~s that violate may be subject repairs and incur the cost of any damage.~~ This may ~~also include written letters of apology~~ a restitution plan developed between student and administrator, repayment of items damaged or stolen, and or involvement of community supports. ~~or an office plan of action.~~

~~For Significant or repeated behaviors, or behaviors that are unresponsive to the above interventions; and/or rise to the level of an office referral, may be submitted for review using the e-referral. The referred student and their behavior will be reviewed with a dean or referral manager and result in at least may yield one of the possible outcomes listed below. Students subject to discipline shall be entitled to all rights provided under the law RSA 193:13.~~

After-School-Intervention (ASI)

After-School Intervention will be served for one and a half hours in a room designated by the administration. Any student who is absent on a scheduled day of A.S.I. will automatically be rescheduled for the first day of return after the absence. All A.S.I. will be scheduled through the Dean's Office. Refusal to serve an ASI may result in additional consequences. Students who do not respond to any of the above interventions will be referred to the office for an after-school intervention. The referral will be processed by a manager and the respective dean will assign the activity. Students that continue to receive ASI without any tangible improvement in the lagging behavior will be referred to the Pupil Assistance Team or a Progress Meeting.

Pupil Assistance Team (PAT)

The ~~school~~ PAT team is comp~~ri~~osed of the school psychologist, behavior intervention specialist, Dean(s), school counselors, and teachers. The team ~~my~~ meets to discuss students with multiple referrals to review their current school performance. The goal of the group is to create interventions that interrupt lagging behaviors until the student can resume self-sufficient behaviors. Referral(s) to the PAT may occur at any time throughout the student's enrollment.

In-school Suspension

Students may be assigned to the ISS during the school day based on available space and circumstances. The room is located inside the ~~office of engagement~~ Dean's Office. Students must follow all classroom rules including cell phone use.

Out of School Suspension (OSS)*

The principal or his/her designee may suspend a student from school for up to ten days. During the suspension period, the student is not allowed on school grounds. Parent/~~guardians~~ are notified of suspensions and the reasons for the action by a phone call and in writing.

DUE PROCESS

All students will be given due process when enforcing all school rules.

Students subject to discipline under RSA 193:13 (Suspension and Expulsion of Pupils) and RSA 193-D (Safe School Zones Act), shall be entitled to all rights provided for under the law.

If a student receives a short-term suspension (ten school days or less), 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. The student shall be given an opportunity to present his or her side of the story at this meeting. 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.

IN-SCHOOL SUSPENSION (I.S.S.) AND OUT-OF-SCHOOL SUSPENSION (O.S.S.)

Students suspended from school are not allowed to participate in any school activity while on suspension status. (RSA 193:15) Students suspended from school who return to school or attend events will have an additional day's suspension added to their time. Students must ask teachers for make-up work on the day of their return to school.

In-school suspension will run during regular school hours. Students are expected to report to their respected Dean's Office upon arrival to school. School work will be assigned to students and it is the expectation of the administration that all work will be completed while in in-school suspension.

Offenses involving drugs and alcohol, weapons or violence will result in automatic out-of-school suspensions of three days for a first offense, five days for a second offense, and ten days for a third offense. Suspensions in this category require a re-admittance meeting with the parent and student and may result in a behavioral contract.

BEHAVIORAL CONTRACTS

Students with chronic behavior problems may be required to sign a Behavioral Contract in order to attend classes at Dover High School. The contract will be based on specific behavioral expectations related to the student's history. Failure to sign a contract will result in a School Board hearing.

SCHOOL BOARD DISCIPLINE COMMITTEE

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.

Once a student's file is referred to the Discipline Committee, the Committee shall, as soon as practicable, set a date for a hearing.

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, for the charges and explanation of the evidence against the pupil.
2. The student is entitled to a hearing in which school officials shall present evidence in 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.

TEACHER DETENTIONS

~~Minor classroom misbehavior is often cause for teachers and parents to talk and may result in a teacher detention meeting between the parent/guardian and the teacher. Failure to serve a classroom detention will result in a discipline referral. Chronic classroom misbehaviors may result in a conference with the parent/guardian, teacher, student, intervention specialist and counselor. If the problem persists a referral may be made to the Deans' Office.~~

AFTER SCHOOL INTERVENTION (A.S.I.)

~~After School Intervention will be served for one and a half hours in a room designated by the administration. Any student who is absent on a scheduled day of A.S.I. will automatically be rescheduled for the first day of return after the absence. All A.S.I. will be scheduled through the Dean's Office. Any student who refuses to serve an ASI will be placed in the In School Suspension room (ISS) or be suspended the next school day. The suspension will count as an absence from school.~~

IN-SCHOOL SUSPENSION (I.S.S.) AND OUT-OF-SCHOOL SUSPENSION (O.S.S.)

~~Students suspended from school are not allowed to participate in any school activity while on suspension status. (RSA 193:15) Students suspended from school who return to school or attend events will have an additional day's suspension added to their time. Students must ask teachers for make-up work on the day of their return to school.~~

~~In school suspension will run during regular school hours. Students are expected to report to their respected Dean's Office upon arrival to school. School work will be assigned to students and it is the expectation of the administration that all work will be completed while in in school suspension.~~

~~Offenses involving drugs and alcohol, weapons or violence will result in automatic out of school suspensions of three days for a first offense, five days for a second offense, and ten days for a third offense. Suspensions in this category require a re-admittance meeting with the parent and student and may result in a behavioral contract.~~

BEHAVIORAL CONTRACTS

Students with chronic behavior problems may be required to sign a Behavioral Contract in order to attend classes at Dover High School. The contract will be based on specific behavioral expectations related to the student's history. Failure to sign a contract will result in a School Board hearing.

