

**Student - Family Handbook
Garrison Elementary School
2018-2019**



School Motto:

Be Safe, Be Kind, Be Respectful, Always Persevere!

**50 Garrison Road
Dover, New Hampshire 03820**

~

Phone: 603-516-6752

Fax: 603-516-6742

www.dover.k12.nh.us/ges

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**DOVER SCHOOL DISTRICT CALENDAR
2018-2019**

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

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

* = Snow Days

DAYS OUT

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

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

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

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

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

SCHOOL BOARD MEMBERS

City of Dover, NH

All board positions are at-large.

Amanda L. Russell, Chairperson, At Large

20 Cranbrook Lane, (603) 749-1503

a.russell@dover.k12.nh.us

Keith Holt, Vice Chair, At Large

45 Oak Street, (603) 275-0686

k.holt@dover.k12.nh.us

Kathleen Morrison, Secretary, At Large

4 Florence Street, (603) 205-4237

k.morrison@dover.k12.nh.us

Andrew Wallace, At Large

297A Central Avenue, (603) 969-8131

a.wallace@dover.k12.nh.us

Matthew Lahr, At Large

11 Sunset Drive, (603) 512-3883

m.lahr@dover.k12.nh.us

Carolyn Mebert, At Large

254 Dover Point Road, (603) 969-1530

c.mebert@dover.k12.nh.us

Zachary Koehler, At Large

73 Bellamy Woods, (603) 247-0238

z.koehler@dover.k12.nh.us

Student Representative

Dear Families and Friends of Garrison Elementary School,

Welcome to the 2018-2019 school year! We're looking forward to greeting returning students and meeting students who are new to the Garrison community as well.

This handbook contains general information about our school and programs that will be useful to you. After familiarizing yourself with its contents, please save it for future reference.

Dover's school system has earned a reputation of excellence. This is a direct result of having a community and school board that recognizes the importance of education, and provides the necessary resources, including a dedicated staff who works tirelessly to offer the best possible programs and educational opportunities for your children.

The telephone numbers are listed for key staff members on page 7, and we hope you will not hesitate to use them. Close cooperation between the home and school is essential to promote the best interests of our students. A strong partnership between schools and parents fosters the best atmosphere for learning, and we encourage you to visit and volunteer in our school as there is a direct correlation between parent involvement and student achievement.

We look forward to meeting and working with all of you this year.

Sincerely,

Mrs. Beth Dunton
Principal

Mrs. Jennifer Marshall
Dean of Students

DOVER SCHOOL DISTRICT'S
MISSION STATEMENT

Working collaboratively to empower all learners
to become dynamic global citizens.

Who's Who at Garrison

Mrs. Beth Dunton	Principal	516-6752
Mrs. Jennifer Marshall	Dean of Students	516-6734
Ms. Karen Lilakos	Main Office	516-6752
Mrs. Carol Langlois	Main Office	516-6753
Mrs. Kathy Lupi	Nurse	516-6737
Mrs. Heather Davidson	Behavior Specialist	516-6794
Mrs. Judi Daniels	Guidance	516-6738
Mrs. Laurel Curtis	Cafeteria	516-6736
Mrs. Rachel Hill	Library	516-6740
Superintendent's Office		516-6800

First Student

Bus Company

692-4406



SCHOOL DAY 2018-2019

Grades K-4:

Student Drop Off: 8:05 a.m.

School Begins: 8:15 a.m.

Tardy After: 8:20 a.m.

Dismissal: 3:05 p.m.

Lunch & Recess:

Kindergarten: Recess: 11:15 – Lunch: 11:40

Grade One: Recess: 12:05 – Lunch: 11:40

Grade Two: Recess: 11:40 – Lunch: 12:05

Grade Three: Recess: 12:30 – Lunch: 12:05

Grade Four: Recess: 12:55 – Lunch: 12:30

**PLEASE NOTIFY THE OFFICE BEFORE 8:15 AM
IF YOUR CHILD WILL BE ABSENT FROM SCHOOL.**

ALL ABSENCES ARE VERIFIED DAILY.

**Students cannot be dropped off at GES before 8:05 a.m.
unless enrolled in the “Before School Program”.**
Also, students must be picked up after school by 3:05 p.m.

GENERAL INFORMATION

N.H. State School Attendance Law

The state of New Hampshire RSA 193:1 requires *“that a parent (or guardian) of any child at least six years of age and under eighteen years of age shall cause such child to attend the public school to which the child is assigned in the child’s resident district. Such child shall attend full time when such school is in session.*

Attendance

In order to obtain quality education, it is important that students arrive on time and attend class on a daily basis. This policy statement has been developed to discourage tardiness and truancy, as well as to encourage good attendance so as to maximize every student’s opportunity to learn.

Regular school attendance is essential to the success of each student. School begins at 8:15 a.m. and any student arriving after 8:20 a.m. will be marked as being tardy. If there are extenuating circumstances related to frequent tardiness or absenteeism, please notify the school so this information can be taken into consideration. Student absences totaling more than 18 days for the year may result in retention in the current grade. For our records, parents should send a note to school following an absence.

Please Note: There is also a local city ordinance and a Dover School District policy regarding truancy and attendance.

*(See School Board Policy **JEDA** for additional information)*

In an effort to make parents aware of their child's current attendance history, absences and tardies (including early dismissals) will be tracked and reported. Excessive absences/tardies/dismissals per trimester could result in truancy involvement and will result in a letter being sent home and a copy placed in the student's cumulative file. The following guideline will be used for generating the letter.

	Absences	Tardies / Early Dismissals
Per Trimester	5	7

Reporting Absences

To report your child absent, please call the school office at 516-6752 prior to 8:15 a.m. Leave your child's name, grade, teacher, and reason for the absence. If you are going to be away on vacation, please notify both the teacher and the front office. Anytime there is a change in after school pick up plans, please send in a note for the teacher. At the start of each school day, the school will compare the list of absentees provided by the teachers to the messages and calls received. Parents of absentee children that are not accounted for on the message list will be notified by phone. **We need to know that YOU know where your child is.**

****Students who are out of school due to illness are not able to attend after school activities on that day. Students should be fever and vomit free for 24 hours to attend school and school activities.****

**Failure to notify the school of absences may lead to home visits and city involvement in order to confirm the whereabouts and safety of the child.*

If your child is out due to a medical situation, please submit any/all doctor notes directly to our school secretary or give them to the teacher.

Do not send them in your child's backpack.

School attendance is a significant indicator of a child's level of success in school. Please make every effort to see that your child is in school on time. If there is any way that we can be of assistance to you, please do not hesitate to call.

Parent/Guardian Responsibilities

- Fill out emergency form and identify individuals to whom a student may be released.
- Notify the school immediately of any change of name, telephone numbers, email or address and provide a new Proof of Residence as soon as possible.
- Communicate absences.
- Dress your child for predicted changes in weather. This includes making sure they have boots, hats, gloves, and jackets for the winter months and be prepared for unseasonable weather.

- Label all removable clothing with your child's name, as well as lunchboxes and check the lost and found periodically for missing items.
- Write a note if:
 - You know your child will be tardy or absent.
 - Your child will not be going home in the usual manner.
 - Your child will be dismissed early.
- Listen for radio/TV announcements for school delays, cancellations, or early closings.
- Provide an e-mail address to ensure better communication.
- Always have a back-up plan that is shared with your child if he/she were to be sent home early/unexpectedly.

School Closings/Early Dismissal

The following procedures will be implemented to notify you in the event of a two (2) hour delayed opening, early dismissal, emergency evacuation, or cancellation of school. In all instances, please tune to the following radio stations for information: WTSN 1270AM, WOKQ 97.5FM and WHEB 100.3 FM. We also have closings announced on television stations WMUR Channel 9, WCVB Channel 5, WCSH Channel 6. Closings are posted on www.wmur.com and our school district's website, www.dover.k12.nh.us as well.

Please do not call the radio or TV stations or the schools for this information.

Two (2) Hour Delayed Opening

Delayed opening is an alternative to closing school all day. If the decision is to delay the opening of school, the following will occur:

1. An announcement will be made on the radio and TV stations listed above, beginning at approximately 6:00 a.m. as well as through One Call Now, our automated contact system.
2. If weather conditions do not improve by approximately 8:00 a.m., another announcement will be made on the radio and TV stations listed above, announcing the cancellation of school for the day.
3. For a delayed opening, school starting time is 10:15 a.m. for elementary schools.

Early Dismissal

In very rare instances, conditions may develop during the school day that warrants sending students home early. Whenever possible, this decision will be made by 11:00 a.m. This decision, and dismissal times, will be announced by the radio and TV stations listed above, and an email alert will be sent to all families on the school electronic contact list. Please indicate on your child's Emergency Form any special circumstances related to your child being dismissed early from school. It is important that any changes in those circumstances be communicated to your child's school. Whenever possible, school lunch will be served prior to dismissal.

Emergency Evacuation

In the event of an emergency evacuation, an announcement will be made by the radio and TV stations listed above, and an email alert will be sent to all families on the school electronic contact list. If students have been evacuated to a safe location, you will be notified where and when to pick up your children. Children will only be released to parents/guardians or an authorized adult. If children are dismissed directly from school, you will be notified of the time of the dismissal. Children will travel home in their customary manner (walk, bus, or picked up by an authorized person). As with early dismissal, it is important to indicate on your child's Emergency Form any special circumstances related to your child being dismissed early from school.

