

WILLIAM R. HARBRON, Ed.D.  
Superintendent of Schools  
[w.harbron@dover.k12.nh.us](mailto:w.harbron@dover.k12.nh.us)

LIBBY SIMMONS  
Business Administrator  
[l.simmons@dover.k12.nh.us](mailto:l.simmons@dover.k12.nh.us)



CHRISTINE BOSTON, Ed.D.  
Assistant Superintendent of Student Services  
[c.boston@dover.k12.nh.us](mailto:c.boston@dover.k12.nh.us)

PAULA GLYNN  
Assistant Superintendent of Teaching and Learning  
[p.glynn@dover.k12.nh.us](mailto:p.glynn@dover.k12.nh.us)

## THE DOVER SCHOOL DISTRICT

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

### Annual Family Education and Privacy Rights Notification

**(Including FERPA)**

**DOVER SCHOOL DISTRICT**

**2018-2019 School Year**

**All Dover School District School Board Policies are available on the School District Website:**

[www.dover.k12.nh.us](http://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.

STUDENT SERVICES, TITLE IX, & 504 COORDINATOR:

Christine Boston, 516-6722

LEARNING AND TEACHING, TITLE I:

Paula Glynn, 516-6707

CAREER TECHNICAL DIRECTOR, & NJROTC:

Lisa Danley, 516-6976

ASSISTANT STUDENT SERVICES:

Abigail Small, 516-1309

HOMELESS LIAISON:

Lucinda Shattuck, 516-6708

**NONDISCRIMINATION:** 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, 516-6722. (See School Board Policy AC-R for additional information.)

**SECTION 504:** No student in Dover shall be denied access to any educational program or activity because of a disability. (See School Board Policy AC-R for additional information.)

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.

**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 is intended to comply with RSA 193-F, which specifically identifies “bullying” as a form of

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pupil harassment. Conduct constituting bullying will not be tolerated and is prohibited by policy JICK in accordance with RSA 193-F.

**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

**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.

**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 Assistant Superintendent of Student Services. This year federal funds are being used to fund special education teachers, family services facilitator and special education coordinators.

**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.

**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 District forwards records to other schools in which the student seeks, intends to enroll, or is already enrolled in. 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.

**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**.

### **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 librarian, 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](http://www.dover.k12.nh.us)).

### **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.

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.

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.

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.

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.

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.

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:

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;

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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