ADDITIONAL PROCEDURES

VISITORS

Students are not permitted to bring visitors to school. Prospective students who wish to tour, shadow or visit Dover High School may coordinate plans through the Dean's Office.

FIRE DRILLS AND EMERGENCY SITUATIONS

The signal for a fire drill is a continuous sounding of the alarm. Students and teachers will leave the building by the nearest exit in an orderly manner leaving books and backpacks behind. Directions for leaving the building during a fire drill are clearly posted in each room and area. Students should remain with their class and immediately report to their designated area where attendance will be taken by the teacher. Do not reenter the building until the all clear is given. Students are expected at all times to follow the directions of school and safety personnel.

LOCKERS

Students are assigned one locker for convenient storage. Students are cautioned that failure to secure the locker to store personal items does increase the risk of theft, especially within locker rooms. Students are responsible for their own possessions. Any valuables brought to school are subject to a number of risks; therefore, it is recommended that students not bring personal property to school. While school personnel will take all reasonable steps to help students recover lost or stolen personal items, students and parents are reminded that the school district does not insure student property and that the school is not responsible for any damage, theft, or loss of personal items.

The lockers are school property and remain under control of the school at all times and proper authorities may open lockers if it is believed that the welfare, safety or health of the student body is threatened. Students are responsible for whatever is contained in lockers assigned to them by the school. School authorities may conduct inspections of lockers at any time with or without students being present. The school retains access to student lockers by keeping a master list of combinations and retaining a master key. Students may not use their own locks and any unauthorized locks may be removed without notice and destroyed.

A student who uses a locker that is the property of the school is presumed to have no expectations of privacy in that locker or the locker's content.

The student is responsible for the control, appearance and condition of the locker. Students should not write in or on lockers. Decals and similar materials are not to be placed inside or outside.

FOOD AND BEVERAGES

Students are permitted to have food and beverages except in posted areas. Healthy food and beverage choices are encouraged. The staff reserves the right to confiscate items that impede or are not conducive to a learning environment. Students who leave for appointments are not allowed to bring back outside food or beverages for other students / staff in the building. All deliveries of food / beverages need to be cleared through the Dean's Office and need to be part of a class / organization / special activity. Food and drink are permitted in the classroom at the discretion of the teacher. It is recommended that fluids (if allowed) be limited to water. Any food containing nuts is discouraged because of the many students and staff who have a life-threatening nut allergy.

OBLIGATIONS

All student obligations must be paid by the end of each semester. No obligation payments may be made on graduation night.

TEXTBOOKS

Textbooks are loaned to students for use during the school year. Books are to be kept clean and handled carefully. Be sure your name and grade are listed in the book label on the cover in case the book is misplaced. All texts will be returned or paid for before or at the time the final examination is taken. Students failing to pay for damaged or lost textbooks, lost library books, or lab fees may be excluded from participating in *student events, including* graduation ceremonies.

PARKING

No student shall park any motorized vehicle on any school property during the hours that school is in session without an authorized parking sticker that has been issued by ~~the~~-Dover High School administration. Steps will be taken to identify unauthorized vehicles, and interventions will be put in place for violation which may include school consequences and towing.

In the event that a student has multiple parking infractions (parking in a lot without an authorized permit for that lot) and the school has imposed tiered interventions to address this behavior, students will be notified in writing that any subsequent infractions will result in their vehicle being towed off campus at the owner's expense.

PARKING STICKER ELIGIBILITY – ATTENDANCE/TARDIES

~~Failure to~~ Students must meet school ~~expectations/regulations~~ related to attendance ~~makes a student ineligible to in order to be eligible to~~ receive a parking permit. Excessive tardies, defined as ten or more in either semester, makes a student ineligible ~~as well~~. Students may earn the privilege of buying a parking permit back by signing an attendance contract with the appropriate dean. If a student exceeds the attendance limit, he or she will lose their parking privileges. The parking fee will not be refunded. Juniors or seniors who have ten or more tardies in the first or second semester will have their parking privileges suspended and will not have them returned until a contract is signed.

SENIORS: Seniors are eligible to purchase a parking sticker for their last year at Dover High School. A senior who receives 10 or more tardies during the first or second semester of the junior year must sign and successfully complete an attendance/tardy contract before being able to purchase a parking permit. Students who have 10 tardies in the first or second semester of their senior year will have their parking privileges suspended and will not have them returned until a contract is signed. ***Parking fees will not be refunded.***

JUNIORS: Juniors are eligible to participate in a lottery for the remainder of the parking spots left over from the senior purchase at the start of the year. Students selected may not purchase a parking sticker if they recorded 10 tardies in the first or second semester of their sophomore year. A junior who receives 10 or more tardies during the first or second semester of the sophomore year must sign and successfully complete an attendance/tardy contract before being able to purchase a parking permit. Juniors who accumulate 10 tardies in the first or second semester of their junior year will have their parking privileges suspended and will not have them returned until a contract is signed. ***Parking fees will not be refunded.***

FRESHMEN/SOPHOMORES: Freshmen/Sophomores are not eligible to purchase a parking sticker.

PARKING STICKER ELIGIBILITY – OBLIGATIONS

Parking applications will not be issued if there are outstanding obligations.