We ask that you do not call the school but tune into the radio and TV stations listed above. *It is very important that the telephone lines are available for emergency purposes.*

Cancellation

The decision to cancel school for the day will typically be made by 6:00 a.m. If weather conditions worsen following a Delayed Opening, an announcement canceling school will be made by 8:00 a.m. School cancellation or "No School" announcements will be made by the radio and TV stations listed above.

The City of Dover's Community Services Department is responsible to maintain sidewalks and makes every effort to clear snow from them as soon as possible. School will not be cancelled if sidewalks are not plowed in your area.

Family Vacation

Please note: If you are planning a family vacation at the end of the school year, please do not schedule your vacation until after June 30, 2019. Our calendar contains a ten-day window that extends the school-year schedule each day lost due to school cancellation.

School Newsletter

We will send out a monthly email of the Garrison Newsletter which will be posted on the school website as well. This is our way to communicate with parents, so we stress the importance of making sure you keep up with the schedule of events at Garrison School by reading our monthly news! We do not send home paper newsletters unless you do not have an email address. Be sure to keep your email up to date with the main office.

Telephones

The office may take messages for students when there is an emergency or when it is essential that a student receive information. We will do our best to communicate the message to the student by the end of the day. Students are not called to the phone. Since office telephones are constantly in use for school business, students may not use an office telephone unless there is an emergency. All after-school plans should be worked out at home before school starts. Parents are encouraged to email teachers if they have questions. Teachers will email during their planning periods.

Textbooks

Students are responsible for the books issued to them, as well as for those they check out of the library. Textbooks are issued during the first week of school. Each book is recorded by number and condition. A fee will be charged for lost or damaged books. Efforts will be made to reclaim the lost money for such items.

Student Records

It is the responsibility of school personnel to maintain adequate records of each student. Student records can be disclosed to natural parents, to persons having written permission from a legal guardian, except in cases where there is a court order to the contrary. If a parent or legal guardian wishes to review their child's

records, a written request should be submitted to the school. Records will be gathered, and a meeting will be scheduled to review their contents. A minimum of 48 hours' notice should be given. Special education records are maintained separately and arrangements to see them must be made through the Special Education Director at 516-6722.

Transfer/Withdrawal

To ensure a smooth transition for your child, it is imperative for a parent to notify the school prior to relocation. All the materials belonging to the school must be returned prior to departure. The new school will send the request for records once you register your child.

SAFETY AND SECURITY PROCEDURES

Visitors

All visitors are to enter the building through the designated front entry door. All doors to the building are to be locked at all times during the school day. To gain entry to the school, press the buzzer at the front entry door, and then proceed directly to the main office to sign in and get a visitor's pass. Please come prepared to show some form of picture identification to our office staff.

School Drop-Off and Pick-Up

A great way that we teach our children about rules within society is by following them ourselves. Please help us help your child have the best experience possible at Garrison. Thank you for your understanding and working with us each and every day.

Students who arrive at school after 8:20 a.m. must report to the office for a late pass with a parent or guardian. If a student is to be dismissed early parent(s) must come to the main office to sign the child out (before 2:45 p.m.). At that time the child will be called to the office. We ask that all parents wait in the lobby for their child and not to disrupt the classroom. Under no circumstances will a child be dismissed directly from the classroom.

If a student who normally takes a bus home is being picked up after school, they will need to bring a note to their teacher stating the change for that day. If we do

not receive a note regarding the change, teachers are instructed to send the child home as usual.

Please Note: You must be 18 years or older to sign out a student.

All students being driven to and from school get dropped off and picked up in the back of the building. Parents walking children to school will park in the Shaw's Lane parking lot and walk down and drop off/pick up your child at the kindergarten doors. If busses have pulled in and their stop signs are out prohibiting you to pass, then you must wait until they have pulled in the signs before you pass. They are under direction to report the license plate of any infractions directly to the Dover Police Department.

Here is a list of all procedures for morning and afternoon arrival/dismissal. There are five ways in which your child enters or leaves the school. You should set a routine pattern with your child and communicate it with your child's teacher. Only a note from you to your child's teacher will allow any change in transportation.

1) By taking the bus

- Refer to the student handbook section for all rules and contact information. Be aware that there are certain issues each day related to bus schedules that can cause a bus to be early or late.
- **Busing is the best way for your child to get to and from school if this service is provided. It reduces traffic congestion, thus making it safer for all children.**

2) By walking/biking to school

- If students bike to school, there is a bike rack available at the front of the building by Garrison Grove. Bike locks are not required, but it is a good practice. All walkers and bike riders should follow the paved walkway and enter through the back of the building with parents dropping off. Children biking should not arrive to school prior to the 8:05 bell. There is adequate supervision from that point thus keeping our children safe.

3)By being driven to school and through use of the car loop

- When using the car loop, parents should not get out of their car. Children should be prepared to enter and exit through the passenger side. Having them prepared with all of their belongings and taking care of last minute reminders should be done while in line. At no time should a car jump out of line or drop off a student early. Adhering to these rules will keep our children safe.

4)By being driven to school and parking in the Shaw's Lane parking lot to walk down to the rear of the building

- At no time should parents park on the roadway of Shaw's Lane and walk down. The traffic congestion can be very high, and we have specific areas marked off stating, "no parking between school hours." When parking in Shaw's Lane parking lot, you should use the designated ramp and the designated crosswalk. That way we are ensuring only one point of pedestrian traffic on Shaw's Lane which increases visibility thus keeping our children safe.
- We designate an area in the back of the school for parents walking down to wait. Parents should not be walking their child in through these doors to their classrooms. This is done in an attempt to keep the main building entrances free of congestion and provides adequate visual supervision of the children. This is a tight area and close to the car loop. Staying in this area and not approaching the doorways closer is greatly appreciated and it will keep our children safe.

5)By using the YMCA before school/after school program in the cafeteria

- Parents may use the front loop for dropping off in the a.m. or picking up in the p.m., however, the front doors are locked at 4:00 pm and then parents must use the rear gym doors
- Pulling up close to the school in the back on the basketball courts is highly

discouraged as there are numerous activities that are going on around the building outside of school hours.

- Parents who are interested in signing up for the YMCA may call 332-7334

Emergency Drills

At Garrison School, we practice: **Fire Drills, Lockdown, Drop and Cover, Evacuations, Reverse Evacuations, Stay in Place and Scan.** Each drill addresses situations that may arise in an emergency and helps to prepare staff and students in the event of a real emergency. We will continue to practice drills throughout the year.

FOOD SERVICES

Breakfast is available each school day at 8:05a.m. The program is open to all students at a cost of \$1.35 daily. Students who are eligible for free or reduced lunch are also eligible for free or reduced breakfast. Students may pay on a daily basis.

Student Lunch periods are scheduled for 40 minutes, with approximately 20 minutes devoted to lunch, and the remaining time for recess. (There will be indoor recess for inclement weather days). A daily hot lunch may be purchased for \$2.35 daily or \$11.75 weekly. Families eligible for the National School Breakfast and Lunch Programs will be sent information the first full week of school. Students that are eligible for Free & Reduced lunch will receive lunch and breakfast, but **not snack milk.**

Each morning, before school begins, a cafeteria staff member will be on duty to collect lunch money. One check can be used for breakfast, lunch and milk. Children **MUST** bring in their lunch money during that time. There will be no exchange of funds during the lunch period. We will not deny a student his/her lunch – they will, however, accrue charges on their account which must be paid. For parents' convenience, lunch may be paid for by the week or month, by cash or check. Please make checks payable to "Garrison School Cafeteria." Parents should send payments in on Mondays. With computerized records, the cafeteria keeps track of the number of lunches available in each student's account. You may also pay online via credit card by visiting www.mymealtime.com

Snack Milk Payment Snack/recess milk or juice for students is available and the cost is \$2.50 per week and .50 cents per day for white or chocolate milk, and .40 cents per day for orange, apple and grape juice. Everyone pays for snack milk, even Free & Reduced students.

Payment for snack/recess milk should be made on Mondays for the entire week. As is the case with hot lunch, cafeteria staff will accept payments before school begins. Lunch milk should be purchased at lunch time in the cafeteria for .50 cents a day.

**Please put payments in an envelope
with the student's name and homeroom teacher on it.**

Example:

John Smith – 3R Milk Money

John Smith 3R Hot Lunch

DOVER SCHOOL DISTRICT	POLICY CODE: EFD
DATE OF ADOPTION: APRIL 9, 2018	TOTAL 2 PAGES

MEAL CHARGING POLICY

It is the responsibility of students, guardians, or parents of students, to ensure that their child's lunch account is adequately funded or that the child has a daily cash payment if they intend to participate in the National School Breakfast or Lunch Program.

The District will provide access to applications for Free and Reduced Price meals. Application forms will be sent home with all students at the beginning of each school year, posted on the District's website and available from each school's main office. Applications are accepted and processed throughout the school year.

The parent or guardian of each student must receive and acknowledge receipt of the policy/procedure. The Food Service Department will notify students verbally in all schools when their account reaches a balance of \$10.00 or less so their account can be replenished. The District's Business Office will notify students'

parents or guardians if their child's account goes into a negative balance by sending home a monthly letter noting their child's negative balance.

