

RESPECT & RESPONSIBILITY = SUCCESS AT DHS



STUDENT AND FAMILY HANDBOOK

2018 - 2019

**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 2018

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.

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.

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
Carolyn Mebert
Zachary Koehler
Matthew Lahr

Chairperson
Vice Chair
Secretary

Ward 6
Ward 1
At Large
Ward 2
Ward 3
Ward 4
Ward 5

SCHOOL ADMINISTRATION

Dr. William Harbron, Ed.D.

Superintendent of Schools

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Dover, NH 03820

Peter Driscoll

Principal of Dover High School

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Thomas Waldron

Dean of Students

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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

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 are responsible for making up work 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 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.

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.

TARDIES TO FIRST BLOCK

Students who arrive at school during first block must check in with the main office attendant in order to be admitted to first block class. Students arriving after first block will report directly to the Kiosk Area in order to sign in. Accurate attendance is an important component of student safety and accountability, and is a priority of the Dover School District. Any student who is late five (5) times in a quarter or multiple of five (5) thereafter will receive an assignment to the After-School Intervention program to be supported in making up missed work. Only documented tardies (proof of medical or court appointments) will not be subject to ASI.

TARDY TO CLASS

Students are 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 parents. Chronic or excessive tardies will initiate the student's school support team to identify challenges and supports to attendance. All subsequent tardies to class will result in a referral 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 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 THE COMPLETE 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 A FULL DAY OF SCHOOL 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 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 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, 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**.

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.

ELECTRONIC DEVICES

Cell Phones and Electronic Devices- Students may possess a cell phone and privately owned 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.

- 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.
- 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.
- 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.
- Videotaping, photographing or audio recording of any individual without their permission is not allowed.
- With consent of parents, students can share information on their phones or provide screenshots to the Administration.
- Evidence of illegal activities involving electronic devices will be referred to the Dover Police Department.
- The recording and or taping of fights or other inappropriate conduct will result in disciplinary action with the minimum sanction being an ASI.

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.

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 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 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.

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 a staff member, or referred to the Deans’ Office, and the parent(s) will be notified.

(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 AND SUSPENSIONS

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.

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.

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 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.

PARKING STICKER ELIGIBILITY – ATTENDANCE/TARDIES

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. 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.

*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