BEFORE AND AFTER SCHOOL PROCEDURES

The Dover High School building opens to students at 7:00 am. Once on school grounds, students must not leave during the school day without proper dismissal. Students who do leave without permission shall be considered truant and will be subject to appropriate consequences. After the close of school students are expected to leave the building and grounds, unless under the direct supervision of a teacher or staff member. Students who are receiving assistance from a teacher, involved in a co-curricular activity or serving detention may remain in the building until that activity is complete.

FIELD TRIPS

Field Trips are defined as any activity not held on school grounds. Field trips may be a day activity or an extended overnight activity. Field trips are considered important components of our school curriculum. Student attendance on field trips is a privilege, not a right. All students are to understand that he/she represents Dover High School and he/she shall abide by school rules and regulations while participating on the field trip.

A field trip advisor may also impose other rules and regulations pertaining to field trips. The school district reserves the right to exclude students for questionable behavior. Students serving suspension are ineligible to participate on field trips.

Students found participating in acts of gross misconduct including, but not limited to, possession/use of drugs, tobacco, or alcohol, vandalism, theft, violence, and/or sexual misconduct will be returned home at the expense of their parents. The district reserves the right to inspect all luggage and carry-on items prior to departure. The district also reserves the right to pursue financial compensation from students/parents for damages that occur on the field trip. Students are to immediately report any misconduct mentioned above as well as acts of bullying, hazing, or harassment to the trip advisor.

RESIDENCY

Residency for the purpose of enrollment in a District school shall be defined by RSA 193:12. No person shall attend school, or send a pupil to the school, in any district of which the pupil is not a legal resident, without the consent of the district or of the school board. Except as otherwise provided in RSA 193:12, , the legal residence of a pupil in the case of a minor is where his/her parents reside. The Board reserves the right to request proof of residency and custody (if applicable) for students new to District and students in District suspected of not having legal residency per state law. Please see Policy JECB-R for complete policy.

It is the responsibility of parents/guardians to notify the Dover High School Main Office or School Counseling Office in the event of a change of student address and to provide proper documentation verifying the new address.

SCHOOL SERVICES

LIBRARY MEDIA CENTER

The library is open from 7:20 a.m. until 2:35 p.m. It is a place for quiet study, reading and research. The library supports instructional and learning activities for educators and students by providing an array of informational resources. A full range of library services is available, including: circulation of paper books, periodical subscriptions for browsing and research, remote access to information provided by databases in addition to electronic books, instructor reserves, research/reference support, and information via free access to the Internet and interlibrary loan. . Students must sign in and out when using the library to monitor attendance and use of this space...

COMPUTER ACCEPTABLE USE

Dover High School is pleased to offer its students access to the Dover School District's network system, SchoolNET allows students to access the Internet, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. Successful operation of the network requires that all students conduct themselves in a responsible, decent, ethical, and polite manner while using school computers. Each student is ultimately responsible for his or her own actions in accessing SchoolNET. Students should read and understand the SchoolNET Acceptable Use Policy (EHAA), which can be found online at www.dover.k12.nh.us/technology by clicking on Policies and Procedures. In addition, students new to the district should sign and return a Student Acceptable Use Form (EHAA-S) available online at the same location. These documents outline what the school deems proper and improper use of our technology resources. Misuse of any aspect of the network, including school hardware, school software and peripherals will result in disciplinary actions. Students are responsible for the repair cost of any computer hardware damaged during their use.

Internet violations will be kept on file during the student's entire career at Dover High School. All cases will be referred to the proper authorities.

TOWN SQUARE/CAFETERIA

The cafeteria will be open from **7:10-7:34 a.m.** to serve breakfast. It will be open again during designated lunch periods. Students will return all trays, recycle appropriate items, and keep the cafeteria clean. We are proud of our school and we all contribute to keeping it clean at all times.

FREE AND REDUCED LUNCH PROGRAM

Each student may apply for free or reduced lunch at any time during the school year. Students who received free or reduced lunch in Dover, Barrington, and Nottingham during the prior school year may temporarily start receiving free or reduced lunch the first day of school. However, they must submit a new application to continue receiving free/reduced lunch after the new announced date. All other students need to wait until the new applications have been processed. Every student wishing to apply for free or reduced lunch needs to complete a new application each school year in order for the student to continue on this program after the announced date. Once all applications have been processed you will receive a letter regarding your application.

HEALTH SERVICES

The Health Office can be reached directly at (603) 516-6928.

The school nurse is at school each day to serve the needs of the students in case of sudden illness or injury. Immediate first aid will be given with further treatment being the responsibility of parents and/or guardians. Parents or guardians are contacted only if the nature of the illness or injury appears to require further attention. If a parent cannot be contacted, the person designated by the parent on the Emergency Form will be called. It is important for parents to keep this information up to date by notifying the school nurse of any change.

Emergency Forms: Every student must return a completed emergency form. The emergency form is necessary for all dismissals.

Medication Policy: Students are not permitted to carry prescription or non-prescription medication. All medication, including non-prescription medication such as aspirin, must be brought in the original container to the nurse in the Health Office. Parent permission notes are required for non-prescription and prescription medications. Prescription medications also require a written note from the doctor. The nurse will determine, according to the school medication policy, proper administration of all medications. Medication forms are available in the Health Office.

Health Records: NH State law requires that all new students entering Dover High School have documentation of immunizations. Parent/guardian will receive a written notice if the health record is incomplete.