If the account is not replenished after written notification, a regular meal will be provided to all students regardless of their account balance at the time of service. The student's account will be charged for the meal. All students will have access to a healthy school lunch. No student will be subject to different treatment from the standard school lunch meal or school cafeteria procedures. The District may claim the meal as a reimbursable meal through the National School Lunch Program as all students will have access to all 5 food components and which meet the meal pattern regulations. During this time, students will not be permitted to make a la carte purchases on account.

The federal program may not incur debt and food service debt must be recovered annually. Any student debt at the end of each school year must be transferred from the food service account to the school's general fund and at which time will become debt belonging to the school district. At the end of each fiscal year, the District's general fund shall transfer to the Food Service account an amount equal to the total of outstanding student accounts receivable as of June 30th . The District will continue to attempt to collect the debt from the various households and any payment received will be returned to the general fund.

At any time during the school year, balances that reach \$40.00, upon the decision of the Superintendent of Schools, may be assigned to a collection agency.

The Department of Education or the State Board of Education, upon request of the local school board, may provide communication assistance to school districts and parents of school children regarding the school meal payment policy.

HEALTH SERVICES

I am happy to have the opportunity to work with the children and families of Garrison School. As the school nurse, I support the wellbeing of all students.

The State of New Hampshire requires that all children have a health record at

school. This record includes current immunizations, a physical exam, health issues and the results of screenings performed at the school. Screenings may include height, weight, vision and hearing.

If your child needs medication or health treatments at school, I need your written permission as well as your physician's. Medicine must be in an original labeled bottle. Pharmacies can provide you with an extra bottle to keep at school. An adult should transport medication to school for the safety of all the children.

Please keep your emergency information updated. This is so important if your child is injured or becomes ill. It is also very helpful if you call the school when your child is absent. The school will call you if we do not hear from you to make sure your child is safe. Reporting the reason for an absence helps me to track any illnesses or health concerns. Students should be fever and vomit free for 24 hours to attend school.

Please feel free to call or stop by anytime. I enjoy working with your children and appreciate your input.

Kathy Lupi

ACADEMICS

Language Arts

Dover's Growing Readers literacy program is a comprehensive framework for literacy instruction that utilizes both the NH State Grade Level Expectations as the curriculum markers and researched best practices for skills instruction as an aligned 'scope and sequence' for grades kindergarten through fourth grade. The purpose of this program is to ensure quality reading instruction that fosters accuracy, fluency, comprehension, and critical analysis of literature that is academically appropriate for each child

Math

The Dover School Department has adopted the Math in Focus program for mathematical instruction. Math in Focus teaches fewer topics in greater depth for increased mastery. The focused instruction provides time for students to learn,

consolidate, and apply concepts. Math in Focus encourages students to reflect on the “how” and “why” when solving problems. This emphasis results in effective strategies and greater student confidence in mathematics. Students use manipulatives and visual representations throughout the program. The concrete-pictorial-abstract approach supports a seamless transition into complex problems and algebra. It is designed to meet various learning styles. Cooperative learning, discovery learning, hands-on applications, appropriate interventions strategies, the appropriate use of technology, and various methods of assessing students’ learning are utilized in the classrooms.

Social Studies

The Dover School Department adopted the Houghton Mifflin program district wide for K-4 Social Studies. Students will learn many concepts including: People in our communities, citizenship, government, geography, and many more.

Science

The science curriculum was designed to match the state grade span expectations (GLE’s) and standards. We have been using the FOSS/DELTA Modules for grades K-6, which has an increased emphasis on experiential hands-on learning. The Dover School District is currently in the process of transitioning/ implementing the Next Generation Science Standards (NGSS) as the base for instruction.

Art

All students participate in art classes once each week. The art teacher works closely with classroom teachers to tie in the art lesson with curriculum study in the classroom. Garrison School students are taught the principles of art and design based on the Dover School District and State of New Hampshire Art Teaching Standards. In art class, students learn about art tools, techniques, and materials. These materials include glue, paint and other materials that may get on student’s clothes. Please note when your child’s art day is and dress him/her accordingly.

Music

All students participate in general music instruction once each week. The music teacher works with classroom teachers to closely align the curriculum with the

music program. Chorus is offered for those 4th graders who wish to participate. There is a winter and spring program put on each year. Beginning Band is also offered to 4th grade students. Instruments are available for rental, and individual lessons are taught at Garrison School. Information will be sent home in September.

Physical Education

Grades K-4 participate in Physical Education class once each week for a 45-minute period. The curriculum focuses on large muscle development and movement skills in the lower grades and progresses to more fine motor development and sport skills in the 3rd and 4th grades. Fitness elements are introduced, and students are encouraged to spend the necessary additional after-school time using these elements to make positive fitness strides. Cooperation, fair play and safety are key factors stressed in each class.

Science, Technology, Engineering, and Math (STEM)

(Science, Technology, Engineering, and Math)! Students will spend the first several weeks of school learning about a Health topic, much as they have done in the past. They will then begin the Science portion of the year where we will use FOSS Science units at each grade level to build background knowledge. Lastly, students will take the science foundation they've gained and apply it, in order to solve a related Engineering challenge. We will be using the Boston Museum of Science's "Engineering is Elementary" units in order to engage in the engineering design process.

Library

Library visits are scheduled weekly for book selection and research. Students receive instruction in the use of print and non-print library resources, as well as literature enrichment.

Students in Kindergarten and 1st grade may borrow one book per visit. Students in grades 2-4 may borrow up to two books at one time - one for pleasure reading and one for class assignments. Library books are due back in one week. If a student finishes a book before the next class visit, (with the teacher's permission) he/she may return it and select another.

Students are responsible for the proper care and timely return of items they borrow and are expected to pay for lost or damaged books before the final report card is given out. Volunteers are always welcome.

Report Cards

We are on a trimester report card schedule with report cards going home in November, March and June. This report discusses the student's progress in reading, language arts, math, social development and work habits. Parents may keep reports and attachments. Upon receiving the report, **sign and return the envelope as soon as possible.**

Conferences

Parents will have the opportunity to sign up for November conferences during Open House. Teachers and parents meet to discuss students' progress and expectations for the remaining part of the year. Parents should feel free to request a conference appointment at any point in the year.

Open House

We will hold an open house for parents on September 27, 2018 at 6:30 p.m. Parents will have the opportunity to find out what the expectations are for their child and discuss curriculum matters with the teacher. This is an evening for parents, guardians, and teachers; it is requested that children not attend. Open house is not a time for an individual conference. It is intended to be an overview of the curriculum for the school year as well as the daily schedule of your child's class. If you feel a need, at this time, for a parent/teacher conference, please schedule a time with the teacher at a later date.

Field Trips

Students attend several field trips during the school year. School Board policy mandates a parent/guardian signed permission slip for each student be turned in prior to the field trip on the date set by the teacher. For planning purposes, NO permission slips will be accepted after that date. No verbal permission will be accepted. All volunteers attending field trips need to be fingerprinted prior to the trip. Your cooperation is greatly appreciated. Financial assistance may be available by contacting your child's teacher.

To ensure that all students are carefully supervised and safe at all times, the faculty at Garrison School has established the following guidelines for parents chaperoning field trips:

1. Be fingerprinted by the SAU to comply with School District policies regarding volunteers.
2. Parents who are chaperoning are asked to ride the bus, as space permits, with the children both going to and returning from field trips.
3. No siblings or other children are permitted to attend field trips.
4. Parents deciding to transport their own child for a field trip may not be considered a chaperone. We encourage all children to ride the bus even if a parent is chaperoning.

SCHOOL SUPPORT

Reading Specialist

Reading Specialists oversee the reading programs in individual classrooms. Qualified students may also receive remedial reading services.

School Guidance Counselor

The school Counselor is a support person for students, parents, and staff. The Guidance Counselor works with students regarding personal, social, and/or educational issues which may be impacting student success. This can be done by meeting with students individually or in small groups, as well as presenting classroom programs addressing areas such as feelings, bullying, and conflict resolution, among others. The school Guidance Counselor also serves as a link between school, home, and community resources. Please feel free to call or drop in!

Behavior Specialist

The Behavior Specialist's role is to support students who are experiencing ongoing difficulties with social interactions and demonstrating behaviors that are impacting their ability to learn. The behavior specialist may work with students on learning skills that will help them resolve conflicts, express feelings and demonstrate more appropriate behaviors.

Students may be supported in identifying issues and using their strengths to

develop a plan for solving conflicts in a positive manner. The behavior specialist works with the teachers, parents, counselors, and administrators to develop a positive discipline model that is based on teaching and reinforcing appropriate skills.

Special Education Services

Special education instruction and related services are provided for those eligible children whose unique needs require specially designed instruction in order to access the general curriculum. Special education services include occupational therapy, physical therapy, speech/language therapy, adaptive physical education, specialized instruction through the Resource Room, or specialized classroom support.

Parent Involvement

With permission/invitation of a child's teacher, parents are welcome to visit and participate in classroom activities after routines are established. Any parent working alone or on a one on one basis with a student must be fingerprinted prior to the event. All visitors must first report to the office to sign in each time they come into the building. There are many opportunities to be involved with the school so that we might start that important connection.

Garrison School Parent Teacher Association

The PTA is an active part of the Garrison Community. They organize many student, family and teacher events throughout the school year. Vital fund-raising activities help support these events and enable the school to purchase items that enhance each child's educational experience. The success of the PTA is dependent on the volunteers of the Garrison community. There are many volunteer opportunities to fit your life; no matter how much or little time you have to offer. PTA meetings are held on the third Thursday of the month; everyone is welcome! Check the school website for details on meetings, events and current board members.

Box Tops for Education

The Garrison PTA participates each year in the 'Box Tops for Education Program'. We ask that you remove the Box Tops from the hundreds of

participating General Mills products found at your local grocery store and send them to school with your child. General Mills will pay our school \$.10 for each Box Top redeemed.

The PTA Officers for the 2018-2019 school year are:

*Denotes PTA Executive Board Member

<u>Name</u>	<u>Position</u>	<u>Contact</u>	<u>Phone</u>
*Renee McGuire	President	Rmcguire08@me.com	603-988-1530
*Sarah McLellan	Vice President	sarah_h22@hotmail.com	414-699-8969
*Jessica Flynn	Secretary	jljflynn@gmail.com	603-674-2682
*Elliot Schultz	Treasurer	elliotaschultz@gmail.com	
*Beth Dunton	Principal	b.dunton@dover.k12.nh.us	603-516-6752
Vacant	Newsletter		
Vacant	Fundraising Coordinator		
Teresa Davis	Volunteer Coordinator	treedavis@gmail.com	603-842-5653
Vacant	Artist in Residency		
Vacant	Arts and Enrichment		
Jen Sprague is mentoring Kristin Caseley	Turkey Trot	jlsprague@comcast.net	603-750-4253
Vacant	At-Large		
Meghan Mayhew	Teacher Representative	m.mayhew@dover.k12.nh.us	
Rima Sawyer	Teacher Representative	r.sawyer@dover.k12.nh.us	

OTHER RESOURCES

Child Care

Before and after school child care is provided at Garrison School by the Strafford County YMCA. To inquire, please call 332-7334.

The HUB Family Resource Center

The HUB Family Resource Center provides families with educational programs and support services which enhance their ability to raise healthy children in caring homes. For information, please call 749-9754.

HOMEWORK

Garrison School Homework Recommendations

Parents can demonstrate the importance of homework by scheduling a regular homework time, setting up a properly equipped quiet place to work, checking for

completion, and helping their child learn the responsibility of putting it in a proper place (backpack, folder etc.) for returning it to school.

Reading and homework:

Research has proven that reading plays an important role in the progress of successful students. Students will improve their vocabulary, comprehension, and rate of reading if they read nightly. Garrison School students are expected to read at home every day, even if this means exceeding the time guidelines of the ten-minute formula. Parents are encouraged to read with their children every evening. Fifteen minutes a night spent reading together virtually guarantees the development of students with a lifelong love of reading. A small investment with a big return!

Dover School District Homework Policy

DOVER SCHOOL DISTRICT	POLICY CODE: IKB
DATE OF ADOPTION: December 11, 2017	TOTAL 1 PAGE

HOMEWORK

Homework can be a constructive tool in the teaching/learning process when geared to the needs, abilities, and age of students. Purposeful assignments not only enhance student achievement, but may also develop self-discipline and associated good working habits. Teachers may give purposeful and meaningful homework to students to aid in the student's educational development. If homework is to be assigned by teachers as part of a student's grade, the teacher will explain to students how such homework assignments relate to the teacher's grading system. Homework should be an extension of a classroom experience, and will not be assigned for disciplinary purposes.

Legal References: NH Code of Administrative Rules, Section Ed 306.14(b), Policy on Homework

Purpose/Rational:

The purpose of homework is to improve the learning process, to aid in the mastery of skills, and to create and stimulate interest on the part of the student to

insure progression through the curricula. Homework also develops subject area knowledge and skills, promotes self-discipline, task commitment, time management and responsibility.

Vacation Schoolwork Guidelines:

It is far more beneficial for students if families schedule vacations in conjunction with the school calendar. However, we are aware that due to adult schedules, the family vacation sometimes has to be taken when school is in session. We know that travel can be a wonderfully enriching experience for everyone. To help your child get the most from a vacation, and more importantly, to be true to our belief that class work should only be assigned after it has been taught, the following vacation guidelines have been developed:

- Schoolwork will not be provided prior to vacations but assigned upon return. The classroom teacher may modify the amount of work.
- Parents may have children do any of the following activities while on vacation: scrapbooks, picture diary, journal, maps marked with places/date. These may be shared with the student's classmates on return to school.
- Students are always encouraged to read while on vacation. This will greatly enhance both their trip and their academic skills and knowledge.

SCHOOL-WIDE EXPECTATIONS

Garrison School's School-wide Expectations:

1. Be safe
2. Be kind
3. Be respectful
4. Always Persevere

Our mission is to engage, encourage, and empower thoughtful learners who contribute to the world around them.

Translating Expectations into Procedures and Rules:

Our school-wide expectations can readily be translated into school-wide procedures and rules. The purpose of explicitly stating our rules and procedures is to create a strong sense of what is and what is not acceptable. For these to have a long-lasting effect, we will need to communicate clearly and frequently reinforce

the procedures and rules with all of our students. Posting the rules will also visually enable our students to refer to our expectations.

Positive Behavior Interventions and Supports (PBIS)

Garrison School uses the Positive Behavior Interventions and Supports (PBIS). The PBIS approach focuses on improving a school's ability to teach and support positive behavior in all students. It is a proactive approach of prevention and response to classroom and school discipline issues. The emphasis is on teaching and encouraging pro-social, positive behavior. Agreed upon rules will be taught to all students and reinforced by all staff. PBIS is based on a body of research-based practices that positively and effectively respond to the social-emotional behavioral and learning needs of all students.

Responsive Classroom

This year, Garrison School will begin updated training and implementation of the Responsive Classroom model. "*Responsive Classroom* is an evidence-based approach to teaching that focuses on engaging academics, positive community, effective management, and developmental awareness."

[\(https://www.responsiveclassroom.org/about/\)](https://www.responsiveclassroom.org/about/)

Procedures for Handling Classroom Behavior:

Behavioral issues are addressed on an individual basis designed to not only have student accountability, but also to change behavior. Target behaviors are viewed as minor and major offenses. District-wide behavior forms are used to track incidents and inform parents. All discipline rules are incorporated into our four 'school-wide expectations' across all areas of the school.

Step 1: The teacher and student discuss the problem and the rule that applies, and an informal agreement is reached. Most discipline problems will be handled at this level. This is where the classroom behavior plan plays a major role in monitoring an appropriate classroom environment. The child should identify what classroom rule has been broken, what behavior they will change and what will happen if the behavior has not changed.

Step 2: The teacher and student discuss the problem and the rule that applies as in step 1. The teacher initiates disciplinary action as outlined in the class

discipline/behavior plan: (For example: loss of recess, before or after school detention, etc.) A review of further consequences will take place at this time. The student should have a clear understanding of what will happen if the behavior does not change. The teacher will document the incident in writing.

Step 3: When necessary, the teacher contacts the parent/guardian to discuss the problem. The parent contact is recorded and filed by the teacher, and a plan of action is developed between the parent and the teacher. If a third violation should occur, the child is referred directly to the behavior specialist where the plan will be brought into action.

SCHOOL POLICIES

2018-2019 School Year

Annual Family Education and Privacy Rights Notification **(Including FERPA)**

All Dover School District School Board Policies are available on the School District Website: www.dover.k12.nh.us. Choose “Dover School Board” and select “School Board Policies.” If you do not have access to the internet, contact your school office or Superintendent’s office.

The Dover School District has the responsibility to inform parents each year about a variety of programs and policies which are outlined below. If you have questions regarding special education, please contact Pupil Personnel Services Coordinator or any school office. Questions regarding any type of discrimination should be addressed to the Title IX Coordinator.

DIRECTOR of PUPIL PERSONNEL SERVICES, TITLE IX, & 504 COORDINATOR:
Christine Boston, 516-6722

ASSISTANT DIRECTOR of PUPIL PERSONNEL SERVICES:
Abigail Small, 516-1309

CURRICULUM, ASSESSMENT, & INSTRUCTION, TITLE I:
Paula Glynn, 516-6707

CAREER TECHNICAL DIRECTOR, & NJROTC:
Lisa Danley, 516-6976

HOMELESS LIAISON:
Lucinda Shattuck, 516-6708

NOTIFICATION OF RIGHTS UNDER FERPA
(FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974)

The Family Education Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records, as follows:

1. The right to inspect and review the student’s education records within 14 days of the day the district receives a request for access.
 - a. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
 - a. Parents or eligible students may ask the Dover School District to amend a record they believe is inaccurate or misleading. They should write the school principal to clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
 - b. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

- a. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - c. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are as follows:
 - a. Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
 5. The School Board has designated the following information as directory information which may be disclosed without prior written consent: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, degrees and awards received, the most previous educational agency or institution attended by that student, pictures found in yearbooks and pictures of

participants in school activities. If a parent does not wish such personally identifiable information with respect to the student to be designated as directory information, the school district must be so notified in writing by September 30. Please contact the building principal with any questions regarding these rights.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding the district's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one of more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 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 lawyers, doctors, 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.

- *Receive notice an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted under state law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute

information to others.

- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under state law.

The Dover School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Dover School District will notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Dover School District will also directly notify, such as through U.S. Mail or email parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Dover School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys

listed below and be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distributions.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening described

above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

NONDISCRIMINATION

(See School Board Policy AC, ACE & AC-R for additional information.)