Doctor's Paperwork: If a student goes to the Doctor and has received paperwork regarding illness and immunizations, please have a copy sent to the Health Office for the nurse to review and keep on record. If a student goes to the doctor for a physical, please send a copy to the Health Office for the student's school records.

Dismissal Due to Illness: If a student needs to be dismissed due to reasons of health, they need to come to the Health Office and see the school nurse. All phone calls need to be made by the school nurse in order for the student to be dismissed for health reasons.

SCHOOL COUNSELING SERVICES

A full range of comprehensive school counseling services are available to students in grades 9-12 and their families. Students must make an appointment to see their school counselor. Students may receive advice on selection of courses, have their academic records reviewed, receive career information and acquire information on colleges

STUDENTS WITH DISABILITIES

The Dover School District provides a free and appropriate education for all students in accordance with Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act of 1990 and the New Hampshire Rules for the Education of Children with Disabilities. Any student who is suspected or known to have an educational handicap should be referred to the Special Education Building Coordinator. A referral may be made by school personnel, parents/guardians, students themselves, medical personnel or a social service agency. Additional referral information may be obtained through the Special Education Department at Dover High School. Any student referred to Dover school personnel will be afforded all due processes as prescribed by state and federal laws. For complete policy please contact the SAU office.

504 PLANS

For information regarding 504 Plans, contact the DHS School Counseling Department at 516-6940.

ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

The Dover School District provides support for students who have limited English proficiency in accordance with state and federal laws. The law supports students with limited English proficiency with free:

- Evaluations
- Classroom support
- Direct instruction

Parents/guardians and school personnel should refer a student to the Director of Pupil Personnel Services (603) 516-7208 for evaluation, support and services. For complete policy please contact the SAU office.

HOMELESS STUDENTS

The Dover School District provides support for students who are homeless in accordance with the 1987 McKenney-Vento Act. The law gives children and youth in homeless situations the right to:

- Stay in their school even if they move;
- Enroll in a new school without proof of residency, immunizations, school records or other papers;
- Get transportation to school;
- Go to preschool programs;
- Get all the school services they need;
- Have disagreements with school settled quickly and go to the school they choose while disagreements are settled.

Any student who is homeless should be referred to the DHS Homeless Coordinator Lucinda McKenney for appropriate support. For complete policy please contact the SAU office.

EMPLOYMENT CERTIFICATES

Students under 16 years of age must obtain an Employment Certificate from the School Counseling Office before they can work. An Employment Certificate is not needed if the student plans to work on a farm, in a person's home doing housework or babysitting, at a golf course as a caddie or doing religious work at a church. To obtain a certificate, the student must go personally to the School Counseling Office with a form from his/her potential employer to specify the type of work he/she will be doing.

DRUG AND ALCOHOL POLICIES

TOBACCO, ALCOHOL, AND DRUG FREE ZONES

The school property has been designated a drug free zone. This means that it is unlawful for any person to manufacture, sell, prescribe, administer, dispense, or compound any controlled drug or its analog, within 1000 feet of the school, at any time of the year. Consumption of alcohol, in any form, is prohibited on school property as is the use of any tobacco products.

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.

User:

A user is defined as one who is on campus and/or at a school function under the influence of alcohol and/or a controlled substance. It is further defined as one who is on campus and/or at a school function having consumed alcohol, a controlled substance, any substance that impairs, ***or otherwise impaired by over-the-counter medication.*** It is up to the appropriate school personnel to determine if the user is under the influence based on the information available, including but not limited to physical characteristics and odors.

Possession and Attempted Possession:

Being in possession is defined as being on campus and/or at a school function in possession of any amount of alcohol and/or controlled drug, drug paraphernalia, any substance that impairs, and/or look-alikes (as defined below). Attempted possession is defined as making efforts to be on campus and/or at a school function in possession of any amount of alcohol and/or controlled drug, drug paraphernalia, and/or look-alikes (as defined below).

A student who is a user or in possession or attempted possession will be subject to the following administrative actions:

First Offense: The first offense is defined as a student using and/or possessing alcohol or a controlled substance or look-alike* on campus and/or at a school function for the first time in his/her career at Dover High School. The student will be suspended and taken home by a parent/guardian. After the suspension, the student may return to school after scheduling a parent-student conference with an administrator. The administration will decide the conditions upon which the student may return to school. These conditions may include a contract, in-house and/or outside counseling, and a substance abuse program outside the school. If the student and parents reject the contract, the student will be suspended out-of-school pending a School Board hearing. The parents and student will be notified of said hearing in writing and said hearing shall take place within ten (10) school days.

Students and parents should realize that a first offense of the drug and alcohol policy may be just cause for expulsion from school.

Second Offense: The second offense is defined as a student using and/or possessing alcohol or a controlled substance or look-alike* on campus and/or at a school function for the second time in his/her career at Dover High School. The student will be ***indefinitely suspended until an expulsion hearing can be scheduled*** with the Dover School Board. The Dover School Board will hear the case and render its decision. The students and their parents should realize that a ***second offense*** of the drug and alcohol policy ***is just cause for expulsion*** from school.

SELLING/DISTRIBUTING AND PURCHASING/RECEIVING:

Selling/Distributing and Purchasing/Receiving: Selling, distributing, purchasing, or receiving alcohol or a controlled substance or look-alikes* on school grounds or at a school-sponsored event will not be tolerated. If in the opinion of the administration a student is in possession of a large quantity of alcohol and/or a controlled substance or look-alikes, it will be considered possession with the intent to sell.