The school district does not discriminate in relation to race, color, creed, gender, age, national origin, mental or physical disability, veteran status, marital status, sexual orientation, political affiliation or genetic information in its programs and activities. Inquiries or complaints regarding nondiscrimination should be directed to Christine Boston, 516-6922. (See School Board Policy AC-R for additional information.)

CHILDFIND ACTIVITIES

The school district is responsible for identifying students with educational disabilities ages 0 through 21 and for providing special education services for those students with educational disabilities, ages 3 through 20. The district is responsible for identifying children who are residents of Dover or who attend a private school within the Dover city limits.

When there is a suspected disability, the student may be referred for evaluation by parents, staff members, or any individual knowledgeable about the student. Referral forms are available at the special education office or from any school office. When the referral form is filled out and returned to the respective office, a team meeting will be convened within 15 days of receipt of referral.

ENTERING SCHOOL

(See School Board Policy JEB for additional information.)

In order to enter first grade in the City of Dover, a child must be six years of age on or before September 30. Kindergarten students must be five years of age before September 30. Birth certificate, proof of immunizations and proof of residency are required to register all students.

CUSTODIAL/GUARDIANSHIP

If there are legal guardianship and/or custodial concerns of which the school should be made aware, please be sure a copy of the current legal document is on file with the school for the child's protection. Parent rights cannot be denied without legal documentation to support this action.

VISITOR/SCHOOL VOLUNTEER POLICY

The School Board encourages the use of qualified lay people to assist in the educational program. Volunteers shall be carefully chosen on the basis of their interest in children and the ability to devote the necessary time and energy to the school. Use of such persons will only be upon prior approval by the principal for the specific duty to be performed. Volunteers must fill out a background investigation form. Chaperones who participate in day excursions away from school must complete a Volunteer Criminal Record Release Authority Form (Policy IJOC-E). All volunteers must complete the Staff Conduct With Students form, policy GBEBB. Chaperones who supervise children in overnight trips must be fingerprinted.

CONFIDENTIALITY OF INFORMATION

Parents of a student have the right to inspect and review education records of the student and to file complaints concerning alleged failures by the school system to comply with the requirements of the Family Education Rights and Privacy Act of 1974 and IDEIA 2004. The school board has designated the following information as directory information which may be disclosed without prior written consent: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most previous educational agency or institution attended by that student, pictures found in yearbooks and pictures of participants in school activities. If a parent does not wish such personally identifiable information with respect to the student to be designated as directory information, the school district must be so notified in writing by **September 30**. A copy of the Dover School Board's record policy may be obtained from the office of the Superintendent.

REFUSAL OF PERMISSION TO PUBLISH

As a part of your son's/daughter's educational program, (s)he will have the opportunity to publish documents and participate in projects on the internet. We think this is an exciting and enriching opportunity for our students. These documents might include:

- A story, article, or poem
- Artwork
- A science or research project
- A photograph from an activity, a sport, or a club
- A collaborative project
- Student's name

We will publish these documents unless you notify the school office, in writing, **no later than September 30**, that your student **does not have permission** to publish documents on the Dover School District web site (www.dover.k12.nh.us).

SECTION 504

(See School Board Policy AC-R for additional information.)

No student in Dover shall be denied access to any educational program or activity because of a disability.

If a parent believes that a child has a disability that substantially limits a major life activity, impacting his/her ability to access a school environment, a parent should contact the school counselor in the school that the child attends for a 504 referral form.

TYPES OF SPECIAL EDUCATION PROGRAMS AVAILABLE IN DOVER

- Integrated preschool program
- Continuum of special education in-district services, from in-class support to substantially separate programs
- Support services, such as speech, occupational and physical therapy
- Itinerant services for the hearing and visually impaired

SPECIAL EDUCATION PLAN AND FEDERAL PROJECT PLANS

Copies of the Dover special education plan and the federal project applications may be obtained from the office of the Director of Pupil Personnel Services. This year federal funds are being used to fund special education teachers, family services facilitator, school psychologists, occupational therapists, speech pathology assistant, contracted audiologist, contracted behavior consultant and contracted assistant technology evaluator.

CHILD PROTECTION ACT (RSA 169C, 1979)

To comply with the Child Protection Act it is the policy of the Dover School District that any teacher or other school employee who suspects that a child's physical or mental welfare may be adversely affected by abuse or neglect must report to the New Hampshire Division for Children, Youth and Families (DCYF). Under RSA 169c, school personnel, who in good faith make a report of suspected child abuse or neglect, have immunity from any liabilities, civil or criminal. The good faith of the reporter is presumed.

PUPIL SAFETY AND VIOLENCE PREVENTION

The Dover School Board is committed to providing all pupils a safe school environment in which all members of the school community are treated with respect. Dover School District Policies JICK & JICK-E are intended to comply with RSA 193-F, which specifically identifies "bullying" as a form of pupil harassment. Conduct constituting bullying will not be tolerated and is prohibited by policies JICK & JICK-E, in accordance with RSA 193-F.

SEXUAL HARASSMENT

(See School Board Policy ACAB for additional information.)

Under Title IX, federal statutes consider any kind of sexual harassment a form of sex discrimination, which is not only illegal but also unacceptable and impermissible conduct. Any concerns or complaints about discrimination or harassment should be brought to the attention of the building principal, or the district Career Technical Center Coordinator, at 516-6978.

HAZING

(See School Board Policy JICFA for additional information.)

Hazing will not be tolerated in our schools. Hazing is defined as any conduct, coercion or intimidation used as a method of initiation into a student organization or team which is likely to endanger the physical or mental health of any student. Every member of school community must report hazing to the school principal. Keep in mind that, under the law, the implied or even express consent of any person toward whom any act of hazing is directed is not a defense to hazing. Offending students will suffer appropriate disciplinary action including the possibility of suspension or expulsion.

Legal References: RSA 631:7 Rule 306.04 (a) (7)

SCHOOLNET ACCEPTABLE USE POLICY

(See School Board Policy EHAA for additional information.)

Garrison School is pleased to offer its students access to the Dover School District's network system. Successful operation of internet devices 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 by clicking on School Board, then policies. 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.

CAREER TECHNICAL EDUCATION PLAN – P.L. 105-332

Information regarding opportunities, enrollment, specific courses, special services, employment opportunities, and placement are available at the Career Technical Education Center office, Dover High School and Regional Career Technical Center, 516-6978.

ELEMENTARY AND SECONDARY EDUCATION ACT,
LEAVE NO CHILD BEHIND

Parent's Right to Know (Section 1111(h)(6) (A-C)

At the beginning of each school year, an LEA that receives Title 1 funds must notify parents of each student attending any Title 1 school that the parents may request, and that agency will provide the parents on request (and in a timely manner), information regarding the professional qualification of the student's classroom teachers. Additionally, a school that receives Title I funds must provide to each individual parent information on the level of achievement the child has made on all state assessments; and timely notice that the parent's child has been assigned or taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

HIGH SCHOOL

ELEMENTARY AND SECONDARY EDUCATION ACT, SECTION 9528(1), ACCESS TO STUDENT RECRUITING INFORMATION: Notwithstanding section 444(2)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings.

However, the parent of the student may request that the student's name, address, and telephone listing not be released. Such request by the parent should be made in writing to the Dover High School Guidance Office **no later than September 16th.**

STUDENT DRESS CODE

(See School Board Policy JICA for additional information.)

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. The Dover School Board has a responsibility to assure that the atmosphere in the schools is conducive to learning. This policy is applicable from kindergarten through grade 12. The following guidelines are established to provide a clear understanding of the dress policy:

1. Clothing, jewelry, or accessories with decorations, patches, lettering, etc.,

that may be considered disruptive or offensive should not be worn to school. Accessories with drug emblems, tobacco or alcoholic beverage references are not permitted.

2. The entire torso must be covered at all times. See-through materials are not allowed. Crop tops, tube tops, halter-tops, spaghetti-strap tank tops are not acceptable unless covered by an outer shirt. Revealing necklines are not acceptable.
3. The length of a skirt, dress, shorts etc. must reach mid-thigh. No short-shorts or spandex shorts shall be allowed.
4. Outer clothing should cover undergarments at all times.
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. Sneakers must be worn in gym class.
8. Students attending school functions after school hours should adhere to the spirit and intent of the dress code policy.
9. Hats and coats will be stored by the start of the instructional day
10. If a question arises regarding the interpretation of this policy, the school administrative staff shall make a determination as to the appropriateness of student dress.

ELECTRONICS

Electronic devices such as, but not limited to: iPods, iPads, e-readers, cell phones, etc., are to be used in the classroom only with teacher permission and supervision. If cell phones are brought to school, they must be kept in backpacks and used only with teacher permission.

NO ANIMALS IN SCHOOL

(See School Board Policy IMG for additional information.)

Building principals may approve an animal visit if it is part of an approved curriculum.

SMOKING

(See School Board Policy ADB for additional information.)

Smoking in school buildings is prohibited at all times by all persons. RSA 155:66

DANGEROUS ITEMS: WEAPONS

(See School Board Policy JICI for additional information.)

Dangerous items, including weapons, have no place in school and are not permitted on school property. Students in possession of such items will have them confiscated. Parents will be notified, and the students will be subject to discipline up to suspension or expulsion.