A student who violates the selling/distributing and/or purchasing/receiving policy will be subject to the following administrative actions:

1. The student will be indefinitely suspended from school until an expulsion hearing can be scheduled with the Dover School Board.

2. The Dover School Board will hear the case and render its decision; however, the student and his/her parents should realize that selling, distributing, purchasing or receiving drugs or alcohol will be considered just cause for expulsion from school.

~~2-3.~~ Illegal activity will be referred to the Dover Police Department

*Look-alikes are defined as a substance which one represents or attempts to represents as alcohol or a controlled or narcotic drug, whether in using, possessing, or selling said substance. This includes e-cigarettes and vapor pens.

Policy Reference: JICH Student Substance Use Policy

PUPIL SAFETY AND VIOLENCE PREVENTION POLICY

BULLYING AND CYBER BULLYING

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 cyber bullying that occurs at school and/or that interferes with student learning and orderly school operations. Conduct constituting bullying and/or cyber bullying will not be tolerated, and is prohibited.

For the complete policy, please see Board Policy JICK on the District's website.

II. BULLYING AND CYBER BULLYING 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.
 - 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
- (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.

Bullying or cyberbullying of a student on the basis of sex, sexual orientation, 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.

2. "Cyberbullying" means conduct defined in paragraph I 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.

III. BULLYING, CYBER BULLYING AND RETALIATION PROHIBITED

It shall be a violation of this policy to engage in, or cause others to engage in, the bullying or cyber bullying of a pupil. It shall be a violation of this policy to engage in retaliation or false accusations against a complainant, witness, or anyone else who in good faith provides information about an act of bullying or cyber bullying. 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 who commits an act of bullying or cyber bullying, 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 conduct prohibited by this policy, that pupil 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 accord with applicable school board policy and legal requirements.

III. REPORTING AND INVESTIGATION PROCEDURES

Students who are subjected to bullying or cyber bullying, or who observe bullying/cyber bullying 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 cyber bullying 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 cyber bullying of students to the building principal or designee.

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).

The district will make available forms for reporting incidents of bullying and cyber bullying and shall encourage the use of these forms. Such forms shall be available in the administrative and the school counseling offices in each building and from the Superintendent's Office.

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/cyber bullying if possible, and to educate staff on how to properly identify, respond to and report incidents of bullying/cyber bullying.

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

VII. ANNUAL REPORT TO THE NEW HAMPSHIRE DEPARTMENT OF EDUCATION

The Superintendent shall prepare and submit an annual report of substantiated bullying/ cyber bullying 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, Ed 317, and District policies establish the due process and appeal rights for students disciplined for acts of bullying.

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.

PARENTAL NOTIFICATION REQUIREMENTS

PARENTS' RIGHT TO KNOW

Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in learning this information, please contact the school administration office at (603) 516-6800. Upon this request, you will receive a detailed explanation of the licensing, education and experience of each of our teachers. You will also receive information regarding the names and qualifications of the paraprofessionals at our school. The parents' right-to-know provision also requires that each Title I school furnish, to each individual parent, information on the level of achievement of the parent's child in each of the state academic assessments required under the law.

SCHOLASTIC APTITUDE TEST (SAT) & NEW HAMPSHIRE STATEWIDE ASSESSMENT SYSTEM (SAS)

Students in grade 11, or those students who have become seniors without having taken these state mandated assessments, will complete assessments in English, mathematics, and science. The SAT and a state mandated science test, currently the NH SAS, will be taken during the spring semester.

SAFETY/DRUG FREE PROGRAMS

From time to time throughout the school year, students at Dover High School will be exposed to various types of programming encouraging them to refrain from drugs, alcohol, and tobacco products, as well as refraining from other unsafe behaviors such as sexual activity, violence and improper use of electronic devices and social media. As these programs are offered, parents will be notified of the time and of the content of the material presented. Students and families will be notified two weeks in advance of instruction concerning human sexuality. If a parent objects in writing to a program, their child(ren) will not participate and will be given access to an alternative activity.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Dover High School, with certain exceptions, will obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Dover High School may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. Information on how to notify the school of this desire as well as the desire to prevent your student's information from being shared with military recruiters will be provided at the beginning of the school year. The primary purpose of directory information is to allow Dover High School to include this type of information from your child's education records in certain school publications.

Examples include:

- Playbills, showing a child's role in a drama production
- The yearbook
- Honor roll or other lists of recognition

- Graduation programs
- Sports activity sheets/membership in clubs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks or manufacture class items.

If you do not want Dover High School to disclose directory information from your child's education records without your prior written consent, including to military recruiters, you must notify the school in writing by September 18, 2018. Dover High School, in compliance with Policy JRA, Student Records and Access has designated the following information as directory information:

- Name
- Address
- Telephone listing
- Electronic mail address
- Dates of attendance
- Grade level
- Participation in sports activities and clubs
- Height and weight for sports rosters
- Honors and awards received
- Photographs

PUPIL PRIVACY

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 4-1232h, requires Dover High School to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (protected information surveys):

1. political affiliations or beliefs of the student or student's parent;
2. mental or psychological problems of the student or student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of others with whom respondents have close family relationships;
6. legally recognized privileged relationships, such as with doctors, lawyers, or ministers;
7. religious practices, affiliations, or beliefs of the student or parents; or
8. income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (marketing surveys), and certain physical exams and screenings. A consent form is necessary for any protected information survey that is funded by the United States Department of Education. In these cases, a parent or guardian must sign and return the form to allow their child to participate in the survey. An opt-out notification is necessary for any protected information survey not funded by the United States Department of Education. In these cases, parents will be informed of the surveys, and if they do not wish to have their child take part, they must contact the Counseling Office at 516-6942.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

If a family becomes homeless and is a family in transition any time during the school year, please notify your child(ren)'s school counselor in order to receive services to help you during this transition. All matters of this concern will always be confidential and will be dealt with sensitively.