DOVER SCHOOL DISTRICT	POLICY CODE: JICK
DATE OF ADOPTION: APRIL 10, 2017	TOTAL 4 PAGES

PUPIL SAFETY AND VIOLENCE PREVENTION POLICY **BULLYING AND CYBERBULLYING**

I. GENERAL STATEMENT OF POLICY

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

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

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

delegate specific responsibilities to administrators and others as deemed appropriate.

II. BULLYING AND CYBERBULLYING DEFINED

Definitions

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

Bullying or cyberbullying of a student on the basis of sex, sexual orientation, gender identity, race, color, creed, ancestry, national origin, religion, age, marital status, familial status, economic status, 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, CYBERBULLYING, AND RETALIATION PROHIBITED

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

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 cyberbullying.

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

There shall be disciplinary consequences or interventions, or both, for a student who commits an act of bullying or cyberbullying, falsely accuses another of the same as a means of retaliation or reprisal, or otherwise violates this policy. If it is determined, after investigation, that a student has engaged in bullying or

cyberbullying conduct prohibited by this policy, that student shall be subject to appropriate disciplinary action, which may include, but not be limited to suspension and expulsion. Any such disciplinary action shall be taken in accordance with applicable school board policy and legal requirements.

IV. REPORTING AND INVESTIGATION PROCEDURE

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

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

(See Form ACAA-R).

The reporting procedure and investigative procedure for reports of bullying and/or cyberbullying is set forth in the Board's Student Discrimination, Harassment, and Bullying Complaint Procedure (ACAA-R).

V. TRAINING

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

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

VI. ANNUAL REPORT TO NEW HAMPSHIRE DEPARTMENT OF EDUCATION

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

VII. 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.

VIII. 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.

IX. APPEAL

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

Appeal rights related to complaints of bullying/cyberbullying are set forth in the Board's Student Discrimination, Harassment, and Bullying Complaint Procedure (ACAA-R).

X. 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.

Legal References: NH RSA 193-F

RSA 570-A:2 Capture of Audio Recordings on School Buses Allowed

RSA 193:13

NH Code of Administrative Rules, Section Ed 317

Cross References: AC – Nondiscrimination/Equal Opportunity

ACAA - Harassment and Sexual Harassment of Students

ACAA-R - Student Discrimination, Harassment, and Bullying Complaint Procedure

ACAA-R – Report Form

JRA – Student Records and Information

JICFA – Hazing

DOVER SCHOOL DISTRICT	POLICY CODE: JH
DATE OF ADOPTION: OCTOBER 3, 2016	TOTAL 4 PAGES

ATTENDANCE, ABSENTEEISM AND TRUANCY

Absences

The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in the District during the days and hours that school is in session, except that the Principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

The Board considers the following to be excused absences:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Such other good cause as may be acceptable to the Principal or permitted by law

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

In the event of an illness, parents must call the school and inform the District of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal may require parents to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents via telephone and writing of his/her decision. If the Principal determines that good cause does not exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider his initial determination. However, at this juncture, the Principal's decision shall be final.

Family Vacations/Educational Opportunities

Generally, absences other than for illness during the school year are discouraged. Family vacations that occur while school is in session are not considered excused absences. The Superintendent or his/her designee may make an exception for educational trips and college visits, provided that the itinerary and learning experiences are outlined in writing and work to be completed is approved prior to the trip. Parents should notify the Superintendent either verbally or in writing prior to the trip.

Truancy

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

Ten half-days of unexcused absence during a school year constitutes habitual truancy. 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.

Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

Four tardies that are less than half days, as defined above, are the equivalent of one absence.

The Principal or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

Intervention Process to Address Truancy

The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the Principal identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed

necessary. The intervention shall include processes including, but not limited to:

1. Investigates the cause (s) of the student's truant behavior;
2. Considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing truancy;
3. Involves the parents in the development of a plan designed to reduce the truancy;
4. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline; and
5. Determination as to whether school record keeping practices and parental notification of the student's absences have an effect on the child's attendance.

Parental Involvement in Truancy Intervention

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal will send the student's parent a letter which includes:

1. A statement that the student has become or is in danger of becoming habitually truant;
2. A statement of the parent's responsibility to ensure that the student attends school; and
3. A request for a meeting between the parents and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy.

Developing and Coordinating Strategies for Truancy Reduction

The Board encourages the administration to seek truancy-prevention and truancy-reduction strategies along the recommendations listed below. However, these

guidelines shall be advisory only. The Superintendent is authorized to develop and utilize other means, guidelines and programs aimed at preventing and reducing truancy.

1. Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.
2. Assist school staff to develop site attendance plans by providing development strategies, resources, and referral procedures.
3. Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.

Parental Notification of Truancy Policy

Prior to adopting this policy, the Board will place the item on the agenda of a public school board meeting and will allow two weeks for public input as to the policy's provisions. Any public input shall be advisory only and final adoption as to the policy's provisions will remain solely with the Board.

Additionally, the Superintendent shall also ensure that this policy is included in or referenced in the student handbook and is distributed to parents annually at the beginning of each school year.

Legal References:

RSA 189:34, Appointment

RSA 189:35-a, Truancy Defined

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

RSA 193:8, Notice Requirements

RSA 193:16 Bylaws as to Nonattendance

NH Code of Administrative Rules, Section Ed 306.04 (a)(1), Attendance and Absenteeism

NH Code of Administrative Rules, Section Ed 306.04 (c), Policy Relative to Attendance and Absenteeism

DOVER SCHOOL DISTRICT	POLICY CODE: JICD
DATE OF ADOPTION: APRIL 10, 2017	TOTAL 4 PAGES

STUDENT CONDUCT, DISCIPLINE, AND DUE PROCESS

Safe School Zone

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

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

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

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

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

1. Damaging school property;
2. Violence at or near the school's bus stop, either before or after the school

day;

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

Cyber-Bullying and Internet Threats

The Board also recognizes that there are growing occurrences of “cyber-bullying” and threatening language being used by students on the internet when out-of-school and off-campus. Cyber-bullying will be addressed in accordance with Policy JICK-(Bullying Policy)

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

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

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

suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

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

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

Students who receive short term suspensions (less than ten days), long-term suspensions, or expulsions are entitled to the following due process:

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

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

the student's parents/guardians explaining the disciplinary action taken against the student.

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

As required by RSA 193:13 (a), educational assignments shall be made available to the suspended pupil during the period of suspension.

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 which includes the legal and factual basis for the conclusion that the student should be suspended.
4. The Discipline Committee will provide notice to the student with notice that the decision of the School Board may be appealed to the State Board of Education, or, if the hearing is held before the superintendent, an appeal may be made to the School Board within ten days of the superintendent's decision.

Expulsion

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

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

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

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

Students and parents will be notified annually of this policy.

Legal References:

RSA 193:13, Suspension & Expulsion of Pupils

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

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

See Appendix: JICD-R

DOVER SCHOOL DISTRICT	POLICY CODE: JLCF
DATE OF ADOPTION: AUGUST 13, 2012	TOTAL 3 PAGES

STUDENT WELLNESS POLICY

The Board recognizes that wellness comprises physical, social, emotional, and academic health. Proper nutrition and developmentally appropriate physical activity are important ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet related chronic diseases. Furthermore, health and student success are inter-related. The Board therefore maintains the goal that the District will foster a learning environment that helps students attain knowledge and habits that promote wellness. As part of the program, students will be given opportunities to gain the knowledge, skills, behavior, and motivation needed to be physically active for life through daily activity offerings such as recess periods, physical education classes, walking programs, the integration of physical activity into the academic curriculum, and after-school programs including intramurals, interscholastic athletics, and physical activity clubs. The Board directs the building principals to encourage student physical activity on a daily basis.

All foods available on school grounds and at school-sponsored activities will meet or exceed the district's nutrition standards. Under no circumstances will such standards be less restrictive than the regulations and guidance issued by the US Secretary of Agriculture as applicable to schools. Schools in the district will offer food choices that are nutrient dense, have low fat and low sugar content, are of a moderate portion size, and include a variety of fruits and vegetables. Foods should be served with consideration toward variety, appeal, taste, safety, and packaging. These nutrition guidelines apply to the school lunch and breakfast program, and foods and beverages sold in vending machines, snack bars, and school stores. Food provided at parties, celebrations, and meetings during the school day, and as part of in-school District fundraising activities also falls under the purview of this policy.

The Board directs the Superintendent or his/her designee to develop procedures to implement this policy based on the recommendations of the Wellness Advisory Committee and in compliance with national and statewide nutritional guidelines. A district-wide Wellness Advisory Committee will be maintained to assess the nutrition and physical activity environment throughout the district and making recommendations to the Board for a comprehensive wellness program. The committee will consist of representation from parents, students, the school's food service program, school nurses and wellness educators, the School Board, administration, and the public. Program implementation will be monitored and progress evaluated, with an annual report to the Board. The Wellness Advisory Committee will meet quarterly for updates on how effective the policies we have in place are working, and to make recommendations for improvements, and changes that need to be made. The meetings will be organized and facilitated by the District Business Administrator.

Student Wellness Policy Guidelines

Promoting wellness in the Dover School District requires a cooperative effort among administrators, faculty, students, parents, and the community at large. Part of this effort will come from the voluntary actions of the school community. Community members who maintain healthy lifestyles, share their knowledge, and encourage others to emulate their habits can promote wellness in the whole

school community. To further facilitate the goal of wellness, however, the District Schools should meet the following guidelines:

1. Nutrition Education
 - Lessons on nutrition and healthy eating will be incorporated into the curriculum at all grade levels.
 - The Food Service Director and the Curriculum Director will meet at least semiannually to discuss ways that Food Services can assist with and complement nutrition education elements in the curriculum at all levels.
2. The School Meals Program will provide balanced meal choices
 - In accordance with State and USDA Guidelines.
 - In accordance with the food services vendor's contract
3. Wellness and discipline
 - Food will not be used as a reward or punishment unless specified in a student's IEP or behavior plan.
 - Students will not be denied recess as punishment.
4. Promoting healthy lifestyles.
 - Snacks offered during or after school, whether by the District Food Service or by extra-curricular programs, should meet State health and nutrition guidelines emphasize fruits and vegetables as the primary snack, and milk or water as the primary beverage. will not be used as a reward or punishment unless specified in a student's IEP or behavior plan.
 - Parties and Celebrations
 - The building principal will authorize any seasonal celebrations.
 - Classrooms will have at most one celebration for all the birthdays occurring in a given month.
 - Teachers and staff will encourage parents to provide healthy snacks.
 - During celebrations, adults will be responsible for limiting the number of sweet items children have.
 - The Dover School District will make available a list of healthful snack products to teachers, after-school program coordinators, and parents.

This list will be updated annually and posted on the District's website. See Attachments A and B.

- Foods and beverages offered in school stores and vending machines accessible to students will be consistent with the State Vending Guidelines

5. Physical activity

- Opportunities for physical activities in addition to PE class should be provided to students.
- The school will communicate with parents about opportunities to provide children with after school physical activities.
- The school will work with parent-teacher groups to sponsor physical activities such as walk-to-school or bike-to-school days.

6. Fund-raising and food.

- Organizations and classes should not use the sale of food as a primary means of fund-raising
- All fund-raising activities must be approved by the building principal.

7. Monitoring and Reporting

- The School Wellness Policy will be reviewed annually by the committee and updated as necessary
- Resulting reviews and updates will be reported to the School Board.
- The 2012-2013 Wellness committee will establish monitoring and reporting procedures to assure compliance with N.H. D.O.E Technical Advisory 21

STAFF CONDUCT WITH STUDENTS

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

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

Prohibited Conduct

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

- Behavior that intentionally exposes a student to embarrassment, disparagement, intimidation or retaliation. Staff bullying violates the Code of Ethics of the Profession (NEA Code of Ethics; Statement 5, Principle 1);
- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the

student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance.

- Sexual banter, allusions, jokes or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names or otherwise in an overly familiar manner; and
- Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner.

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

- Being alone with individual students out of public view;
- Driving students home or to other locations;
- Inviting or allowing students to visit the staff member's home;
- Visiting a student's home, unless on official school business;
- Maintaining personal contact with a student outside of school by telephone or text messaging, computer (such as e-mail, Instant Messenger, social networking sites), or letters (beyond homework or other legitimate school business);
- Exchanging personal gifts (beyond the customary student-teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events except as participants in organized community activities.

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

Student Safety

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

Reporting Violations

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

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

Disciplinary Action

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

All employees, volunteers and coaches shall sign that they received and agree to comply with this policy.

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

SCHOOL TRANSPORTATION POLICY

(See School Board Policy EEAEC for additional information.)

The Dover School Board Transportation Policy is available on the school district's website, www.dover.k12.nh.us. Choose the "School Board" button and select "Policies." This policy outlines who is eligible to ride on a school bus, appropriate student behavior, school bus driver responsibilities, procedures for handling school bus discipline, and the appeal process for revocation of bus privileges. If you do not have access to the internet, see your school secretary for a copy of this policy which is in compliance with New Hampshire RSA's 189:6 and 189:9. The following information is also provided to answer some of the more frequently asked questions regarding transportation in the Dover School District.

District-wide Transportation Tips and Tidbits

Telephone Contacts:

First Student Transportation: 692-4406

Durham School Services (Special Education): 895-9664

- First Student Transportation offices generally close at 4:30 P.M. Telephone calls, faxes, or emails sent by parents after this hour will not be processed until the following business day which begins at 7:00 A.M. Therefore, parents need to understand that requests for changes in their student's AM pick-up cannot be guaranteed without timely notification, preferably 24 hours.
- It would help limit the amount of time students ride the buses if parents who decide to provide private transportation for their student would advise their school secretary and First Student Transportation.
- For safety reasons, we encourage parents of kindergarten and first grade aged children to wait with their child at their morning bus stop.
- Parents of kindergarten aged children (or other person as designated below) are **required** to be waiting at the child's afternoon bus stop or the child will not be released from the bus. The bus driver will return the child to his or her school until a parent can be contacted to pick up the child.

A parent may submit a request to waive this policy to the school's principal. Other appropriate arrangements may be made for the child's safe travel to their home or afterschool care (e.g., walk with older siblings, babysitter, or other

responsible adult). An approved waiver must be on file with the school, the bus company, and the bus driver or the child will not be released.

- Please be on time. The bus cannot wait or back up if you run after it. This impacts timing of the entire route.
- Before- and after-school care transportation will be provided to licensed daycare facilities only. Generally, these facilities must also be located in your elementary school's district. Please contact First Student Transportation directly for information on approved daycare facilities.
- We are unable to transport students to friends' homes for after-school visiting. Bus routes are developed based upon student capacities. Please tell your child they must take the bus home and you will transport them to visit friends' homes after school.
- Bus Passes will be required to be displayed daily for all students riding the bus to and from Dover Middle and High Schools. Contact your school directly for the procedures to follow for bus passes.
- On a Delayed Opening, bus transportation will start approximately 2 hrs. later (i.e. if your child's pickup is at 6:15 am the delayed pickup time will be approximately 8:15 am).

DOVER SCHOOL DISTRICT	POLICY CODE: EEAEC
DATE OF ADOPTION: OCTOBER 3, 2016	TOTAL 6 PAGES

The District will provide pupil transportation services consistent with applicable law. Pupils are expected to conduct themselves properly while riding the buses. Students who violate accepted standards for proper conduct will be reported for proper disciplinary action. Parents will be notified, by the transportation provider, of any violation in writing, including the first or warning violation. Any violation may subject the student to suspension from riding the bus. In the event of such action, notice of this action will be sent to the parent in writing, stating the reason and duration of the restriction. In no case will such action be taken without prior notification by the transportation provider to the child and parent.

- Prior notification of a parent/guardian by the transportation provider will consist of a telephone call to the home. If the transportation provider is unable to reach the parent/guardian, a follow-up call will be made later in the evening. If the transportation provider is still unable to contact the parent/guardian, the student will be transported to school the following morning and the school administration will be notified of the incident. The school will then contact the parent/guardian and advise what disciplinary action will be taken. This information will also be provided the transportation provider.

Permanent school identification passes are created for Middle School and High School students in October or November of each year. Middle and High School students are required to carry a bus pass in order to ride on a district bus. Drivers will ask students to produce a bus pass once a week (usually on Wednesday) in order to maintain accurate student bus riderships. This is necessary to eliminate overcrowding on buses and as a safety measure to identify students belonging on the bus in the event of an emergency.

It is important that all parents/guardians understand that the school's main concern is for the safety and welfare of all students and to ensure that students are transported in an efficient, timely, and safe manner to and from school. Since this should be the concern of parents also, we need parent support and cooperation. Should any parent/guardian feel the need to discuss any situation, concern, or problem relative to his/her child, the parent should feel free to contact the transportation provider at 964-2322 or the Business Administrator at 516-6800.

A. Who is a Bus Student and What Should a Student and Parent Know?

Riding the bus is a privilege!

1. A student is considered a bus student if the student is a Dover resident:
 - a. In kindergarten through grade four who lives more than one mile from school
 - b. In grade five who lives more than one mile from school
 - c. In grades six through eight who lives more than one and one-half miles from school

- d. In grades nine through twelve who lives more than two miles from school
- e. Identified as having a disability with transportation included in an IEP or 504 plan
- f. Resides in an area designated hazardous by the Dover School Board

The walking distance will be determined by the Geographical Information System (GIS) which measures the actual walking distance as opposed to the radius distance.

There will be a three-tier bus system. Those students in kindergarten through grade 4 will ride together; students in grades 5 through 8 will ride together; and students in grades 9 through 12 will ride together.

- 2. For students who meet the above criteria, transportation will be provided to and from school.
- 3. For safety reasons, we encourage parents of kindergarten aged children to wait with their child at their morning bus stop.
- 4. Parents of kindergarten aged children (or other person as designated below) are required to be waiting at the child's afternoon bus stop or the child will not be released from the bus. The bus driver will return the child to his or her school until a parent can be contacted to pick up the child.

A parent may submit a request to waive this policy to the school's principal. Other appropriate arrangements may be made for the child's safe travel to their home or after school care (e.g., walk with older siblings, babysitter, or other responsible adult). An approved waiver must be on file with the school, the bus company, and the bus driver or the child will not be released.

- 5. Special accommodations for transportation of students to other than their normal pick-up or delivery will be allowed only if the student is a current rider and the accommodation is on the student's regular bus

run. In cases when a student lives with two parents part time, accommodations may be made to pick up and drop off on a regular schedule at two Dover addresses.