According to the McKinney-Vento Homeless Assistance Act, a family or youth is homeless if:

- They are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason
- Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative accommodations
- Living in emergency or transitional shelters
- Abandoned in hospitals
- Awaiting foster care placement
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Unaccompanied youth who are youth not in the physical custody of a parent or guardian

Dover High School
Student and Family Handbook
2020-2021 Updates

General Housekeeping

- Updated dates and names of administration
- Grammar revision, rewording and minor formatting changes

Welcome

- pg. 3 ADD

The 2020-2021 edition of the student-family handbook reflects the current issues that the Novel Coronavirus pandemic is having on our local community. Certain aspects of our policies and practices have been adapted to meet the health and safety needs of students, staff and family members as we navigate unique challenges. All health and safety measures align with guidance issued by the NH Department of Education.

RESPECT & RESPONSIBILITY = SUCCESS AT DHS

- pg. 5 ADD

As we connect these concepts to our core values and mission statement, it is important to acknowledge that notions of respect and responsibility include a commitment to inclusion and equity. Our school and community are composed of many different cultures and perspectives, and we strive to appreciate differences and build on similarities.

ACADEMIC INTEGRITY: Participation/Facilitation of acts of academic dishonesty

- pg. 7 ADD

Any use of electronic devices to distribute class work, homework and examinations for the purpose of cheating.

MAKE-UP WORK

- pg. 8 CHANGE

FROM: Students must request make-up work missed; credit will be granted only after absences have been excused.

TO: Students are expected to make up all work missed.

ATTENDANCE PROCEDURES

- pg. 11 ADD

Students who are 18 years of age or older, and are their own legal guardian, may excuse themselves in accordance with all applicable attendance policies.

- Pg. 11 DELETE

Students must be in attendance 159 or more of the 177 days required by the State of New Hampshire.

- Pg. 11 ADD

In remote learning attendance will be taken in the virtual classroom.

Students who are struggling to engage in learning remotely should communicate with their teachers and support personnel at DHS. Support personnel may include:

School Counselor, Case Manager, Paraprofessional, Administrator, Any trusted adult

- Pg. 11 DELETE

Class attendance. No credit will be awarded for make-up work unless the absence is excused. Any student that has 5 unexcused absences /cuts/truancies in a marking period may not receive a grade higher than 59 in that class for the quarter.

TARDY TO SCHOOL

- Pg. 11 ADD

Ten (10) or more tardies in a semester may impact eligibility for a campus parking permit.

- Pg. 11 CHANGE

FROM: All subsequent tardies to class will result in a referral to the Dean's Office. The teacher should repeat this process each quarter.

TO: Chronic tardies to class will result in a referral for administrative support and intervention.

STUDENT CONDUCT

- Pg. 16 ADD: DIGITAL AGE LEARNERS

We live in an age of education where technology is rapidly advancing, and students must learn how to navigate an evolving digital world. Digital Citizenship focuses on empowering learners to be in community with others in online spaces that goes beyond personal responsibility; it's about being active citizens who see possibilities instead of problems and opportunities instead of road blocks as students curate a positive and effective digital footprint. Being a digital learner means:

- Using technology to make your community better.
- Engaging respectfully online with people who have different beliefs than you.
- Using technology to make your voice heard by public leaders and to shape public policy.
- Determining the validity of online sources of information.

International Society for Technology in Education (ISTE) Student Standards

1. Empowered Learner:
 - a. I use technology to set goals, work towards achieving them and demonstrate my learning.
2. Digital Citizen:
 - a. I understand the rights, responsibilities, risks and opportunities of living, learning and working in an interconnected world.
3. Knowledge Constructor:
 - a. I critically select, evaluate and synthesize digital resources into a collection that reflects my learning and builds my knowledge.
4. Innovative Designer:
 - a. I solve problems by creating new and imaginative solutions using a variety of digital tools.
5. Computational Thinker:
 - a. I identify authentic problems, work with data and use a step-by-step process to automate solutions.
6. Creative Communicator:
 - a. I communicate effectively and express myself creatively using different tools, styles, formats and digital media.
7. Global Collaborator:
 - a. I strive to broaden my perspective, understand others and work effectively in teams using digital tools.

<https://www.iste.org/standards/for-students>

ELECTRONIC DEVICES

- pg. 16 ADD

Dover High School offers an array of technology resources for students to use as part of their educational journey, so there is a diminished need to rely on personal electronic

devices for educational purposes. All technology resources (hardware, software and network access) are to be used ethically, responsibly and in compliance with student acceptable use policy EHAA-S

- pg. 17

DELETE: The only exception to this rule is when a teacher specifically authorizes students to use such a personal electronic device for a specific purpose such as completion of an assignment or research.

CHANGE

FROM: Students may use their cell phones when in the hallway between classes and at lunch. At these times, cell phones must be kept on vibrate or quiet mode in order to avoid disturbing others.

TO: Students may use their cell phones when in the hallway between classes and at lunch.

CHANGE

FROM: The recording and or taping of fights or other inappropriate conduct will result in disciplinary action with the completion of an assignment or research.

TO: The recording and or taping of fights or other inappropriate conduct will result in disciplinary action.

- pg. 17 DELETE: Section and contents labeled Respect and responsibility and the carrying and use of a cell phone

SMOKING AND VAPING

- pg. 18 CHANGE

FROM: Students who act as lookouts for smokers, are knowingly present, or in possession of a device will be subject to a day of in-school suspension. Repeat offenses may result in longer times of in-school suspension or out-of-school suspension.

TO: Students who act as lookouts for smokers, are knowingly present, or in possession of a device will be subject to discipline.

ADD: Students struggling with nicotine related substance abuse and looking for help will be supported in their efforts to live substance free. An outline of supports and interventions can be found in school board policy JICH- Student Substance Abuse Policy

DISPLAYING AFFECTION

- p. 19 CHANGE

FROM: Those that do not comply will be warned by a staff member, or referred to the Dean's Office and the parent will be notified.

TO: Interventions may include a conversation with a staff member, referral to the Dean's Office, and parent contact.

DRESS CODE (update with new policy)

DETENTION AND SUSPENSIONS

- pg. 21 CHANGE

FROM: Detention and Suspensions

TO: Interventions and Suspensions

- pg. 21 ADD

Teacher interventions include but are not limited to,

- Parent/guardian phone call to establish feedback loop
- Student-Teacher conference
- Schedule time during flex-block
- Teacher Detentions
- E-Referral to Administration for review

pg. 22 CHANGE

Teacher detentions

FROM: Minor classroom misbehavior is often cause for teachers and parents to talk and may result in a teacher detention meeting between the parent/guardian and the teacher. Failure to serve a classroom detention will result in a discipline referral. Chronic classroom misbehaviors may result in a conference with the parent/guardian, teacher, student, intervention specialist and counselor. If the problem persists a referral may be made to the Deans' Office.

TO: The e-referral (Electronic Referral) is an online universal screening tool submitted to the Dean's Office to be reviewed by an administrator and members of a problem solving team (which may consist of referral managers, administrators, school counselors, case managers, school psychologist, and intervention specialist). Referrals can be generated by any faculty or staff member at DHS regarding a concern over student behavior, and will generate a response that includes due process and an intervention designed to address the concern. Interventions may include social-emotional support, changes in student programming or disciplinary consequences depending on the situation. The goal of interventions are to address student concerns that balances support and accountability.

pg. 22 ADD

Restitution

Handbook violations may result in harm to others, the school, community and/or to personal property. Student behavior that results in harm may be asked to restore or repair the harm if possible. This may include a restitution plan developed between student and administrator repayment of items damaged or stolen, and/or involvement of community supports.

Significant or repeated behaviors, or behaviors that are unresponsive to the above interventions may yield one of the possible outcomes listed below.

pg. 22 CHANGE

After-School-Intervention (ASI)

FROM: Any student who refuses to serve an ASI will be placed in the In-School Suspension room (ISS) or be suspended the next school day. The suspension will count as an absence from school.

TO: Refusal to serve an ASI may result in additional consequences.

pg. 22 ADD

Pupil Assistance Team (PAT)

The PAT team is composed of the school psychologist, behavior intervention specialist, Dean(s), school counselors, and teachers. The team meets to discuss students with multiple referrals to review their current school performance. The goal of the group is to create interventions that interrupt lagging behaviors until the student can resume self-sufficient behaviors. Referral(s) to the PAT may occur at any time throughout the student's enrollment.

ADDITIONAL PROCEDURES

- pg. 24 CHANGE

FROM: Students are not permitted to bring visitors to school.

TO: Students are not permitted to bring visitors to school. Prospective students who wish to tour, shadow or visit Dover High School may coordinate plans through the Dean's Office.

PARKING

- pg. 25 ADD

If in the event a student has multiple parking infractions (parking in a lot without an authorized permit for that lot) and the school has imposed tiered interventions to address this behavior, students will be notified in writing that any subsequent infractions will result in their vehicle being towed off campus at the owner's expense.

PG. 25 CHANGE

FROM: Failure to meet school regulations related to attendance makes a student ineligible to receive a parking permit. Excessive tardies, defined as ten or more in either semester, makes a student ineligible as well.

TO: Students must meet school expectations related to attendance in order to be eligible to receive a parking permit. Excessive tardies, defined as ten or more in either semester, makes a student ineligible.

SELLING/DISTRIBUTING AND PURCHASING/RECEIVING:

- pg. 31 ADD

Illegal activity may be referred to the Dover Police Department.



DOVER SCHOOL DISTRICT

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Superintendent's Board Report Monday, August 10, 2020

SUPERINTENDENT REPORT

The Superintendent's Board Report purpose is to: (1) inform the Board on my position and recommendations pertaining to Board meeting agenda items; (2) inform the Board of significant issues as they relate to the Board; and (3) inform the Board of informational items pertaining to the Dover School District.

BOARD AGENDA ITEMS

G. CONSENT AGENDA

Resignations/Retirements – I recommend the Board approve the resignations as listed.