B. The Purpose and Goal of Student Disciplinary Regulations Are as Follows:

1. To provide an atmosphere in which safety and welfare of all students are primary.
2. To promote an attitude of respect for public property and school transportation personnel.
8. To provide fair and reasonable treatment of students with regard to expected behavior.

C. School Bus Driver Responsibilities Toward Student Behavior:

1. The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to the transportation provider.
2. The bus driver has the authority to reprimand, warn, and/or take initial action to acquire such control, as necessary, prior to notification of the transportation provider as long as it is carried out according to the transportation policy.
3. After such action is taken, the bus driver will report any and all infractions to the transportation provider for further disciplinary action.
4. The bus driver will, upon request, attend any meeting or conference held with regard to a specific problem that occurs on the driver's school bus.

5. If a problem is creating an unsafe condition and a driver believes that the bus cannot continue in a safe manner, the transportation provider should be contacted immediately.
6. The bus driver will deal with individual students involved in misconduct while on the school bus and not penalize everyone on the bus.

D. Student Behavior:

The expectations for elementary students are consistent with Positive Behavior Interventions and Support (PBIS) plan. Students are expected to demonstrate school-wide expectations on the bus as well.

At Bus Stops, Students Should:

1. Wait and ride only if approved by the school
2. Be orderly and avoid horseplay
3. Arrive at least 5 minutes before the bus is scheduled to arrive. Schedules do not allow time for drivers to wait for students who are not ready.
4. Wait clear of traffic and back 6-10 feet from the road
5. Wait to approach only after the bus has stopped
6. Cross the street only in front of bus after the driver has put on the flashing lights and signaled to cross

Once on the Bus, Students Should:

1. Go directly to an available seat or assigned seat
2. Remain seated during the bus ride
3. Keep hands, heads, arms, and legs inside
4. Never play with emergency exit equipment
5. Never throw or pass around any object(s)
6. Not bring toys onto the bus
7. Carry on only items that they can hold on their laps. Aisles must be kept free from books, lunch boxes, and other objects.
8. Not eat or drink food items
9. Not willfully damage or deface any part of the school bus
10. Not carry living creatures on the bus (anything that eats or breathes)

For the Driver to Keep Attention to the Bus Operation and the Traffic, Students Must:

1. Not carry or use hazardous materials, nuisance items, such as laser lights, or aerosols
2. Not have or carry on weapons of any kind
3. Not use or carry tobacco products, drugs, alcohol, or any other controlled substance
4. Not use profanity or make obscene gestures
5. Observe all other school rules and policies
6. Show respect for the driver and other students
7. Not be involved in unsafe behavior of any kind

E. Procedure for Handling School Bus Discipline:

Guidelines:

1. Based on the severity of the violation, the first and second steps may be bypassed.
2. Any revocation of student bus privileges may be appealed.
3. Suspension or revocation of riding privileges shall be in school days.
4. Cases of criminal acts will be referred to the proper authorities.

1.First Offense (Grades K-12)

Grades K-12: The student is given a written warning.

When a student receives his/her first offense warning, a notice shall be sent, by the transportation provider, to the parent or legal guardian and building administrator within one day of the infraction.

First and Second Minor Referral (Grades K-4)

In the morning, the referral is completed as the student is dropped off and is handed to the duty staff to be passed to an Administrator/Support Staff. If the incident occurs in the afternoon, it will be faxed to the school that evening and handed to the duty staff the following morning.

Third Minor Referral (Grades K-4)

Once a child accrues three (3) minor referrals, all subsequent referrals become major referrals.

First Major Referral (Grades K-4)

If the incident occurs in the morning, the referral is handed to the duty staff that morning to be passed to an Administrator/Support Staff. If the incident occurs in the afternoon, it will be faxed to the school that evening and handed to the duty staff the following morning. An attempt will be made by the transportation provider to contact the parent(s)/legal guardian that day. Parent(s) will be sent a copy of the referral form within one day of the referral. The student will meet with Support Staff in a Bus Safety Group for a specified period of time. The Behavior Specialist will develop an Individual Bus Support Plan which may include assigned seating. Information will be passed to the transportation provider outlining the nature of the corrective action.

2.Second Offense (Grades K-12)

Upon written receipt of a second complaint, an attempt will be made by the transportation provider to contact the parent(s)/legal guardian that day. A notice shall be sent, by the transportation provider, to the parent or legal guardian and building administrator within one day of the infraction. The student will be suspended from bus privileges as outlined below:

Grades 9-12 – Ten days

Grades 5-8 – Three days

Second Major Referral (Grades K-4)

Upon written receipt of a second major referral, the student may be suspended off the bus for one (1) day. The student will meet with Support Staff in a Bus Safety Group. Parent(s)/legal guardian will be notified by telephone that day by the transportation provider. All second referral notices will be sent to parent(s) or legal guardian.

3.Third Offense (Grades 5-12)

Upon written receipt of a third complaint, an attempt will be made by

the transportation provider to contact the parent(s)/legal guardian that day. A notice shall be sent, by the transportation provider, to the parent or legal guardian and building administrator within one day of the infraction. The student will be suspended from bus privileges as outlined below:

Grades 9-12 – Twenty (20) days

Pending the decision of the Discipline Committee,
REVOCAION OF BUS PRIVILEGES for the remainder of the school year or sixty school days, whichever is greater.

Grades 5-8 – Twenty (20) days

Third Major Referral (Grades K-4)

Student may be suspended off the bus for five (5) days. Parent(s)/guardian will be notified that day by the school administration who will also notify the transportation provider. Upon student's return, he/she may have random supervised bus rides to reinforce appropriate behaviors. The Behavior Specialist will reevaluate the Individual Bus Support Plan which may include assigned seating. All third offense notices will be sent by the transportation provider to the parent(s)/legal guardian and the building administrator within one day of infraction.

4. Fourth Offense (Grades 5-12)

Upon written receipt of a fourth complaint, an attempt will be made by the transportation provider to contact the parent(s)/legal guardian that day. A notice shall be sent, by the transportation provider, to the parent or legal guardian and building administrator within one day of the infraction. The student will be suspended from bus privileges as outlined below:

Grades 5-8 — Twenty (20) days

Pending the decision of the Discipline Committee,
REVOCAION OF BUS PRIVILEGES for the

remainder of the school year or sixty school days, whichever is greater.

Fourth Major Referral (Grades K-4)

Upon written receipt of a fourth complaint, an attempt will be made by the transportation provider to contact the parent(s)/legal guardian that day. The Dover School Board Discipline Committee may **REVOKE** bus privileges of any student for the remainder of the school year or sixty school days, whichever is greater.

All fourth offense notices shall be sent, by the transportation provider, to the parent or legal guardian, building administrator, and the Office of the Superintendent within one day of the infraction.

- 4. Riding during Suspension:** Suspension shall begin the next school day following verbal notification of the parent or legal guardian. Any student found to be riding any district bus during the period of suspension may have his/her bus privilege revoked for the remainder of the school year or sixty school days, whichever is greater.

F. Appeal Process for Revocation of Bus Privileges:

(RSA 189:9-a, Pupils Prohibited for Disciplinary Reasons.)

1. If the Dover School Board Discipline Committee has revoked a pupil's right to ride a school bus for disciplinary reasons, the parent or legal guardian of that pupil has the right of appeal within ten (10) days of the revocation to the Dover School Board.

2. All hearings for discipline held by the Dover School Board and all written and personal appeals shall be heard in nonpublic session.

3. Until the appeal is heard, or if the revocation of the pupil's right to ride the school bus is upheld, it shall be the parents' or legal guardians' responsibility to provide transportation to and from school for that pupil for the period of the revocation.

G.

Notification

1. Building administrators shall be responsible for reviewing the transportation policy with students at the beginning of the school year and with any transferring students during the year.
2. A notice shall appear in all student handbooks identifying that the transportation policy exists, and behavior on the bus will become part of the student's record that may cause a loss of bus privileges.
3. The School Board has authorized the use of video cameras, with audio, on school buses as an aid to drivers in enforcing discipline. Audio and Videotape evidence may be used to corroborate or refute incidents of misconduct. Any videotape so used is to be kept in the office of the Superintendent of Schools.
4. Inclement weather announcements regarding the opening of schools begin at approximately 6 a.m. During severe weather conditions, pertinent information concerning school closing or a delayed opening will be announced on the following radio and TV stations:

WTSN 1270AM

WOKQ

WHEB

Channel 6

Channel 9

Legal References

RSA 189:9-a

THE DISTRICT WEBSITE AND THE MMS PARENT PORTAL

The Dover School District believes in keeping everyone aware and involved so each student better achieves their potential. To that end, we maintain two valuable online tools: our District and School Websites and the MMS Parent Portal.

The purpose of the Website (www.dover.k12.nh.us) is to provide a means to publish public information regarding the Dover School District and its schools, as well as a conduit for teachers to use to publish any online classroom content they wish to share. On our website you find, among other things:

- Classroom, school and District activities calendars.
- Teacher contact information.
- PTA Information
- Team and Club web pages

CLOSING STATEMENT

It is impossible to put in writing all possible situations, expectations, or guidelines that might occur in a given school year. This document represents the best overview of the school year and our expectations. The administration reserves the right to make amendments to this fluid document. It will be our intent to notify parents of any changes or updates throughout the year. The administration must have the ability to amend and/or interpret new and ever-changing issues that arise, especially around the area of discipline and safety.

We at Garrison are excited about the school year and working with your child(ren) and your family.