Leaves of Absence – None

Job Shares – None

Nominations – I recommend the Board approve the following nominations:

- New DTU Nominations

Extended Trips - None

Donations – -None

I. POLICY – CHANGES – PROPOSALS – ADOPTIONS

1. **None**

J. POLICY ADOPTION

1. **JICA - Student Dress Code** – Board Member Rachel Burdin had requested the administration to review the District's Dress Code Policy to eliminate any biases in the policy. At the July 13th Board Meeting, the Board was presented with a revised Dress Code Policy JICA striving to eliminate biases. The administration has made further revisions in the Dress Code. The Board may want to consider the revisions that have been made and may want to make further revisions before moving forward with the second reading approval.

K. RESOLUTIONS

- **Resolution on Anti-Racism:** The City of Dover has adopted an Anti-Racism Resolution. Mayor Carrier has requested the Board for the Dover School District to support the City's resolution on anti-racism.



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The Dover School District has been engaged in equity and anti-racism work since the 2018-2019 school year with the work to continue in the 2020-2021 school year. This is vital and essential work that must continue in order that the District effectively serves all the District's students and their families. This work will require an investment of time and funding as well as the Board's continual support of the work to be done in this area. I recommend the Board support the City Council's Resolution on Anti-Racism.

L. OLD BUSINESS

- None

M. NEW BUSINESS

1. **Dover School District SAU 11 Re-Entry Guidance Document** – The Leadership Team developed a Guidance Document for the Re-Entry to School. I recommend the Board adopt the document.
2. **COVID-19 Pandemic Three-Week Assessment Window** – The Board adopted a three-week cycle to assess the COVID-19 pandemic window to make possible adjustments or modifications in the learning models to serve student's educational needs or to adjust in the phase-in for priority services. The three-week cycle may be appropriate for phase-in for priority services, but a major shift in the learning model should be made at the end of a grading period or semester. This allows for more consistency in the model and avoids the inconsistencies in services to students. The following is the priority service list:
 - Those receiving ABA services
 - Those with intellectual disabilities
 - Those students attending OASIS
 - Those students attending Bellamy Academy
 - Those students who did not engage in remote learning as identified by classroom teachers
 - Students who have been identified as at-risk with regards to academic achievement
 - Preschool
 - CTE Programs
 - Kindergarten, Grades 1, 2 5 and 9
3. **Faculty and Staff Work Location** – For the spring emergency remote learning, all faculty and staff were permitted to work remotely. For the upcoming fall 2020 period of virtual learning, the administration is recommending that faculty and staff work in their assigned school locations. The administration feels this will allow for a more consistent remote learning experience for both our students and our staff. It will generate a higher degree of faculty collaboration and exchange of learning among peers. Faculty and staff will have full access to instructional resources as well as



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supplies. Furthermore, it will allow for a higher degree of supervision, coordination and support as well as accountability for continual improvement for the virtual learning experience.

All health and safety protocols will be implemented and rigorously enforced. With the significant reduction of the number of people in the schools, the risk factors are further reduced. As priority services are phased-in, faculty and staff will need to be in the schools to provide those services. The District will follow all state and federal laws regarding providing reasonable accommodations under the ADA and leaves of absence under the FMLA and Families First Coronavirus Response Act.

4. **COVID-19 Protocols and Procedures** – The Logistics and Facilities Design Team has developed a protocol and procedures document. The Dover Schools Medical Advisory Council has reviewed the document with revisions being made in accordance with the Medical Advisory Council's recommendations. At this time, the Board is requested to review and provide feedback for the Dover Schools Medical Advisory Council to consider as they move forward in finalizing the document.
5. **Memorandum of Understanding – Dover School District SAU 11 and Dover Fire Department** – The MOU establishes the understandings and guidelines between the District and the Dover Fire Department for the Dover Regional Career Technical Center for the Fire Fighter Program. I recommend approval of the MOU.
6. **Memorandum of Understanding Dover Police Department and Dover School District – SAU 11** - The MOU establishes the understandings and guidelines between the District and the Dover Police Department for Dover Middle School. I recommend the Board approve the MOU. **Note: The District may want to have a discussion with the Police Department regarding how the role can function in the virtual environment.**
7. **Memorandum of Understanding Dover Police Department and Dover School District – SAU 11** - The MOU establishes the understandings and guidelines between the District and the Dover Police Department for Dover High School. I recommend the Board approve the MOU. **Note: The District may want to have a discussion with the Police Department regarding how the role can function in the virtual environment.**
8. **Dover High School Handbook Changes** – I recommend the Board approve the changes in the Dover High School Handbook.

SUPERINTENDENT'S SUMMARY REPORT – JULY 2020

COVID-19 – July was dedicated to planning and preparation for the reopening of schools. During the month the following was accomplished: (1) Development of the Dover School District SAU Re-Entry Document; (2) Development of the three models for teaching and learning; (3) Health and safety protocols; (4) purchasing of technology; (5) Focus Groups by New Hampshire Listens; (6) Parent/Guardian



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Survey on emergency remote learning experience; (7) Survey on virtual learning and transportation; and (8) other details related to planning the reopening and operation of the schools during the COVID-19 pandemic. The daily operational issues continue in the area of personnel and other matters. The Leadership Team invested significant hours in the planning and developing of the many aspects related to the response of the COVID-19 pandemic.

MATTERS OF INTEREST

I recommend the Board schedule a series of special meetings to act on recommendations pertaining to the reopening of school and the COVID-19 pandemic. The Board may want to schedule a standing special meeting that can be determined if needed based on the flow of work.